

# PROTOCOL

## RETURNING DEVICES AND OTHER ITEMS BELONGING TO THE SCHOOL AND COLLECTING STUDENT BELONGINGS

UPDATED JUNE 2021

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***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 some personal student belongings have remained inside schools since in-person learning was suspended on April 1<sup>st</sup>. As a result, the DPCDSB has developed the following protocol to allow temporary access to DPCDSB schools for students and parents/guardians to return devices and other items belonging to the school and to retrieve student 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.

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) Requirement for COVID-19 Self-Screening**

- Any person entering a school building must complete the COVID-19 self-screening before arriving at the school. The self-screening tool can be found at <https://covid-19.ontario.ca/school-screening/>. It is recommended that this be completed before arriving at the school to save time.

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- If the self-screening indicates that you can enter the school, you will be required to show the survey result when you arrive. The result can be displayed from a smartphone or other technology, or it can be printed. Paper copies of the self-screening survey questions will be available at the entrance for those who require them.
- Anyone who got a COVID-19 vaccine in the last 48 hours prior to entering the school is permitted to go inside with mild symptoms, such as a headache, fatigue, muscle aches or joint pain, as long as these symptoms began only after vaccination.
- 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.

### 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, as well as how visits are to be scheduled.
- 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.

### 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.

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- Students and families may be required to line up outside the designated entrances of a school before being allowed inside. Appropriate physical distancing must be maintained.
- Prior to entering the building, school staff will check the names of individuals against the schedule (or request a sign-in with contact information) and verify they have passed the self-screening.
- Anyone entering the building is required to do the following:
  - Wear a mask at all times
  - Hand sanitize
  - Maintain physical distancing of two metres from others.
- All parents/guardians/students are asked to leave the building immediately after they have returned devices and other items belonging to the school and/or collected personal belongings.
- Traffic flow and physical distancing markers will be located throughout the school.
- Persons should be directed to stay only within the area(s) of the school they need to access and refrain from lingering.
- Use of washrooms and drinking fountains is not permitted.
- Students and families are not permitted to gather in groups on the school premises.

#### 4) Collection of Personal Belongings - Elementary

- 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.
- 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

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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.