



ST. MARK CATHOLIC SCHOOL

420 McAULEY RD., RR4, PRESCOTT, ONTARIO, K0E 1T0
TEL. 613-925-4342 - FAX 613-925-0512



Mrs. Karlene Elliott, Principal

Mrs. Anne Leach, Vice-Principal

May 31, 2020

Hello St. Mark Families,

Given the extension of the school closure to the end of June 2020, distance learning will continue until the end of the school year, however, the Board has deemed that the gathering of personal belongings can occur under the specific conditions set out below and that have been approved by local public health.

Parents/guardians will be able to electronically book a time to access their belongings and retrieve them from the school. On **Monday, June 1**, families will have access to an online Bookings site (this link will be posted on our school Facebook page, Website and included in this letter) to book a **10-minute period of time** to access the school and retrieve the student's personal items. Mrs. Elliott, Mrs. Leach and one of our custodians will be on site on the day you book to help you access the school and classroom.

A maximum of two students at a time **OR** a student and **ONE** parent/guardian can enter the school at the time of their appointment. Exceptions will be made for families where there is more than one sibling. (All siblings and **ONE** parent can enter the building). However, it is strongly encouraged that only one person per household attend the school to retrieve the belongings. **If you have more than 1 child, please book 2 time slots.**

In the event that multiple families arrive at the same time, families may be asked to remain in their vehicle or line up outside maintaining social distancing.
Alcohol-based hand sanitizer will be placed at the main entrance inside the door and at the exit doors. All students or parents/guardians must sanitize their hands upon entry and exit.

Prior to entering the building, students/parents/guardians will be asked to indicate where they are going in the school (classroom(s)) AND verbally be asked the following:

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





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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.

Parents will be asked to sign in using their own pen if possible. If a parent does not have a pen, one will be provided, and parents will be asked to keep the pen for safety reasons. Students/parents/guardians are to enter through the main entrance and exit through the set of doors indicated) to limit contact between students and families. Physical distancing must be maintained (6 ft/2m). Wearing of face coverings, where physical distancing cannot be maintained is recommended.

Movement will be restricted to the student's desk and hook area to retrieve personal belongings and a **maximum of 10 minutes** is permitted for each student/parent/guardian. Exceptions will be made for a parent/guardian retrieving belongings for multiple children. If you have two or more students at the school, please ensure that you book 2 time slots to ensure you have enough time to gather all students' belongings.

Student/parent/guardian should bring a **bag** for items being retrieved from desks and hook area.

Some things to note:

- Teachers, ECEs & EAs will not be at the school during the retrieval process
- There is no lost & found at the school, all items were distributed before the shut down
- Please return any textbooks or library books at this time.
- The use of washrooms and drinking fountains are not permitted.
- Please avoid touching surfaces unnecessarily and do not touch your face.
- Only come at your appointment time – drop-ins will not be accepted

BOOKINGS LINK

<https://outlook.office365.com/owa/calendar/StMark@cdsbeo.onmicrosoft.com/bookings/>

It is very easy to follow. **Please note, there will only be a 5 day window to access the school beginning Monday, June 8 – Friday, June 12.**

Thank you for your patience and attention to the protocol outlined above. Please email Mrs. Elliott if you have any questions or concerns. Karlene.Elliott@cdsbeo.on.ca

Stay safe.
Karlene Elliott

