Thank you for assisting the District in our efforts to allow admittance into schools for students and parents to collect their personal belongings and technological support items. Our main objective is to maintain a healthy and safe environment for our staff, students, and parents/accompanying adults. To achieve this goal, we have the put the following guidelines in place:

**PROCESS GUIDELINES**

1. Accompanying Adult/Students will arrive at the school at their scheduled time. ***Note\**** *Accompanying Adult/Students must bring a large bag to collect personal effects.*
2. EA and/or teacher shall coordinate with accompanying adult/students to form a line and maintain a distance of 2 meters between themselves and those of another household.
3. EA and/or teacher at entry door will ask every accompanying adult/student if they have read the questions posted. If accompanying adult/students answered “yes” to any one of the first three posted questions, they will not be permitted to enter the school at this time. EA and/or teacher will advise them of this.
4. EA and/or teacher to guide all accompanying adult/students to wash their hands immediately upon entry to the school at pre-designated handwashing or sanitation location.
5. Accompanying Adult/Students will have a 15-minute window to enter the school and retrieve their belongings. All persons entering the school must maintain one-way traffic. There is to be an EA and/or teacher stationed on each floor to guide accompanying adults/students in the proper direction as they collect their things and do not enter areas of the school that are not essential.
6. There is to be an EA and/or teacher located at the pre-determined exit door to guide accompanying adults/students out of the building.

**GENERAL GUIDELINES**

1. One-way traffic plan to be followed at all times by all persons.
2. Minimize contact with non-essential surfaces and persons.
3. Maintain a 2-metre distance between yourself and another person at all times.
4. Wash hands frequently, this includes, before starting work, whenever time permits during work, and upon completion of work. Proper handwashing requires regularly and thoroughly washing your hands with soap and water or minimum 60% alcohol-based hand sanitizer.
5. Non-Medical grade masks or face coverings and disposable gloves are encouraged as the user sees fit.
6. When you cough or sneeze, do so into a tissue; dispose of the tissue and wash your hands afterwards. If you do not have a tissue available, cough into your sleeve or elbow.
7. All schools will receive a thorough cleaning at the end of each day.