

## **Protocol for Students to Retrieve Personal Belongings from Schools During Closure**

The Ministry of Education has confirmed that all Ontario School Boards will remain closed for learning for the duration of the 2019-20 school year. Therefore, access into schools will now be granted to students/parents/guardians to retrieve personal belongings and return any materials to schools, including text books, musical instruments and library books. **This process will need to occur prior to June 26, 2020.**

The following plan has received the endorsement of the Durham Region Health Department. The plan outlines the guiding principles, instructions for the pick up and the development of the plan.

Thank you for everything that you are doing to ensure the safety and wellbeing of your staff and students. This guide is designed to facilitate the retrieval of staff and student belongings. Please ensure that you read carefully/thoroughly and reach out to your FoS Superintendent for further guidance and direction should you have unusual circumstances at your school.

Staff are not expected to provide distance learning on the days they are in the schools to assist with the retrieval of personal belongings. Teachers should post a notice in their Google classroom/chosen platform that they are unavailable for that day due to assisting at the school with students collecting personal belonging. Please make sure that this message is posted in advance of the date and that they provide students with information as to when they will be back on-line to assist.

- At all times, we are to protect the safety of ourselves, staff, students and the public.
- Implementation of this process has the required flexibility to meet the needs of individual schools and their community with respect to logistics and timing.
- This plan is based on the premise that it is a team approach. Administrators will need a group of volunteers to work on implementation beyond the administrative team. (Please ensure you modify as needed to meet your schedules/needs).
- While considering what will work best for your school's schedule and logistical planning, ensure you follow the priorities of physical distancing (2m between individuals), minimizing contact points, and following the directives of the health department.
- Timeframes are up to administrators as long as the opening is within the prescribed school opening times of 8:00am to 8:00pm.
- School staff who are volunteering and choose to wear a mask may bring their own. If school staff do not have their own, we will have masks available on site.
- Masks or gloves will not be provided for families but alcohol based hand sanitizers are to be used at both entry and exit points for all staff and visitors. We encourage individuals to bring and wear their own masks. Durham Region Health Department does not recommend the use of gloves.
- Custodial staff will be on site to perform enhanced cleaning of high touch surfaces throughout the day.

This is a very large and time sensitive undertaking and we appreciate the team approach you are all taking to ensure that this task is completed in a safe and organized manner.

### **Standard Guidelines for All Students, Staff and Parents/Guardians:**

The following guiding principles will be followed:

- To access a DDSB facility, individuals must perform a self assessment:
  - Symptom free of respiratory illness (fever, new cough and shortness of breath);
  - Have not been outside of Canada within the last 14 days from the date of entry to the building;
  - Have not cared for or had known contact with an individual with confirmed COVID-19 or COVID-19 like symptoms (fever, new cough, runny nose, difficulty breathing);
  - If any of the conditions apply, then individuals **must not** access the building.
- Public health prevention measures must be followed during visits (e.g. hand sanitizing, physical distancing), also refraining from touching your face.
- Any personal belongings will be retrieved in an as-is state and no items will be cleaned or sanitized prior to collection.
- Clear plastic bags will be provided.
- Parents/guardians/students should not take items that do not belong to them.
- Access visits must be limited in both number of people in the building at once, and amount of time spent in school buildings.
- Schools will be designated into zones and entry times in 15-minute increments will be established into each zone. Please ensure scheduling allows a 2m radius around students/parents/guardians at all times to maintain physical distancing.
- School staff who are volunteering and choose to wear a mask may bring their own. If school staff do not have their own, we will have masks available on site.
- Masks or gloves will not be provided for families but alcohol based hand sanitizers are to be used at both entry and exit points for all staff and visitors. We encourage individuals to bring and wear their own masks. Durham Region Health Department does not recommend the use of gloves
- COVID posters/physical distance reminders will be provided in PDF format for posting in the building.

### **Access Guidelines and Instructions:**

- Access will be made available Monday to Friday, between 8:00am – 8:00pm starting on Wednesday, June 3, 2020 through to Friday, June 26, 2020. Each school will determine the appropriate pick up times for their location within this window. It is not expected that schools be open for a 12-hour window.
- Schools will identify their own zones within their buildings, and the sequencing of those zones. Portables should be treated as a zone.
- Appointments will be booked via the Parent/Teacher Interviews software. All schools will have access to this software by Friday May 29 and will be provided with a demonstration video by the vendor at this time that will also be posted on SPARK. An online Q&A session will be provided by IT Services on Monday June 1.
- Each student/parent/guardian will be allotted a 15-minute maximum time slot.
- Special Items that need to be picked up outside of the locker/classroom will need to be indicated in the Parent / Teacher Interviews software (i.e. EpiPen, medication, personal musical instruments).
- Staff will be located at all access points to check individuals in and out of the building, based on the schedule list generated by the Parent / Teacher Interviews software.

- Social Distancing measures outside of buildings for individuals waiting to gain entry should include pylons located 6 feet apart.
- Security guards will be posted at secondary schools to ensure social distancing and compliance with protocol.
- People entering the building must sanitize their hands upon entry. Hand sanitizer will be available at the entrance.
- The numbers of persons accessing the building will be limited at any given time to maintain physical distancing. Each person must enter and exit the building through the assigned doors for their zone.
- Student washrooms will not be open for use. Drinking fountains will be covered up and not available for use.
- A designated staff washroom will be available for staff use only.
- While inside the building, staff and families must always practice social distancing and remain at least 2 metres apart.
- Please use stairs while in the building. If elevator use is necessary, only one person should be in at a time (unless family members that live in the same household).
- Visits are limited to 15 minutes or less and entrants should not remain on site following their visit.
- Staff will oversee parent/guardian/student movement through the building and to the student's classroom or locker to retrieve necessary items.
- Staff observing movement will call custodians for lock cutting, if needed.
- Garbage bins will be available in each hallway for disposing of unwanted items.
- No loitering should be allowed, inside or outside the building.
- Students/parents/guardians are not permitted to remain in the building for any other purpose.

### **Students with Pre-Existing Medical Conditions**

- Students with pre-existing medical conditions resulting in accommodation needs specific to retrieval of items are to be prioritized within the time sequencing/planning at an individual school based (i.e. students who are high health risk for susceptibility to illness).
- School teams are to work with families or guardians individually on arrangements.
- Considerations include: Slight lengthening to time in the school to account for mobility/accessibility needs, staff member packaging of student's materials for retrieval at exterior door.
- Note: No further SEA equipment should be transferred to home/family unless exceptional circumstance and through consultation with the ISS SEA team (Special Education Officer Kyla McKee).
- Ideally, one parent/guardian will attend to retrieve items from classroom or locker. If childcare is an issue, child(ren) may attend with an adult. All accompanying names must be identified in the Parent / Teachers Interview Schedule software.
- Please note that medications currently stored at school should be returned to the parent/guardian or student (e.g., secondary) and annotation be made of this.

### **Elementary Schools**

- Ideally, one parent/guardian will attend to retrieve items from classroom or locker. If childcare is an issue, child(ren) may attend with an adult. All accompanying names must be identified in the Parent / Teachers Interview Schedule software.
- Intermediate students with lockers may attend to retrieve their belongings. Efforts will be made to schedule families with more than one student together.
- Consideration should be given for Grade 8 students to be at the end of the process. This would also be an opportunity to coordinate any graduation related matters.
- All lockers are to be left open and locks removed after retrieval of all belongings, except for SHARED lockers, locks to be removed after 2<sup>nd</sup> student retrieves items.
- Instruments, textbooks, and any other items being returned to the school must be labelled at home with the student's name. Bins will be available at the front entrance for drop-off.
- Teachers can prepare personal belongings in advance of student pick-up. Custodians can provide clear bags. Bags should be clearly labelled with the student's name.
- 48 hours should be scheduled between teachers packing up students belongings, and time scheduled for pick up.
- Consideration should be given to the flow through the school at all times, to avoid congestion and to maintain physical distancing.

### **Secondary Schools**

- Zones should be created using the common hallway designations (ie: English hall, Tech hall).
- Student are to retrieve their personal items from their own lockers. Parents/guardians/students should not take items that do not belong to them. One parent/guardian may accompany the student, if necessary. All accompanying names must be identified in the Parent / Teachers Interview Schedule software.
- Grade 12 students, and students not returning to DDSB, should be scheduled as close to the end of the school year as possible, to coordinate returning of Chromebooks, instruments, textbooks, etc.
- Instruments, textbooks, and any other items being returned to the school must be labelled at home with the student's name. Bins will be available at the front entrance for drop-off.
- Consideration should be given to the flow through the school at all times, to avoid congestion and to maintain physical distancing.
- All lockers are to be left open and locks removed after retrieval of all belongings, except for SHARED lockers, locks to be removed after 2<sup>nd</sup> student retrieves items.

**Plan Development Checklist:**

	<ul style="list-style-type: none"> <li>School Principals will schedule appointments with parents/guardians, in line with the guidelines and instructions outlined above.</li> </ul>
	<ul style="list-style-type: none"> <li>Appointments will be booked via the Parent Teacher Interviews software. All schools will have access to this software by Friday May 29 and will be provided with a demonstration video by the vendor at this time that will be posted on SPARK. An online Q&amp;A session will be provided by IT Services on Monday June 1.</li> </ul>
	<ul style="list-style-type: none"> <li>Time slots can be accessed based on the zone the classroom or locker are located (for high enrolment secondary school of 2,000, need a minimum of 100 students a day for June).</li> </ul>
<b>School teams will:</b>	
	<ul style="list-style-type: none"> <li>Set up a schedule for the pick up of personal belongings, respecting all physical distancing rules, including group sizes</li> </ul>
	<ul style="list-style-type: none"> <li>Designate doors for entry and exit (multiple entry/exit doors and zones will be necessary, 2-3 for elementary, 4 for secondary)</li> </ul>
	<ul style="list-style-type: none"> <li>Staff will be located at all access points to check individuals in and out of the building, based on the schedule list generated by the Parent /Teacher Interviews software (all entries to the building to be tracked – including names, time of entry/exit, classroom number/locker number)</li> </ul>
	<ul style="list-style-type: none"> <li>Screening measures must be outlined for self-assessment</li> </ul>
	<ul style="list-style-type: none"> <li>Manage social distancing requirements for those waiting in line (consider markings/pylons to identify appropriate distance measurement)</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure a separate table and/or bins are set up for students to return any loaned materials (textbooks, library books, musical instruments, etc.) All items must be clearly labelled by family, prior to drop off, with student name, grade and homeroom teacher name.</li> </ul>
<b>Operational Considerations: Sequence of Students That Require Access Within the Building</b>	
	<ol style="list-style-type: none"> <li>Inclusive Student Services</li> <li>Clean out of rooms to start renovations (full clean out of all items)</li> <li>Clean out of portables that are relocating to another school site over the summer</li> <li>All grades</li> <li>Students leaving DDSB – need to collect Chromebook (required for distance learning until end of June)</li> <li>Grade 12 students that will not be returning – need to collect Chromebook (required for distance learning until end of June)</li> </ol>

**Parents/Guardians and/or students are expected to:**

- Arrive at the school at the designated time
- Conduct self-screening measures
- Respect social distancing requirements
- Provide identification if requested
- Retrieve belongings
- Exit school property promptly

**Uncollected Items:**

- Uncollected items will be bagged by staff and put in the school’s lost and found. Arrangements can be made for retrieval after the first week of September.