



St. Joseph's Catholic Secondary School Locker Retrieval & Textbook Return Schedule

Next Steps:

Ontario schools have been closed to students and families since March 15, 2020. The CDSBEO has worked closely with our local health officials to develop a plan for students to retrieve personal items as well as return textbooks and school property to the school. Students who borrowed school board laptops or devices do not need to return them yet. Please read the following information very carefully.

How Do I Retrieve Student Items from Lockers and Return School Property?

Starting Monday, June 8th, students will be given temporary access to St. Joe's to retrieve items from their lockers and return school textbooks. A booked appointment of **5 minutes** will be allotted per student to enter the school. Appointments will be booked online, and time slots are available on a first come-first served basis. Bookings can be accessed by clicking on the following link: <https://tinyurl.com/SJCSSLockerCleanout>. You will then select the locker location and book an appointment.

NOTE: If families have children in both the Intermediate Division (Grade 7/8) and the Secondary Division (Grade 9 to 12) they are required to book a slot for each child. If families have children in the same division (both children in grades 7/8 or both in secondary on the same floor, they may book one slot). If students from the same family have lockers on separate floors on the secondary side, they will need to book separate appointments.

What If I Have Questions About Booking an Appointment?

If you have questions regarding booking an appointment, please email Brenda.Fraser@cdsbeo.on.ca

Where Do I Go When I Arrive for My Appointment?



Locker contents retrieval & textbook return



Schedule a time to retrieve items using the link below:

CLICK HERE TO BOOK YOUR TIME

PARKING

When students and their parents arrive at St. Joe's, they should park in the parking lot closest to the designated entrance areas:

- For lockers located in the **7/8 wing and on the second floor of the secondary side**, park in the **Sacred Heart parking lot on Cumberland St.**
- For lockers located on the **main floor of the secondary side**, park in the **south parking lot.**

ENTRANCE

Upon confirmation by a staff member, the student (and optional parent/guardian) will enter through the designated door and exit through an alternate exit. While we are scheduling appointments, timelines will be based on students quickly retrieving their belongings. We respectfully ask for your patience in understanding we will follow the schedule to the best of our ability while adhering to the School Board protocol and Ministry guidelines.

- **Grade 7 and 8 Entrance:** CDSBEO Board Office (outside cafeteria/auditorium on Cumberland street).
Note: Exit is located near the main gymnasium doors on the east side of the building.
- **Grade 9 to 12 Entrance for lockers on main floor:** Main St. Joe's entrance on Cumberland.
Note: Exit is south parking lot.
- **Grade 9 to 12 Entrance for lockers on second floor:** CDSBEO Board Office (outside cafeteria/auditorium on Cumberland street).
Note: Exit is located between main CDSBEO entrance and main St. Joe's entrance on Cumberland St.

Who Is Permitted to Enter the Building to Retrieve Items?

A maximum of one student and ONE parent/guardian may enter at a time. Exceptions may be made for families where there is more than one sibling whose locker is in the same designated area. In this situation, siblings and ONE parent may enter the building. Any other siblings will not be permitted to enter the building with our students. Access will only be granted with an appointment booking.

What Safety Protocols Will Be in Place?

Strict physical distancing and sanitizing protocols will be in place to ensure the safety of our students, parents, and staff. Tape lines and pylons will be placed on the pavement in front of school entrances to ensure students/parents/guardians respect social distancing guidelines and remain six feet apart. If multiple families arrive at the same time, families may be asked to remain in their vehicles. Washrooms and water fountains will not be accessible.

Prior to entering the building, students/parents/guardians will be asked the following questions:

- Have you completed the Ministry of Health on-line self-assessment tool, received a negative assessment, AND are symptom free at: <https://covid-19.ontario.ca/self-assessment/>?
- Have you travelled in the last 14 days or been in contact with someone who has travelled in the past 14 days?

- Have you been in contact with someone who has tested positive for COVID-19, or is suspected to have COVID-19, or who has respiratory symptoms (fever, cough, or shortness of breath)?

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.

Reminders:

1. Arrive promptly for your appointment time.
2. Park in your designated parking lot (see above).
3. Proceed to the appropriate entrance door according to where your locker is located, which will be clearly marked outside the school.
4. You will be asked specific questions by a staff member (see above) prior to being allowed access to the school.
5. Hand sanitizer will be provided, and you will be required to use it when you enter the school and before you exit.
6. Any school items brought from home or in students' lockers that need to be returned should be placed on the designated table (entrance table for items brought from home and exit table for items retrieved from lockers).
7. Students are asked to bring a bag with them to empty the contents of the locker; a garbage bag will be available if needed. Families are encouraged to bring their own pen, for hygiene purposes, to sign in and out of the building.
8. Individuals must abide by the 5-minute maximum appointment time provided.
9. Students must retrieve items quickly. Items in lockers should be placed in a bag and sorted at home. If a student has difficulty opening a locker after multiple attempts, the locker will be cut to gain access.
10. Lockers must be left open once they have been emptied. Students should take their locks with them.
11. Students then proceed to the designated exit, sign off that they have retrieved all their items, sanitize their hands, and exit the building through the designated door.
12. Students and their families are asked to promptly leave school property once items have been retrieved, as congregation is not permitted.
13. Students may only access items in their own assigned locker. If a student has items in a friend's locker, they must contact that friend and retrieve their item(s) on their own time.
14. Washrooms and water fountains will not be accessible.

Grade 12 Uniform Donations

We very much appreciate any uniform donations. Please consider bringing gently used uniforms with you to the school when you come for your appointment. The donated uniforms are put to great use and benefit the students at St. Joe's. A bin will be available at all entrances for your donations.