



Etobicoke Collegiate Institute

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June 1, 2020

Dear Parents/Guardians:

With the news that schools will remain closed for the rest of the 2019-2020 school year, we are now focusing on how students can retrieve their belongings from schools and return any outstanding items that belong to the school (e.g. text books, library books, sports uniforms, etc.).

We have established a process, using TDSB guidelines approved by Toronto Public Health, for students and parents/guardians to come into the school, should you wish to do so, to collect anything left behind and as well as to return any outstanding items. Technology devices that belong to the TDSB should not be returned at this time.

Our process will follow all physical distancing requirements, which means that it will take some time for everyone to have the opportunity to come in. I want to stress that we are being as responsible as possible in how we move through this process and that the number of people who can be in our school at a given time is well below what is recommended by Toronto Public Health. Please note that masks or face coverings will be required to enter the building. A limited number may be available but you are encouraged to bring and wear your own. We appreciate your patience and support as we work through this together.

We are offering 20 minute windows for parents/guardians or students (high school only) to come in. Please only one person per family. You can schedule your time by following the instructions in the attached letter.

If you are feeling unwell, please do not come to the school. Before entering the building, you will be asked to conduct a self-assessment for any COVID-19 related symptoms, including fever, cough and runny nose and that you have not been in contact with anyone who has tested positive for COVID-19.

When you arrive at the school at your designated time, please:

- conduct self-screening measures
- 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 in the cafeteria. You will need to schedule yourself into a block of time to access the school.
- retrieve belongings from the locker quickly
- put any garbage in the bins provided
- exit school property promptly

Should you not wish to retrieve or deliver anything, non-essential items, such as notebooks and pencils, that are not picked up will be discarded from lockers. Clothing and personal items will be packed up and stored until the fall.

I know this is not the way we expected to end the school year but I appreciate your support in making this process as smooth and efficient as possible. We are already looking ahead to the fall when we can be together again in hopefully a more familiar way.

Sincerely,

A handwritten signature in black ink that reads 'Jeannette Plonka'.

Jeannette Plonka
Principal