



ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL

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June 12, 2020

Protocol to Access to School to Retrieve Personal/Essential Belongings

Dear Parents/Guardians:

This week, you received a notification email and phone call from the Dufferin-Peel Catholic District School Board (DPCDSB) and a document regarding the [Protocol for Retrieval of Students' Personal Effects](#) from school lockers, etc.. The message also referred to the drop-off of school property such as musical instruments, textbooks, library books and any learning devices that are no longer required. If you haven't already done so, please read the Protocol document carefully.

At St. Joseph Catholic Elementary School, we have developed the following schedule for the safe and orderly retrieval of items your child left at school and to drop off the school-owned items mentioned above:

Schedule

To eliminate the disruption to the continuity of learning and to ensure controlled access to the school, we have designed a schedule for the following dates: **Monday, June 22nd**, **Tuesday, June 23rd** and **Wednesday, June 24th**. To minimize the number of people in the building, the following schedule has been created based on student last name alpha list.

Date	Time	Alpha by Student Last Name
Monday, June 22, 2020	8:30 a.m. -9:30 a.m.	A
	9:30 a.m. -10:30 a.m.	B
	10:30 a.m. -11:30 a.m.	C
	Custodial Clean Up	
	12:30 p.m. -1:30 p.m.	D
	1:30 pm. -2:30 p.m.	E, F
	Custodial Clean-Up	
Tuesday, June 23, 2020	8:30 a.m. -9:30 a.m.	G
	9:30 a.m. -10:30 a.m.	H
	10:30 a.m. -11:30 a.m.	I, J, K
	Custodial Clean Up	
	12:30 p.m. -1:30 p.m.	L, M
	1:30 pm. -2:30 p.m.	N
	Custodial Clean Up	
Wednesday, June 24, 2020	8:30 a.m. -9:30 a.m.	O, P, Q
	9:30 a.m. -10:30 a.m.	R
	10:30 a.m. -11:30 a.m.	S
	Custodial Clean Up	
	12:30 p.m. -1:30 p.m.	T, U, V, W, X, Y, Z
	Custodial Clean Up	

We ask that you please complete the following link to indicate your intention to access the school to retrieve items for your child(ren). Please complete the survey by **Tuesday, June 16th**. <https://forms.gle/PyJWrTJ4585u9FRo9>

You will be provided 15 minutes to access classrooms. If you have more than one child you will have 20 minutes to retrieve items. This will allow us to control the number of visitors in the building during the blocks of time.

Please note that from Tuesday, June 16th to Thursday, June 18th staff will be preparing student items and place belongings on student desks for ease of retrieval from for 1-2 hour blocks of time. In addition, will be supporting the supervision and monitoring the retrieval of belongings from June 22nd to June 24th for 1-2 hour blocks of time. Therefore, there may be interruptions to the Continuity of Catholic Distance Learning. Your child's teacher will communicate with your child if they are unavailable to respond to questions during their scheduled time at school.

Access Expectations

The following expectations must be adhered to:

Access Preparation:

- Any person accessing a school should be directed to perform a COVID-19 self-assessment before arriving at the school. The Ministry of Health's self-assessment can be accessed here: <https://covid-19.ontario.ca/self-assessment/>
- **If the assessment directs you to stay home and monitor your health or to get tested for COVID-19, do not come to the school**
- **Entry shall be denied to any person who has any symptoms outlined in the [COVID-19 Reference Document for Symptoms](#) on the Ministry of Health's COVID-19 website.**
 - Common symptoms of COVID-19 include fever (temperature of 37.8 0C or greater), new or worsening cough, and shortness of breath.
 - Other symptoms of COVID-19 can include sore throat, difficulty swallowing, new olfactory or taste disorders, nausea/vomiting, diarrhea, abdominal pain, etc.
- Entry shall be denied to any person who has been in contact with anyone suspected or confirmed of having COVID-19 in the past 14 days.

Once at the School

Entrance and Exit Door Protocol

- Please wear a mask/face covering and gloves
- Access to the school will be from the Front Doors. Please line up in the Kiss N' Ride zone.
- **ONE** parent/guardian representative per family (parent/guardian) can line up for every 2 meter marking
- Expect to be waiting in line at the front doors
- It is important to maintain physical distancing of 2 meters at all times
- No outside bags/back packs will be allowed. Bags will be provided
- ONE parent will be allowed in (not both parents)
- Grade 7 and 8 students may enter on their own if the parent/guardian has requested access for them. Students will not be allowed to cluster in groups outside of the school.
- No walk-ins without prior permission will be allowed
- There will be hand sanitizer stations set up at the entrance doors and at each exit. (FDK A, FDK B, Primary, Junior/Intermediate)

- Please respect social distancing at all times (two meters/ 6 ft apart)
- School staff will be monitoring the entrances and exit flow of individuals through the building to ensure that nobody remains inside the building longer than required.
- There will be staff assisting with the traffic flow upon your entry.
- Upon entering the school, boxes will be labelled in the front foyer to deposit Library books and Student textbooks by Grade
- Once you have retrieved your child(ren)'s belongings, you are asked to leave the building immediately by the designated exit doors.
- **No gifts for staff can be accepted at this time.** We understand the sentiment, but unfortunately outside bags and parcels cannot be brought into the school building. In lieu of end of year gifts, consider donations to our local parish and community food banks.

Once In the Classroom:

- Student belongings will be placed on student desks in the classroom labelled with the student's name
- You will have 15 minutes to retrieve your child's items.
- You are asked to refrain from engaging in dialogue with classroom staff and support staff in the hallways in order to keep the flow of people moving safely.
- Please remember to check coat hooks, cubbies and shoe racks for any personal belongings.
- Any items not retrieved will be disposed of or will be donated depending on the condition of items

Off Limits

- All washrooms, water fountains, gym, library, change rooms, staff rooms are CLOSED

Medication

- Retrieval of medications (i.e., EpiPens, Inhalers) will be in the classroom labelled with your child's name and forms for September 2020.

Return of Items to the School

- **Library Books**
 - Bins will be located at the main entrance marked (Returning Library Books)
- **Textbooks**
 - Please return all textbooks to the school. Bins will be located in the main entrance and marked by grade. Please label with your child's name with masking tape with the student's name, grade and classroom teacher's name before arriving to the school.
- **Technology**
 - Collection technology devices including Chromebooks, Edwins, and Internet devices and peripherals will be forthcoming.
 - If you are moving or heading to the cottage during the last week of June, please return your Chromebook on your pick up date. Please write your child's name, classroom teacher's name on a masking tape and attach it to the device before arriving to the school.

We ask that the following parameters be strictly followed by parents/guardians:

1. You must adhere to the protocol at all times while on school property;
2. Maintain a minimum 2-meter distance at all times, as you enter and exit the building, and as directed by staff supervisors;
3. One parent/adult representative per family will enter the building.
4. You may be asked to wait outside before being allowed inside the building. Markings to ensure physical distancing will be set up outside the entrance doors.
5. Do not congregate in the hallways or anywhere on the property when leaving the property. You must leave the property immediately after exiting the building.

As the Continuity of Catholic Learning extends until June 26, there will be a further opportunity to drop off devices, textbooks, etc., that may still be required in early July.

Thank you for your attention to this important information. If you have any questions or concerns, please contact the school at 905-826-4422 or general school email St.JosephESMississaugaInfo@dpcdsb.org

With thanks,
Ms. Cavaliere
Principal

