

Otonabee Valley Public School Retrieval Plan for Student Belongings- June 2020

OV Families,

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

We know that students and families have been anxious to retrieve personal belongings. 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 and return resources that are no longer required for distance learning in June.

1. Families are invited to retrieve their belongings at **specific time slots** based on the **FIRST LETTER OF YOUR CHILD'S LAST NAME**. "By appointment" time-slots are limited and must be arranged through the principal, by email, if you are unable to make your designated time.

	June 2/20	June 3/20	June 8/20
9:00-10:00	A, B	-----	By appointment
10:00-11:00	C, D	-----	By appointment
11:00-12:00	E, F, G, I, J	-----	By appointment
12:00-1:00	H, K	N, O, P, Q	
1:00-2:00	L, M	R, S	
2:00-3:00	-----	T-Z	

2. Please note the COVID-19 notice on the front door entrance. If you or your students 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 **main doors only**. There may 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 children. Minimize the number of family members that come to the school and if possible the parent should come alone.
4. Upon entering the school, there will be a staff member to record the name(s) of your family coming into the school and the time.

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. Teachers will have gathered individual student belongings and placed them in front of the coat racks in the halls outside the classrooms. Student belongings and names will be clearly marked. Please collect your child's belongings as quickly as possible and exit the building and school grounds, touching as few surfaces as you can. Teachers' names will be visible on classroom doors. If another parent is outside the classroom, please wait maintaining physical distancing rules.
8. Please return classroom or school resources no longer required for distance learning at the identified areas labelled by staff. Library resources are to be placed on the table outside of the Library Resource Centre main doors.
9. Exits will be clearly identified for you to access at the end of your visit. A staff member will take your name and check off that you have retrieved your belongings.
10. Staff will have the "Lost and Found" table set up at the parking lot exit of the building for you to review as you are leaving the property.
11. If you have children with different last names, please retrieve all belongings during one visit. Staff will direct.
12. **Parking:** With limited parking onsite, please come to the school just prior to your allotted time.

We appreciate your patience in this process and thank you in advance for adhering to the expectations outlined in this memo and for listening carefully to instructions from staff when you enter and exit the school.

All the best!

D. Whitney

Principal

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