

Locker Clean Out/Pick Up Details

HPEDSB has established a protocol, in collaboration with local health authorities, to facilitate locker clean out and pick up of student belongings.

Before attending the school to clean out your locker or pick up your belongings, we request that you ensure:

- You have **NOT** travelled outside of Canada within the last 14 days or have cared for or had known contact with an individual with confirmed COVID-19 or who has signs of symptoms of COVID-19 within the last 14 days
- You complete an [online COVID-19 self-assessment](#) before accessing the school. Please note that if the results of your assessment indicate that you are at risk and/or are showing flu-like symptoms, you will not be permitted entry.

Students/Families are invited to retrieve their belongings at **specific time slots based on the first letter of student's last name**. We strongly encourage retrieval within these designated time frames to support timely access to the school. If you have students with different last names, we request that you retrieve all belongings during one visit. Several "Open" timeslots are provided for families and students who, given extenuating circumstances, require an alternate time frame.

Process for Locker Clean Out/Pick Up

1. Please park and follow the signage and one-way directional arrows at the front of the school. There may be a line-up and a period of time waiting, so we ask for your patience and understanding.
2. Only one person (guardian or student) will be permitted to enter the building to access the student's locker to ensure safety and efficiency.
3. Before entering the school, you will be asked to:
 - a. Sign in with school staff and identify your name
 - b. Perform hand hygiene (sanitizer will be provided)
 - c. If you are a Grade 7 and 8, school staff will distribute classroom belongings to you at the door; however, Grade 7 and 8s will need to enter the school to clean out their own lockers.
 - d. If you are enrolled in Bayside Outside, and have belongings in Portable 2, you will need to collect items from Mr. Stephens/Ms. Boggett there.
4. You will be provided with two clear plastic bags and supervised access to the school for a maximum of 10 minutes to clean out your locker. Please note that you may **not** bring your own bags or boxes into the school.
5. Upon exiting the school, you will be asked to:
 - a. Sign out with school staff
 - b. Perform hand hygiene
6. There will also be clearly marked tables at the front of the school where you can:
 - a. Claim any unidentified items/lost and found items
 - b. Return items belonging to the school that are no longer needed (e.g. library books, textbooks, musical instruments, classroom resources, etc.)
 - c. Return any technology for Grade 12 students or other students leaving the HPEDSB.
 - d. Provide verbal consent to retain any technology lent to you by the school (e.g. Chromebook, charging cord, Wifi hotspot device) for the summer months

**** Please note that washrooms and water fountains will not be accessible. ****

Thursday, June 11	
A	8:00 - 9:00
B	9:00 - 11:30
C	11:30 - 1:00
D	1:00 - 2:00

Open	2:00 - 3:00
Friday, June 12	
E - F	8:00 - 9:00
G	9:00 - 10:00
H	10:00 - 11:30
I - K	11:30 - 1:00
L	1:00 - 2:00
Open	2:00 - 3:00
Monday, June 15	
M	8:00 - 10:30
N - O	10:30 - 11:30
P	11:30 - 1:00
Q - R	1:00 - 2:00
Open	2:00 - 3:00
Tuesday, June 16	
S	8:00 - 10:00
T - V	10:00 - 11:30
W - Z	11:30 - 1:00
Open	1:00 - 3:00