

PROTOCOL

ACCESS TO SCHOOLS TO COLLECT STUDENT BELONGINGS

This protocol has been reviewed by Peel Public Health and Wellington-Dufferin-Guelph Public Health.

The Dufferin-Peel Catholic District School Board (DPCDSB) recognizes that many personal student belongings have remained inside schools since March 13th. As a result, the DPCDSB has developed the following protocol to allow temporary access to DPCDSB schools for students and parents/guardians to retrieve these belongings.

Access to DPCDSB schools will take place prior to the end of June. You will be contacted by your school regarding the dates and times your school will be open for this purpose.

Students and families may also use this opportunity to return items belonging to the school, including musical instruments, textbooks and library books if they are no longer required. Information about the timing and process for returning devices will be communicated separately at a later date.

You are not required to come to the school to retrieve personal belongings if you believe you no longer require these items. However, please be advised that for any items not picked up, your school will follow its normal year-end practice.

This protocol must be followed to ensure the health and safety of all staff, students and families. Every school has its own unique circumstances, therefore this document is intended as general guidance and can be adapted to suit each school based on physical characteristics of the school (e.g., size and layout), student enrolment, age of students, location of student belongings, and any other relevant factors. Depending on the size of the school, this process may take several days.

GENERAL GUIDELINES:

1) Self-Assessment and Screening

- 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/>.

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- **If the self-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 of the 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°C 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 also be denied to any person who has been in contact with anyone suspected or confirmed of having COVID-19 in the past 14 days.
- Although it is important to maintain physical distancing of 2 metres at all times, people should consider wearing a non-medical mask/face covering as an extra layer of protection where physical distancing may be difficult. Wearing a homemade mask may help prevent people who may have the virus and do not know it from transmitting it to others.

2) Scheduling

- Temporary access to schools to pick up personal belongings will take place across all DPCDSB schools before the end of June.
- Each school will be responsible for communicating to its local school community the specific dates and times of access.
- Each school will develop a scheduling system that is appropriate to meet their needs. Examples include:
 - Scheduling pick-up for students on an alphabetical basis to come at certain times.
 - Scheduling based on specific grade(s)
 - Scheduling based on the location of specific classrooms
- For students in JK to grade 8, a parent/guardian must come to retrieve their child(ren)’s belongings. If a parent/guardian is unable to attend, students in grades 7 and 8 may access the school, but this should be communicated during the scheduling process.
- Students in grades 7 to 12 are expected to retrieve their own belongings. Arrangements can be made with the school to have a parent/guardian retrieve their child(ren)’s belongings.
- If other arrangements need to be made to retrieve personal belongings, please contact your school principal.

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- To ensure that access is controlled and appropriate physical distancing is maintained, access to each school will be granted to students and families in designated blocks of time.
- Each student or parent/guardian should only have access inside the school for 15 minutes. This can be extended where more than one child of the same family attends the school.
- For elementary schools, only one parent/guardian per family will be permitted to enter a school with their child(ren).
- Schools may consider providing persons who miss their designated block of time with an additional opportunity to access the school at a subsequent scheduled time.

3) Accessing the School

- Schools will designate and clearly mark specific entrances and exits for each visitor as appropriate, and only permit entrance/exit through these doors.
- Students and families may be required to line up outside the designated entrances of a school before being allowed inside. Similar to practices established by grocery and other retail stores, visible markers spaced 2 metres apart will indicate where people should line up.
- Students and families accessing the building will be required to:
 - Clean their hands upon entry and ~~upon~~ exit with hand sanitizer.
 - Avoid touching their eyes, nose and mouth.
 - Cover a cough and sneeze with a tissue or arm, not a hand.
 - Maintain physical distancing of two metres from others.
- Traffic flow and physical distancing markers will be located throughout the school.
- All students and families are required to stay only within the area(s) of the school they need to access and refrain from lingering.
- School staff will be on hand to direct people while maintaining physical distance of at least two metres. Please ensure that you follow instructions from school staff at all times.
- Where possible, please use stairs. Where required, elevator usage should be limited to one person or members of the same household.
- Use of washrooms and drinking fountains is not permitted.
- Students and families will not be permitted to gather in groups on the school premises. Social gathering of any kind on school property will not be permitted during this process.
- Students and families will be required to leave the school property immediately after they have gathered all personal belongings.

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4) Collection of Personal Belongings

- Elementary students will be directed to their classrooms to retrieve personal belongings. Desks will be labelled with the child's name and any artwork or other items belonging to the child will be placed there. You will need to check cubbies and coat hooks as well.
- Secondary students and elementary students with lockers are to proceed to their lockers to retrieve belongings. Please ensure that you remember to bring the combination for the lock. Locks may need to be cut by custodians if the combination is forgotten/not known. Gloves are recommended while cleaning out lockers.
- Plastic bags will be provided by the school to collect belongings. Please note that bags and other containers from home are NOT allowed to be brought to school.
- Garbage bins will be provided for items to be disposed of.

5) Return of Items to the School/Lost and Found

- A designated area will be provided for the return of items, such as musical instruments, library books, and textbooks that are no longer required. Items should be labelled before arriving at the school with the student's name and grade and the classroom/homeroom teacher's name.
- Information about the return of devices will be communicated separately at a later date.
- Any current lost and found items at the school will be placed on a table for pick up.

6) Cleaning/Sanitization

- Custodial staff will be on-site to clean/disinfect high-touch surfaces frequently throughout the access period, as per provincial guidance.

RESOURCES

- [Physical distancing](#)
- [Hand hygiene](#)
- [Factsheet Non-medical-masks](#)
- [How to wear masks](#)
- [Putting on Gloves](#)
- [Removal of Gloves](#)