



Jennifer Perry, Principal

Julie Iwachniuk, Vice-Principal

June 12, 2020

Dear Parent/Guardian:

I hope that this message finds you and your family well. I know that one of the issues that is important to you is getting access to your child's belongings at the school.

The school district has been working with the **Eastern Ontario Health Unit** to develop a plan to do this safely. The plan includes safety measures such as physical distancing, hand rub sanitizers and traffic flow. These actions will help to reduce the risks of exposure to COVID-19 and limit the spread of the virus. As well, face coverings (non-medical) prevents the wearer from spreading germs. Face coverings are highly recommended in Ontario by Public Health when physical distancing is not possible. For those families who cannot retrieve their personal belongings at this time, their belongings will be stored at the school until an additional opportunity to access the school is scheduled.

How Do I Retrieve Personal Items from my Children's School and Return School Property?

On Wednesday, June 17th, one person per family will be invited to pick-up their child's personal belongings at the yellow doors. The retrieval of personal items will include a COVID-19 screening point and processes to receive personal belongings. There will also be a location for the return of school board items such as books and devices.

Please find the schedule below: (We are limited to the number of people we can allow into the gym at one time. Please respect the following times.)

First letter of Student's Last Name	Pick-Up Time on June 17
A	9:00 – 9:30 am
B	9:30 – 10:00 am
C	10:00 – 10:30 am
D	10:30 – 11:00 am
E & F	11:00 – 11:30 am
G & H	11:30 – 12:00 noon
I, J, K	12:00 – 12:30 pm
L	12:30 – 1:00 pm
M	1:00 – 1:30 pm
N, O, P	1:30 – 2:00 pm
Q, R	2:00 – 2:30 pm
S	2:30 – 3:00 pm
T	3:00 – 3:30 pm
U, V	3:30 – 4:00 pm
W - Z	4:00 – 4:30 pm



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What Safety Protocols Will Be In Place? There will be strict physical distancing and sanitizing protocols in place to ensure the safety of our parents/guardians and staff. Tape marks and pylons will be placed on the pavement, in front of the school, for designated waiting areas, and COVID self-assessment checkpoints. We ask that one person per family pick-up their child/children's belongings and that a mask is worn. You will enter at the yellow doors and exit through the gym doors.

COVID-19 Screening of Parents/Guardians

Prior to gathering and receiving their student's personal belongings, all persons will be verbally asked the following:

- Have you completed the Ministry of Health COVID-19 on-line self-assessment tool? School access may be permitted, if you are well and currently practicing the usual physical distancing measures. (LINK :<https://covid-19.ontario.ca/self-assessment/>)
- Are you experiencing any Symptoms of COVID-19?
- Have you travelled outside of Canada in the last 14 days or been in close physical contact with a person who has?
- Have you been in close contact with someone who has COVID-19?
- Have you been in close contact with someone who is sick with respiratory symptoms (fever, cough, and/or difficulty breathing)?

NOTE: The Board reserves the right to deny entry to the school to anyone suspected or confirmed of having COVID-19 in the past 14 days or anyone showing symptoms.

How do I return school materials? We will designate a table at the yellow doors for the returning of books, school equipment and school technology if a student no longer requires the technology for instructional purposes. Please label your child's materials being returned.

What Are Some Important Reminders To Be Aware Of?

Students and their families are reminded of the following:

1. Please arrive promptly for your appointment time (see schedule above).
2. Only **one** family member will be allowed into the school.
3. Follow verbal and visual signage direction.
4. Any school items brought from home that need to be returned (i.e. textbooks) should be placed in the appropriate designated area and labelled.
5. Washrooms and water fountains will not be accessible.

Post School Access Control Measures

Any student/parent/guardian who has accessed school property, and during or after their entry to the school site feels sick or experiences COVID-19 / flu-like symptoms should contact an COVID-19



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Assessment Centre or their health care provider and communicate these concerns to the school principal.

The school will be open for student access on Wednesday, June 17 from 9:00 – 4:30 pm. If these times are not manageable, or you have any questions, please do not hesitate to contact me at jennifer.perry@ucdsb.on.ca or by calling the school at 613-932-5318 or through Bridgewood's Facebook Messenger.

Thank you for your cooperation and support through these challenging times.

Sincerely,
Jennifer Perry



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