



Protocol for Students to Retrieve Personal Belongings From Schools During Closure

Last Updated: May 28, 2020

The Ministry of Education has confirmed that all Toronto District School Board schools will remain closed for learning for the duration of the 2019-20 school year. Access will now be granted to students, parents and staff to schools to retrieve their personal belongings and return any materials to schools, including text books and library books, between June 8 and June 26, 2020 (limited access can extend to July 3).

This work is a significant undertaking that requires the support of a number of key staff members, including Principals, caretakers, school-based support staff and redeployed central staff. As teachers are supporting remote learning, they are not required to be present during the retrieval process (June 8 to 26). This protocol outlines a standard of practice and key considerations, but acknowledges that many decisions will have to be made at the local school level.

The following guiding principles will be followed:

- The health and safety of individuals – staff, students and parents – is of utmost importance. Public health prevention measures must be followed during visits (e.g. hand washing, physical distancing). **Important note:** Caretaking staff on site will be performing enhanced cleaning of high touch surfaces throughout the day. This will include any areas where contracting staff were working in over the closure period. Schools/sites have not been deep cleaned and/or sanitized during the closure period. According to current research from [Health Authorities](#), the COVID-19 virus only survives on various surfaces up to 5 days.
- All staff, students and parents must conduct a self-assessment based on this list of [symptoms](#) and if you have any, please do not come. Only those who have passed the self-assessment with no [COVID-19 symptoms](#) will have access.
- Any personal belongings will be retrieved in an as-is state and no items will be cleaned or sanitized prior to collection.
- Access visits must be limited in both number of people in the building at once, and amount of time spent in school buildings. Designated entry times in 15 minute increments will be established.
- Sanitizer will be available. Masks or face coverings are required. Staff will be provided with a mask. Students and parents are strongly encouraged to bring and wear their own [mask or face covering](#); a limited quantity of masks will be available on site if necessary.
- Efforts will be made to maximize air circulation and ventilation.
- Principals, vice principals, school-based support staff, and redeployed central staff will support the implementation of this process at the school level. At the discretion of the Superintendent, vice principals may be assigned to support other schools. If staff who are identified to support cannot



do so for medical or other valid reasons, they must follow the normal protocol of informing supervisor and providing appropriate documentation where necessary.

Visit Guidelines and Instructions

- Access for students and parents will be made available Monday to Friday, between 9 a.m. and 3:30 p.m. from June 8 until June 26, 2020 (For larger schools or extenuating circumstances, arrangements can be made to extend hours and days to July 3). Request to access schools will be made directly with school Principals. Staff access will begin on June 1 and is outlined in the *Protocol for Staff to Access TDSB Schools During Closure*.
- School Principal and/or Vice Principal will be on site when students and parents are in the school building.
- All staff, students and parents must conduct a self-assessment based on this list of [symptoms](#) and if you have any, please do not come. Only those who have passed the self-assessment with no [COVID-19 symptoms](#) will have access.
- Staff, students and parents must clean their hands upon entry and exit, if possible. At a minimum, alcohol sanitizer must be used. In order to reduce the potential of contact with others, it is suggested entrants use their own sanitizer. Masks or face coverings are required.
- Access will be limited to a maximum number of people at any given time based on physical distancing guidelines (which are well below numbers recommended by Toronto Public Health):
 - 0 - 75,000 sq. ft. building, including portables – 25 occupants
 - 75,000 – 150,000 sq. ft. building, including portables – 50 occupants
 - Greater than 150,000 sq. ft. building, including portables – 75 occupants
- While inside the building, everyone must practice physical distancing and remain at least 2 metres apart at all times.
- Each person must enter and exit the building through the designated doors.
- Limited washrooms will be available.
- School-based support staff and redeployed central staff will direct parents and students to their classroom, portable or locker as required.
- Seating plans or other identifiers, created by classroom teachers, will be left in the classroom to easily identify students' belongings.



- Visits are limited to 15 minutes or less and entrants should not remain on site following their visit. Students and parents are not permitted to remain in the building for any other purpose (e.g. to complete other work).
- If possible, stairs should be used while in building. If elevator use is necessary, only one person should be in at a time. If an accommodation is required, please speak with the Principal.
- Garbage bins will be available throughout the school to dispose of items. A bin/table to return items should be located at the designated entry door.

Establishing a Process at the Local Level

- School Principals will facilitate the process with their local communities at the school level, in line with the guidelines and instructions outlined above.
- Principals must determine:
 - Schedules, of 15 minute windows and respecting all physical distancing requirements and occupancy loads as outlined above, for parents or students to pick up personal belongings (consider families with multiple children) and return items.
 - The appropriate number of staff required to facilitate the process
 - A designated door for entry and another for exit (separate to reduce congestion)
 - Process for checking in and out of the building
 - Managing physical distancing requirements for those waiting in line, traffic flow in hallways and stairwells. Consider markings to identify appropriate distance measurement and to identify traffic flow. This work can be done with the support of the caretaker.
 - A plan for items that do not get picked up. Non-essential items (notebooks, pencils, etc.) can be discarded. Clothing and personal items are to be packed and stored.
- Parents and/or students are expected to:
 - Conduct a self-assessment based on this list of [symptoms](#) and if you have any, please do not come. Only those who have passed the self-assessment with no [COVID-19 symptoms](#) will have access.
 - enter through the designated doors
 - use hand sanitizer and wear a mask or face covering (limited masks are available but you are encouraged to bring and wear your own)
 - respect all physical distancing requirements, staying at least 6 feet away from others
 - drop off any items at the entry (include your child's name, teacher and list of items returned)
 - retrieve belongings from classroom, portable or locker quickly
 - put any garbage in the bins provided
 - exit school building and property promptly