



SBCSS Protocol for Access to Student Personal Items (June 17-19, 2020)

The following guideline has been informed by the Ministry of Education suggested protocol, which was informed by Provincial Chief Medical Officer of Health and has also been vetted with Waterloo Region Public Health.

This guideline is intended to allow temporary access to students/parents/guardians for the removal of student's personal belongings from SBCSS, and the return of textbooks, Chrome books, musical instruments, and team uniforms. If a student requires parent/guardian support, only one parent/guardian can accompany the student to retrieve items.

Musical instruments –All students with school loaned musical instruments should arrive 4:30 to 5:30pm on the Wednesday (NOT the time shown by last name)!! If this is not possible, please come in on Friday between 9am to 11am. All other items (texts, team uniforms etc.) can be returned at this time also – no need for 2 trips.

All school items will be returned to the cafeteria upon entering the school. Tables will be set up by department (and by grade in some cases) for these items. Please read the signs posted on the tables and place the items on the appropriate table or in the appropriate area.

Textbooks/Novels - Individual textbooks/novels need to be clearly labelled with the student's full name. Please use a piece of masking tape or something similar to accomplish this.

Team uniforms - are to be placed in a bag that is clearly labeled with the student's full name.

Other school equipment – are to be placed in a bag that is clearly labeled with the student's full name

Chrome books – will only be collected from grade 12 students and those not returning to St. Benedict in September at this time. Chromebooks should be placed in a bag, with your name on the bag. These should be returned to the cafeteria the day you clean out your locker.

On the day you are scheduled to come to SBCSS to clean out your locker and return texts:

- Hand-sanitizer will be provided for parents/ guardians/students upon entry to the building and departure from the building.
- Individuals are encouraged to wear a cloth face mask. Face masks are recommended when physical distancing is not possible ([LINK](#)).
- **Physical distancing should always be maintained.** Please always keep at least 2 meters apart.
- Students are to come prepared with backpacks and bags to retrieve locker items. A limited number of bags will be available.
- **Students must ENTER through the Main Entrance of the school.**
- **Students must EXIT through the cafeteria to the back of the school.**
- Students waiting for their scheduled time slot to enter the school should line up outside the Main Entrance of the school. A staff member will let you know when you can enter the school. Please maintain physical distancing of 2m while waiting.

- Entry is permitted for pick-up of student's personal belongings and to return school items only.
- No other meetings or activities are permitted.
- **Washrooms will not be accessible to Students/Parents/ Guardians at this time.**
- **After June 19, any unclaimed items left in lockers will be placed in the garbage or donated.**

Entrance Restrictions / Requirements

Access is prohibited to anyone who is exhibiting [symptoms of COVID-19](https://covid-19.ontario.ca/self-assessment/) or has had close contact with a confirmed case. Parents and students must complete the self-assessment tool prior to arrival: <https://covid-19.ontario.ca/self-assessment/>

SBCSS Student Schedule for Access to Lockers and Drop-off of Materials (June 17-19)

The schedule below indicates the 3 days, from Wednesday June 17 to Friday June 19, in which limited access to SBCSS is permitted. This includes a limited time on Friday June 19th to accommodate students who were unable to attend their assigned time slot on June 17 -18. Students have been divided alphabetically by **LAST NAME**. Please check the schedule carefully to ensure that you arrive to SBCSS on the appropriate day and at the appropriate time. Students will enter the school by the Main Entrance and leave through the cafeteria. During your 20-minute time slot you should:

- Return musical instruments to room 101 (Time slot on Wed 4:30-5:30)
- Graduating students and students leaving SBCSS return their Chromebooks to the designated area in the cafeteria
- Return textbooks to the designated Program Area table in the Cafeteria
- Empty your locker of personal property, textbooks, Library books, team uniforms, musical instruments, and garbage
- Once your locker is completely empty, leave the door open, hang your lock on the hook (inside your locker) and lock it. Return any found books, team uniforms etc to the cafeteria
- Return Library books to the Library book return outside
- **If you have medication stored in office, please contact an Administrator to retrieve it**



Last Name	Date	Time Slot
Aba-And	Wed. June 17	8:30 - 8:50 am
Ang-Barre	Wed. June 17	9:00 - 9:20 am
Barri-Boon	Wed. June 17	9:30 – 9:50 am
Boot-Buf	Wed. June 17	10:00 – 10:20 am
Bug-Cast	Wed. June 17	10:30 – 10:50 am
Cas-Costa	Wed. June 17	11:00 – 11:20 am
Costi-Da	Wed. June 17	11:30 – 11:50 am
De - Dou	Wed. June 17	12:00 – 12:20 pm
Dow-Eyl	Wed. June 17	12:30 – 12:50 pm
Fa-Fria	Wed. June 17	1:00 – 1:20 pm
Frit-Gil	Wed. June 17	1:30 - 1:50 pm
Gio-Hajj	Wed. June 17	2:00 - 2:20 pm
Hajo-Hic	Wed. June 17	2:30 – 2:50 pm
Hig-Ivo	Wed. June 17	3:00 – 3:20 pm
Izb-Kap	Wed. June 17	3:30 – 3:50 pm
Kar-Kon	Wed. June 17	4:00 – 4:20 pm
ALL STUDENTS with Musical INSTRUMENTS	Wed. June 17	4:30 – 5:20 pm
Kor-Lem	Thurs. June 18	8:30 - 8:50 am
Lenn-Mach	Thurs. June 18	9:00 - 9:20 am
Mack-McAl	Thurs. June 18	9:30 – 9:50 am
McCa-Mill	Thurs. June 18	10:00 – 10:20 am
Miln-Muf	Thurs. June 18	10:30 – 10:50 am
Muh-Nott	Thurs. June 18	11:00 – 11:20 am
Novillas-Pau	Thurs. June 18	11:30 – 11:50 am
Pav-Purc	Thurs. June 18	12:00 – 12:20 pm
Pure-Rid	Thurs. June 18	12:30 – 12:50 pm
Rio-Sambi	Thurs. June 18	1:00 – 1:20 pm
Sambo-Shak	Thurs. June 18	1:30 - 1:50 pm
Shal-Souc	Thurs. June 18	2:00 - 2:20 pm
Sous-Tal	Thurs. June 18	2:30 – 2:50 pm
Tan-Turc	Thurs. June 18	3:00 – 3:20 pm
Turl-Wei	Thurs. June 18	3:30 – 3:50 pm
Wel-Zar	Thurs. June 18	4:00 – 4:20 pm
All students who missed their time slot	Fri. June 19	9:00am-11:00am