

## **Protocol H– Safe Retrieval of Student Belongings from Elementary Schools**

### **Introduction**

Schools will develop a plan for the safe retrieval of student belongings that makes sense for their site, using the guidelines below.

Student belongings that remain at school may include, personal items (e.g., clothes), medications, completed schoolwork, etc. Depending on the size of the school, this process may take several days.

Our hope would be that all elementary schools would have a plan in place and be ready to welcome parents/guardians starting the week of June 8, 2020.

### **Developing a School-based Plan**

As school administrators are developing a plan that works best for their school community, please consider the following:

#### **Restrictions / Requirements**

##### **Safety Considerations:**

- During the week of June 1, 2020, staff will be re-entering the building to prepare, package and label all student belongings for pick up during the weeks of June 8<sup>th</sup> and June 15<sup>th</sup> : staff entry to the building requires following the TVDSB – COVID-19 Protocol B Access to Buildings Protocol, including the Ontario COVID-19 Self-Assessment. <https://covid-19.ontario.ca/self-assessment/>
- Staff will be assigned a time to be in the school, in consultation with their Administrator. Number of staff in the school must allow for appropriate physical distancing to occur, given staff are working alone in classrooms. Access is prohibited to anyone who is exhibiting symptoms of COVID-19.
- No other meetings or activities are permitted to occur **at** the school during the weeks designated to the preparing of student belongings and during times of parents/guardians' retrieval of items.



- Reminder to staff that this time is reserved for the process of preparing belongings for pick up and distribution to families only. Their time in the building should be devoted to those functions only.
- Plastic bags will be provided to collect student items. Bags and other containers are not allowed to be brought from home by families/ students. Student belongings from classrooms, hallways etc. will be packaged and labelled by staff for curbside pickup by families.
- Please share this information with your staff at your virtual staff meeting on May 28, 2020.

**Note:** Physical distancing **MUST** be maintained throughout this protocol. Following health unit guidelines, gloves / masks are not required for this activity. Staff may choose to wear their own face coverings at their discretion. Staff are always encouraged to practice good hand hygiene (e.g., frequent hand washing and the use of alcohol-based sanitizer). Sanitizers are mounted in the main office of all schools.

#### **Pick up of Student Belongings by Families**

- Administrators are encouraged to devise a safe pick up process for families based on their school community needs and the layout of their school parking lot etc.
- Scheduling of families is encouraged to be done alphabetically in order to provide families with multiple children, one date for curbside pick-up.
- Student belongings that are packaged and labelled should be organized to allow for easy retrieval based on students' last names.
- Staff will need to be scheduled to support the safe arrival of families and retrieval of student belongings (e.g. a staff member creating cars or walkers as they arrive, use of walkee-talkies to inform another staff member of the family's arrival); schools are encouraged to devise a safe flow of traffic, supported by staff who are physically distancing, to allow for the student belongings to be distributed to families.
- For families arriving in vehicles, we encourage staff to place the items in the trunk.
- Families may be returning items from home to the school which we would be receiving during this process; school plans should include a location that is designated for the storage of these items until such time as cleaning protocols are determined. Staff retrieving items from families must wear gloves, which



will be provided. This retrieval should be contactless. Please ensure your school plan includes supervision of collection of items and the location to store.

- School administration should take an inventory of student medication and devise a plan that aligns with the process for the retrieval of student belongings (e.g., organizing medication in alphabetical order for easy retrieval when a family arrives); we recommend that medication is **not** packaged with student belonging.

### **Initial Contact with Families**

Once a plan is developed, schools will need to communicate the plan to families. Please ensure this communication is provided to families in a timely manner, if possible.

Some things to consider when communicating with families:

- Use all school communication options to ensure your families are aware of the school plan, in addition to TVDSB system messaging that will be provided. This is to include SchoolMessenger, email, website, social media, digital platform communication, etc.
- Parents who are not accessing online technology will need a phone call. Please ensure all families are notified.
- Some flexibility will be required, at the discretion of the school administration, to allow for families to be able to retrieve student belongings in a manner that works for best for them and free from barriers (i.e. not all families will be driving to the school, not all families live close to the school, older, responsible siblings may be attending on foot to retrieve items for the family, etc.) Please work with your School Superintendent if you have questions.

Items to communicate to parents:

- Indicate to parents/guardians that retrieval of their child's belongings will be done in a staggered and safe manner;
- Share that their child(ren)'s belongings are all pre-packaged and labelled and the process for families involves the "picking up" of these items
- Share your school's plan/ schedule for retrieval (e.g. Families with the last names starting with "A through E on Monday, June 8<sup>th</sup>")  
For schools that may have lockers: please ensure parents/guardians are aware that students are bring their locker

combination and a bag to carry the items retrieved from their locker; these students will need to have access to the building, Only students with lockers may enter the school. For schools with lockers, please see information below on the specific protocols to adhere to.

- Ensure parents/ guardians are aware that there will be no outdoor supervision and the playground is closed.

### **Staff Preparation of Student Belongings for Curbside Pick up**

Staff are expected to come into the school ahead of time to organize student items from their classroom/hallways. Staff may include teachers, ECEs and EAs. **Keep in mind that there are staff who may not be comfortable coming into the school to do this work. If staff are unable to attend their school, they care to contact their Administrator to make other arrangements. Staff who also do not pass the COVID19 Self-assessment may require other staff to support the preparing of their students' belongings.**

- Teachers/staff will pack up and label their students' items from desks/hallways/potentially work displayed on walls etc.; this may require the sorting of school items that should remain at the school (i.e. classroom/school library books, textbooks, etc.).
- Teachers will be provided with bags and labels to pack and label each individual student's belongings.
- Once items are packed, teachers/staff are to leave them in a designated area; it is recommended that this be organized in alphabetically order for easy access for distribution to families.
- **Teachers/staff will be given appropriate amount of time to safely pack these items.**
- The claiming of lost and found items will be up to the school to manage how best to have materials claimed. Lost and found items will not be donated at the end of the year. Staff are encouraged to take photos of items with unknown ownership and post them to their digital platforms; students may be able to assist in replying to teachers' posts and claiming ownership of miscellaneous items.

### **Frequently Asked Questions**



**What if parents are unable to pick up the items at the designated time?**

If parents are unable to collect items at the designated times, they are to contact Administration to arrange for another time that is mutually agreed upon. This should occur before the end of June. Items are to remain accessible for retrieval.

**Can families return school items on these days?**

While the intent of this time is for families to pick up personal items from the school, there may be other school items in homes that you might wish to recover or families may plan to return, like textbooks, musical instruments. This practice will be encouraged. Designated locations should be identified for these returned items and will be evaluated for cleaning later. This **does not include technology** which will be a separate protocol to be determined at a later date. Gloves will be made available to staff receiving items. Receipt of items must be contactless.

**What should we do if families cannot be reached?**

If there is no response from parents/guardians:

- Place student items in a plastic bag and label with student name, grade/class and locker number (if applicable).
- If the student has a locker, and no combination is available, CUPE staff will open lockers by cutting off the lock (appropriate PPE is to be used).
- If, after several attempts to contact families, they cannot be reached, please store the belongings in a safe location until such time as school resumes.

**My school has student lockers. How do I handle this?**

Protocols for elementary schools with lockers will allow for student access to the building so that the student themselves, can access their locker and remove the contents.

\*This process is ONLY for schools with lockers. Students are not to be accessing the school building in other situations.

**Student retrieval of items from lockers:**



- Passive Screening posters will be posted on exterior doors used for entrance by Students/Parents (these signs will be sent to schools asap); 'passive screening' is the act of using signage to warn visitors to not enter if they are experiencing any symptoms listed and to alert them to public health expectations such as sneezing and coughing etiquette;
- Students will be asked to bring their own bags (be sure to include this in messaging to families); the school will have some available, if needed;
- Administrators are asked to keep a list of student's names and date of entry;
- Staff are to monitor these students as they access their locker; monitoring should occur from a safe distance;
- As you plan for this, depending on the size of your school, you may be required to plan to use a line-up system outside (physical distancing) with 2m sidewalk markers;
- Provide hand sanitizer at the door upon entry;
- Using separate entry and exit doors;
- Custodians may be required to assist in the cutting off of locks in the event that a student does not know their combination; if schools have maintained a list of locker combinations, you may wish to have this list on hand for the staff supervisor escorting students to their locker; and
- If any items that are of concern are found in the locker, the Principal must be immediately contacted, and parent/guardian and/or police can be called if deemed necessary by the Principal.

**Do we need to have families sign indicating receipt of items?**

This is not required and would be challenging to have families sign due to contact. We would encourage school teams however, to consider how they can track families who retrieve items, in a manner that works for individual schools.