

CARLETON PLACE



HIGH SCHOOL

215 Lake Avenue, West
Carleton Place, Ontario
K7C 1M3

"Enter to Learn .. Go Forth to Serve"

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June 12, 2020

Dear Parent/Guardian/Student:

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.

Upper Canada District School Board has been working with **Leeds, Grenville & Lanark Health Unit** and 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 scheduling of students to access their lockers and pick up their belongs. Each school will also have an area set up for the return of UCDSB items. 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.

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

Starting June 16, 2020, students will be given temporary access to Carleton Place High School to retrieve items from their lockers and return school property (textbooks etc.). A booked appointment of 15 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 using the links below:

Self-scheduling can be accessed using the links below to schedule your own appointment date and time:

<https://outlook.office365.com/owa/calendar/CarletonPlaceHS@myucdsb.onmicrosoft.com/bookings/>

What If I Have Questions About Booking An Appointment?

If you have questions regarding booking an appointment, please email carletonplace@ucdsb.on.ca

What Safety Protocols Will Be In Place?

There will be strict physical distancing and sanitizing protocols in place to ensure the safety of our students and staff. Tape lines and pylons will be placed on the pavement in front of the school entrance to ensure that students keep six feet apart. If multiple families arrive at the same time, families may be asked to remain in their vehicle. Washrooms and water fountains will not be accessible when students are in the school.

COVID-19 Screening of Students

Prior to entering the building, students will be asked to indicate where they are going in the school and they 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 symptoms?
- 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.

Where Do I Go When I Arrive for My Appointment?

When students and their parents arrive, they should park in the parking lot. The student must enter through the designated door and exit through a separate and designated exit. Please be prepared to be patient on that day, as there may be waiting times.

Who Is Permitted to Enter the Building to Retrieve Items?

A maximum of one student and/or parent may enter the building at a time to clean out the assigned locker. It is strongly encouraged that only one person per household attend the school to retrieve the belongings, unless there are multiple students from one household.

How do I return school materials?

Schools will establish a general return location in the school for return of books, musical instruments, school equipment and school technology if a student no longer requires the technology for instructional purposes. **Please label the returning materials with the student's name.**

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.
2. Individuals must abide by the 15 - minute maximum appointment time provided.
3. Enter through the main entrance door, which will be clearly marked.
4. Students are asked **to bring a bag** with them to empty the contents of the locker
5. Any school items brought from home or in students' lockers that need to be returned (i.e. textbooks, novels, instruments) should be placed in the appropriate designated area.
6. Lockers must be left open. Students should take their locks with them.
7. When the locker is empty the students will communicate to the tracking person at the designated exit door, that they have retrieved all their items, then exit the building.
8. Washrooms and water fountains will not be accessible.

Post School Access Control Measures

Any student who has accessed the school, and during or after their entry to the school site feels sick or experiences COVID-19 / flu-like symptoms should contact an COVID-19 Assessment Centre or their health care provider and communicate these concerns to the school principal.

The school will be open for student access from June 16, 2020 to June 20, 2020 between the hours of 9:00 am to 6:00 pm.

Should you have any further questions or require an accommodation, you can contact me at carletonplace@ucdsb.on.ca

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

Sincerely,

Shelley Riddell

Principal