

## **HCDSB Secondary School Access for Student Belongings [DOC B]**

### **Protocol for Secondary Students/Parents/Guardians**

**June 5, 2020**

The Ministry of Education is allowing temporary access to schools for families to retrieve any personal belongings that may have been left in schools since the start of the school closure period, and to return any items that belong to the school. The school administration will facilitate the process at the school level within the guidelines provided.

Based on the advice of Health Canada regarding [physical distancing](#) and in consultation with Halton Region Public Health, the following risk reduction measures are being implemented to ensure the health and safety of all involved.

Secondary Students/Parents/guardians are required to review all the requirements of this protocol prior to accessing the school.

#### **Key Point Regarding the Schedule:**

- Specific appointment times are limited to 15 minutes and will be communicated by the school.

**Secondary Students/Parents/Guardians are responsible for reviewing and following the screening measures, self-assessment requirements, and prevention measures, prior to arriving at the school site.**

#### **Screening and Self-Assessment Requirements for Secondary Students/Parents/Guardians:**

1. **To be permitted to access the school site any person must conduct a [self-assessment](#) for COVID-19 each day that one accesses, including the following:**
  - be symptom free of respiratory illness;
  - have not travelled outside of Canada within the last 14 days from the date of entry to the school;
  - in the past 14 days have not cared for, or had known close contact with, an individual who tested positive for COVID-19;
  - in the past 14 days, have not been in close physical contact with a person who is currently sick with a new cough, fever, or difficulty breathing or returned from outside of Canada within the last 2 weeks.
2. **If any of the conditions apply, then you MUST NOT visit the school.** You must follow the recommendation of public health authorities. Contact your school Administrator to make alternate arrangements. If you start to begin to feel unwell, while at the school site, or if you are injured please contact your principal/designate immediately.

#### **Prevention Measures:**

**The following safety precautions must be practiced by all individuals attending the school site to reduce the potential [spread of COVID-19](#):**

1. Ensure you always maintain a 2 metre physical distance from others.
2. Practice hand hygiene [How to wash and sanitize your hands](#)
3. Avoid touching building fixtures (door handles, etc.) as much as possible.
4. Cough / sneeze into a tissue or your elbow and avoid touching your face.
5. Avoid socializing with others and do not gather in any area of the school / property.
6. Every effort will be made to maintain physical distancing. Masks and/or gloves will not be provided on-site, however you may choose to bring/wear your own gloves and/or a mask. Watch this video of [how to put gloves on](#) and [how to take them off](#) properly, and this video on [face coverings](#).

## Student Belongings Retrieval and Return of School Items Protocol:

1. Date and time for retrieval and return of items will be limited by number of people and time and will be communicated by the school. If you are unable to attend, please make arrangements with the school. Every effort must be made to adhere to the schedule. It will be necessary to wait in lines. Please follow the direction of staff, adhere to marked areas, and maintain physical distancing at all times.
2. Arrivals will be tracked by supervising staff and the names of parents/guardians will be logged and secured for contact tracing purposes.
3. Vehicles are to be parked to allow at least 2 metres of distance between other vehicles.
4. Items are to be gathered as quickly as possible from the designated access area. Delays are to be avoided so not to impact the next scheduled individual.
5. Only the secondary student OR parent / guardian is permitted in the school, at the scheduled time slot and for the scheduled duration (one person per locker). 15 minutes will be provided. Parents / guardians are strongly encouraged to accompany the student and wait in the parking lot to reduce the possibility of lingering on property.
6. You must remove all items from the locker, with the exception of items belonging to the school. School property may be left in the locker. There will be no garbage receptacles available; please take and dispose of at home. Any belongings will not be cleaned or sanitized prior to collection.
7. Regarding lockers, please bring your locker number and lock combination with you. A custodian will be on-site and can assist with cutting locks, as per the standard procedure, if necessary. Lockers will need to be emptied and cleaned over the summer, as per usual practice.
8. Bins/Tables will be designated by the school for students to drop off items, such as **technology\***, **special education equipment, used uniforms, library books, sports uniforms/equipment, textbooks**, and **musical instruments**.  
  
Regarding technology\*, the school will communicate with families who currently have borrowed technology from the school. All devices will need to be returned by the end of June, unless the student is registered in a summer learning program.
9. Please label all returning items. New unused bags will be provided by staff to place items in upon arrival.
10. Arrangements for the pick-up of EpiPens® or other medication that may be at the school will be communicated by the staff.
11. Lost and found will not be available, to minimize gatherings, however parents can communicate with staff if they are looking for any particular items.
12. Returned items to families and/or the school should be cleaned and disinfected if they need to be used, or moved, within three days. Otherwise, returned items should be left in a designated area for minimum of three days before they are used or moved.
13. It is recommended that you change and wash your clothes as soon as you get home.
14. Please note: Washrooms and drinking fountains will not be available to parents/guardians.

For the most up-to-date information on COVID-19, please visit [Halton.ca/COVID19](https://www.halton.ca/COVID19)