

May 2019

Good Morning Clarke High School Families:

I hope you and your family are well. We have some important information with communicate to you in this message.

We know that students and families have been anxious to retrieve personal belongings from their lockers. We have collaborated with local health authorities to finalize our process to allow access to student belongings, in a structured way, which respects physical distancing.

The following process has been developed to allow everyone to safely retrieve their belongings from their lockers. Please limit the number of people coming to the school at your designated time.

1. Families are invited to retrieve their belongings at specific time slots based on the FIRST LETTER OF YOUR CHILD'S LAST NAME. See below.

By appointment, timeslots are very **LIMITED** and must be arranged through the principal in advance, by email, at [silvia\\_grdovic@kprdsb.ca](mailto:silvia_grdovic@kprdsb.ca), if you are unable to make your designated time.

	<b>Monday, June 1<sup>st</sup></b>	<b>Tuesday, June 2<sup>nd</sup></b>	<b>Wednesday, June 3<sup>rd</sup></b>
<b>9:00-10:00</b>	A, B, C	R, S	By appointment only – prescheduled
<b>10:00-11:00</b>	D, E, F, G	T, V	By appointment only – prescheduled
<b>11:00-12:00</b>	H, J, K	W, Y	
<b>12:00-1:00</b>	L, M, N		
<b>1:00-2:00</b>	O, P, Q		

2. Please note the COVID-19 notice on all entrances. If you or your child(ren) answer “yes” to any of the questions outlined below, you may **NOT** enter the building. Please contact the school if this applies to you, and we will consider another option. The questions are as follows:

- **Do you have any of the following symptoms: fever, a new or chronic cough?**
- **Have you returned from travel outside of Ontario within the last 14 days?**
- **Have you had close contact with a confirmed case of COVID19 within the last 14 days?**

If you continue to be uncertain, please utilize this [Self-Assessment](#).

3. **Entrance** to the building will be through the **BUS DOORS ONLY**. There could be line-ups and a period of time waiting outside so we ask for your patience and understanding. Please adhere to proper physical distancing for yourself and your child(ren). Minimize the number of family members that come to the school. For Grades 7-12, a student may enter the school on their own to pick up belongings. Only students/parents of the school will be allowed in the building.
4. Upon entering the school, a staff member will record the name(s) of the parent and/or student entering the school. You will have approximately 10 minutes to clear your locker.
5. Hand sanitizer **must** be utilized and will be available at entrances and exits.
6. Please note that bathrooms and water fountains **will not be available** during this visit.
7. Exit points will be clearly marked. A staff member will be there to ask your name and note your time of exiting the building. Please do not return to the bus entrance to exit the building.
8. If you have children with different last names, please retrieve all belongings during one visit.
9. **Parking:** With limited parking onsite, please come to the school just prior to your allotted time. No earlier, please.

Thank you for your cooperation with this process, which will help everyone retrieve their belongings quickly and safely.

Administration

Clarke High School