

**OFFICE OF THE DIRECTOR OF FACILITIES
CORPORATE SERVICES DIVISION**

*Chair: Goronwy Price
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To: NLESD Administrators

From: Jim Sinnott

Date: 7 May, 2020

Re: Personal Material Retrieval

Protocol for Retrieval of Personal Items at Schools

The following protocol is developed to allow staff and students/parents alike to coordinate the pickup of personal items while observing Covid-19 restrictions, specifically physical distancing and large gatherings.

Schools with Fewer than 100 Students

About one third of the District's schools have fewer than 100 students. These schools may make arrangements that are Covid-19 compliant, but not necessarily exactly as detailed as below. Schools with more than 100 students should follow the procedures below.

Schools with Essential Worker Daycare or Health Authority Clinics

These schools need to defer planning pickup days until/unless the school becomes readily available again i.e. when pickup will not interfere with daycare/clinic.

Schools with More Than 100 Students

Based on the fact these are scheduled, confirmed pickups versus a general call, the time-spacing has been set at about 1.5 minutes per person, or inviting seven (7) people per 10-minute block, which allows about 300 pickups a day.

A general invitation to large groups to attend the school (e.g., surnames A-F from 9:00-9:30) has the potential for creating gatherings at larger schools that exceed Covid-19 restrictions. While we may request physical distancing at the door, we would still be creating an environment that is conducive to gathering of people in the parking lot. On the other hand, a call to pick up materials with negligible notice (e.g., hours) is not indicative of disinterest if minimal people actually show up. That lack of notice does result in increased calls for later pickup, which we are seeking to avoid as we look to finalize parent visits to the buildings. Therefore the following procedure attempts to balance the process with more upfront administration to guarantee the best results on the pickup day.

Materials Pickup Protocol

1. Determine the date of the pickup of items, and notify your Operations Manager. It should be at least three (3) days in advance of notification to teachers/families.
2. Email all parents:
 - a. Advising of the date(s) to pick up items;
 - b. Advising that in order to be assigned a pickup time, they must respond (via email) if their intent is to come to the school on one of the assigned days;
 - c. Advising that there will be no entry to the general school area. Pickup will be curbside or flow-through, as described below.
3. As emailed responses come in, add names to the attached spreadsheet, or something similar. This task can be completed by the school secretary, working from home.
 - a. Only blue cells can be filled. Google Sheets was not used to ensure no privacy breaches are possible by inadvertently entering data into a broadly shared sheet, but the attached Excel file can be opened with Google Sheets and shared as required within individual schools.
 - b. The extra columns (beyond student name) allow email/grade/floor/homeroom etc. to be entered if that makes later organization easier. Sorting the block of blue cells on the sheet will not impact the sequential times (they are formula driven). This means you can organize pickup alphabetically for the school, or if you prefer, by grade or even class level if you record that information on the sheet
 - c. Email blocks of people their pickup time.
 - d. Note the sheet assumes pickup is 8:00 a.m. to 4:00 p.m., but you can change the start time to whatever you wish and the rest will change automatically. If you want to extend beyond an eight-hour day e.g., evening pickup to suit parents' work schedules, you can set "Day 2" as beginning at 4:00 p.m. etc.
4. In advance of the pickup day, after determining who wants to collect items, have all materials bagged, labelled, and laid out in pickup order.
 - a. Using the recently shared 'access' form, approve instructional/support staff to come into the school to assist in this process, while maintaining social distancing.
 - b. Develop a plan to retain items that are not collected (i.e., no response from parents). For example, if materials are still in lockers, the school can assign students the same locker in September (recognizing that this precludes locker cleaning), or you can remove items and store them in well-labelled bags.
5. Options for pickup:
 - a. Parent/student comes to the main door; a staff member lays out bagged items for them; parent/student takes items and departs the site.
 - b. If there is a room with doors to facilitate walk-through access without entering the school in general (e.g., gym or cafeteria with two emergency exits) a single direction path in and out may be employed. This is especially useful in poor weather conditions.
6. "One-offs" for people who cannot pick up items on the designated day, or people who advise they have materials in other lockers (e.g., the gym), can be arranged at the local school level.

