



Office of the Director of Education

June 3, 2020

Subject: Protocol for Retrieving Personal Items

Dear Parents/Students:

As you are aware, the Provincial Government announced an extension of school closures for the remainder of the 2019-20 school year.

Recognizing that students may have left personal items in their lockers and desks, the Board is working with the Ministry of Education and Toronto Public Health to ensure safe access to schools so that these items can be retrieved.

All parents of elementary students and secondary students will receive further communication from the school principal with respect to procedures required for retrieval of personal items within the next week.

School access can begin as early as June 8, 2020 based on principal scheduling.

Process to Access

To be permitted access to the school the student **MUST** conduct the **Toronto Public Health COVID-19 self-assessment** (<https://www.toronto.ca/home/covid-19/>):

1. Be free of COVID – 19 symptoms once arriving at the school.
2. Have not been outside of Canada within the last 14 days from the date of entry to the school facility.
3. Have not cared for or had known contact with an individual with confirmed COVID-19 or COVID-19 like symptoms (fever, new cough, difficulty breathing).

If any of the conditions apply, then the student or parent **MUST NOT** visit the school. Access will be denied. Other arrangements must be made.

If access is permitted, then the following protocols will apply:

For parents of Elementary School students:

- The Principal will provide the parent with a scheduled date and time to retrieve their child's personal items from a designated door of the school.
- Items can only be retrieved Monday to Friday between 7 am and 4 pm, at the date and

time agreed upon with the school Principal.

- Parents/students will not enter the school.
- Parents/students waiting for retrieval of their belongings must maintain a safe personal distance from any others outside or inside the school.
- All personal items from the student's desk/classroom will be removed, bagged and labelled with the student's name and available for pick-up at a designated entrance on the agreed upon date/time.
- Students may only pick up their own personal items; they may not retrieve items belonging to other students.
- Any items not retrieved by the end of June, will be stored in a safe place until schools reopen.

For Secondary School students:

- The Principal will provide the parent with a scheduled date and time to retrieve their child's personal items from a designated door of the school.
- Items can only be retrieved Monday to Friday between 7 am and 4 pm, on the date/time agreed upon with the school Principal.
- The Principal or Vice-Principal will control access to the school building to ensure that only a few people are inside the building at any given time.
- Students are encouraged to wear face coverings to protect themselves and staff.
- Students waiting for access to the building must maintain a safe personal distance from any others outside or inside the school.
- Students are asked to report to the Principal/Vice-Principal to sign in before proceeding to their locker and to spend 15 minutes or less to retrieve their items.
- Hand sanitizer must be used upon entering and exiting the building.
- Students may only retrieve items from their own lockers; they may not retrieve items belonging to other students.
- Students may not seek assistance from the caretaker or any other staff to retrieve items from their lockers.
- Once the items are removed from the locker, the student is to sign out and exit the building.
- Any items not retrieved by the end of June, will be stored in a safe place until schools reopen.

We appreciate your support in ensuring the health and safety of everyone concerned.

Please remember that all the latest updates, learning resources, and answers to Frequently Asked Questions can be found on the board's website at

<https://www.tcdsb.org/FORSTUDENTS/LearningatHome/Pages/Default.aspx>.

Sincerely,



Rory McGuckin
Director of Education