**April 30th,2020**

**Hello RMS Families,**

We are pleased to be able to facilitate the opening of school so that RMS students can collect their belongings. Below is the process and procedures we will follow to allow students and one adult access to the school. We must ensure we follow the province’s expectations for physical distancing, it is important everyone follow these procedures and only come on to school property at the date and time specified below. Each Advisory has been allotted a day and time based on the student last name.

**Access to RMS will take place the week of May 11th to May 15th**

Student and one adult, if needed, are permitted to enter the school only if they:

 **• Do not have a fever, cough, or difficulty breathing.**

 **• Have not traveled outside of New Brunswick in the last 14 days**

**• Have not had contact with a confirmed COVID-19 case**

**Process:**

1. Enter at Main Entrance off Devere Road
2. Check in with designate staff member standing at the front entrance, we need to know who has collected their items. Please give your name to the designate at the main entrance
3. Procced to the bathrooms located at the front door entrance to wash hands
4. **If your advisory is on the main floor proceed to your advisory & exit via the nearest door**
5. **If your Advisory is upstairs, proceed upstairs via the stairs in the cafeteria and exit via the nearest door**
6. **Please DO NOT exit at the main entrance**
7. Always maintain physical distancing
8. Community Face Masks are encouraged, but not mandatory
9. For families with siblings at RMS, you are permitted to collect all family items in one visit
10. Students will be able to enter with ONE parent or guardian. Please do not touch anything except your own locker and belongings
11. Please bring a large bag or garbage bag to collect belongings. Bags will not be provided.
12. If you find an item in your locker that belongs to the school, please kindly leave it on the top shelf of your locker
13. Students will sort their items at home and dispose of any garbage at home.
14. Please treat this opportunity as a “get in, get out” type of trip. The sole purpose is to pick up your belongings
15. Please head directly to your locker, gather your things and exit the building at the nearest door to your locker
16. Classroom doors and lockers will be unlocked in advance
17. Staff will be spread out to assist you and direct you
18. **Traffic should flow in one direction, as much as possible. DO NOT GO BACK TO THE MAIN ENTRANCE**
19. If you do not plan to come, please contact your child’s Advisory teacher and advise them what you would like done with the child’s belongings

**Schedule to collect student belongings**

|  |  |
| --- | --- |
| **TIMES** **Monday - Friday****May 11th - May 15th** | **Last Name** |
| **9:00-9:45 am** | **A - F** |
| **10:00-10:45 am** | **G - L** |
| **11:00-11:45 am** | **M -R** |
| **12:00-12:45 pm** | **S - Z** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday-May 11th** | **Tuesday-May 12th** | **Wednesday-May 13th** | **Thursday-May 14th** | **Friday-May 15th**  |
| **Allen** | **Conway** | **Roy** | **Terry** | **Auffrey** |
| **Mazerolle** | **Bouma** | **Levesque** | **Patrick Gautreau** | **Anik Gautreau** |
| **Poirier** | **Voisine** | **Arsenault** | **Hawkes** | **Lloyd** |
| **Gaudet** | **Dorris** | **Landry** | **Jardine** | **Horsman** |
| **Lauziere** | **Bingham** | **Morais** | **Burkett** | **Perry** |

**ADVISORY DATE**

**Below is an example of how the schedule works:**

**If the students last name is Steeves and in Mrs. Conway’s Advisory, the date and pick up time Tuesday May 12th from 12:00 to 12:45pm.**

**If you have clarifying questions about the date and time you are able to access the school, please contact the Advisory Teacher.**

**It is extremely important that everyone follows the schedule and the above procedures to support the health and wellness of our community.**

**Thank-you for your continued support during these unprecedented times.**

**Take Care,**

**K. Plume-Marr & Mrs. B. Kenny**

****