

NOTE: we have posted the details below to class learning platforms:
BrightSpace/GoogleClassroom



Dear West Credit Secondary School Families,

I'm writing to provide you with important information on:

- 1) How students may retrieve items they had in their lockers – **applies to 68 students**
- 2) Drop off borrowed ChromeBooks & other technology – **applies to 18 students**
- 3) Pick up Graduates 2020 Gift Bags - **applies to 93 students**
- 4) Drop off items borrowed such as textbooks/library books.

DATES: On **June 12th** and again on **June 19th** between **8:00am and 2:30pm**

DETAILS:

We have sent direct and specific communication to families/students who:

- 1) Had contents in their lockers which we have bagged and labelled and waiting for pick up (68 students/families – via School Messenger & email)
- 2) Student NOT returning to WCSS who must return all borrowed technology (18 students/families – via School Messenger & personal call)
- 3) Graduates (93 students/families – via School Messenger & post to Grad GoogleClass)

To all members of our student and school community please note:

Returning to WCSS in September:

- Borrow tech through the summer BUT return all other borrowed school items (books, etc.)
- Families/students/designate must arrive at West Credit Secondary School to retrieve items cleaned out from students' respective lockers.

NOT Returning to WCSS in September:

- Return all borrowed items: tech and books, etc.

HOW, WHEN AND SAFETY PROTOCOLS THAT MUST BE FOLLOWED

The health and safety of students and staff is of utmost importance and our top priority. Prior to arriving to the school, each individual is required to complete the Government of Ontario [self-assessment](#). If the self-assessment directs you to stay at home and monitor your health or to get tested for COVID-19, please do not come to the school.

ALL INDIVIDUALS WILL BE REQUIRED TO ADHERE TO THE FOLLOWING GUIDELINES:

- ✓ **Maintain physical distance:** [Peel Public Health's physical distancing guidelines](#) must be followed at all times.

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IMPORTANT INSTRUCTIONS PRIOR TO ARRIVING TO THE SCHOOL

- ✓ **Prepare in advance:** If possible, bring the following items with you when picking up locker contents/dropping off school textbooks/library books/tech:
 - a garbage bag in your car that you will place on the floor of your front passenger seat
 - a bottle of hand sanitizer that contains at least 60% alcohol
 - a pair of vinyl or nitrile gloves
- ✓ Arrive at West Credit Secondary School BETWEEN the scheduled times (8:00am-2:30pm). This will help provide safe and efficient retrieval for all families.
- ✓ You will have 10 minutes to complete your pick-up.
- ✓ There **is no access to the inside of the school**. Families will only receive bagged contents from lockers placed on tables outside the front entrance of the school. There will be no access to washrooms, water fountains, classrooms. Please note that access to school fields, playgrounds and facilities remains closed.
- ✓ **Returning school materials:** All items must be labeled with the **student's full name** before returning it. Please drop it off on the table the same table where you pick-up bagged locker contents.

WHAT TO EXPECT WHEN YOU ARRIVE AT THE SCHOOL

- ✓ Staff will be on-site to supervise, and ensure physical distancing is maintained.

The Day you pick up – FRIDAY, June 12th OR Friday June 19th

- ✓ Arrive between 8am and 2:30pm
- ✓ Park your vehicle two metres apart from any other vehicle.

<p>Call 905-858-3087 x 0 with the following information: Your student's First and Last Name The make and model of the vehicle you are in</p>
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- ✓ Turn your car off. Take your keys out and place them in your pocket. Don't lock yourself out!
- ✓ Open your car and any car doors you need to load in locker contents.
- ✓ Clean your hands with alcohol-based sanitizer and allow to dry.
- ✓ If possible, put on a pair of vinyl or nitrile gloves.
- ✓ Walk to the designated area (table) maintaining a physical distance of 2 metres from any person at all times.
- ✓ Please do not touch any surfaces (e.g. table or chair).
- ✓ **Returning school materials:** Please place **labeled** item(s) on the first available table.
- ✓ **Picking-up locker contents:**
 - **LISTEN** for your child's name,
 - A staff member will be walking out of the school with your son/daughter's bagged locker contents.

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- **Stay at your car** maintaining a physical distance of 2 metres from any person at all times.
- **Wait until the item has been placed on the table AND for the principal/staff to return inside the school** before you pick up the bagged locker contents from the table/designated pick-up spot.
- ✓ Walk back to your vehicle. Prior to placing items in your vehicle:
- ✓ It is recommended that you wipe down the bag with alcohol wipes, Clorox wipes, Lysol Wipes or other designated disinfectants for use against CoronaVirus adhering to the required contact time for the product.
- ✓ If you don't have wipes, you can use 4 teaspoons of bleach and a litre of water in a spray bottle. Spray onto the material surface or spray onto a clean cloth or paper towel and wipe the surface, let it sit for one minute and wipe it off with a cloth. Bleach should be used with caution--do not breathe it in. Use in an open space
- ✓ Peel off your gloves and place them into the small garbage bag in your car on your passenger side.
- ✓ Use hand sanitizer again or wash your hands with soap and water when you get home.
- ✓ Leave school property immediately.

If you are in self-isolation, ill or cannot come in due to an extenuating circumstance, please email us at westcredits@peelsb.com so alternate arrangements can be made for you to gather/return your items.

As always, if you have any questions or concerns, please contact us by email.

Thank you,
Kimberley Jones