



SIR WILFRID LAURIER SECONDARY SCHOOL

450 Millbank Drive, London, Ontario N6C 4W7 Phone: (519) 452-2840 Fax: (519) 452-2859

Matthew Bradacs, Principal

Liz Akano, Vice-Principal

Ian Charlton, Vice-Principal

Re: Access to Laurier for retrieval of students' personal belongings

June 1st, 2020

Hello Rams,

We hope you are all healthy and doing well. I am so proud of the Laurier staff team and our students for the flexibility and resiliency they have demonstrated over the past several months. We are pleased to announce that we are now able to provide students with an opportunity for the safe retrieval of personal items from their lockers. Please know that in developing this plan, we are adhering to both Middlesex-London Health Unit policies and TVDSB expectations. This letter outlines the process that all students must follow to retrieve their belongings from the school and to return materials that are no longer needed at home (i.e. textbooks, library books, and instruments).

During this retrieval process, students must follow public health protocols and practice physical distancing as follows:

- If a student is experiencing symptoms of Covid-19 or if a student has been in contact with someone who has been diagnosed with Covid-19, or if a student has travelled out of the country in the last 14 days, they may not enter the school. The Ontario COVID-19 self assessment can be accessed via the following link: <https://covid-19.ontario.ca/self-assessment/>
- Only students with a locker may enter the school (no friends or family).
- Students are asked to bring a bag/backpack to collect their belongings from their lockers.
- Students are welcome to wear their own Personal Protective Equipment and hand sanitizer will be available at each entry site.
- Students should come prepared with their locker number and combination. We have records of student locker combinations that will be available in if necessary, custodians may cut off locks.
- Physical distancing protocols must be followed, both inside the school and outside of the school while students are arriving, waiting or departing school property. Staff will be in the school and on the school property to supervise students.
- Hand sanitizer will be provided at each entry point. (Students do not need to wear masks or gloves, but may choose to do so).
- Classrooms will not be open. If a student requires something from a classroom, please contact your teacher to make arrangements
- We will have two entrances. Students with lockers on the upper floor will enter the school through the front doors. Students with lockers on the lower floor will enter

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the school through the back doors at the patio entrance. These are the only two entrance points.

- When students arrive, they are expected to stand in line at their respective entrance point and adhere to social distancing. Students will need to be prepared to wait as we need to control the number of students in the school at one time. We ask for your patience as we work through this task together and that you wait in a line with a 2-metre distance from one another.
- Upon entering the school, students will give their name to the staff member at the entrance point.
- Students are asked to drop off any loaned items such as textbooks and library materials. There will be a location on each floor to do this. A separate date will be set for the collection of electronic equipment such as Chromebooks only for those students who are not returning to the Board.
- Students who have borrowed a Chromebook from the school are asked to keep their devices for the remainder of the semester. Future communication and plans on retrieval of borrowed technology will be shared at a later date.
- If students are being driven to the school, please park the car in our parking lot at the back of the school and please adhere to social distancing.
- Once students retrieve their belongings, we ask students to leave school property and not gather to socialize so that we are all staying safe.
- Personal belongings that are not claimed from lockers will be retrieved by custodians, bagged, and stored for later pick-up.

To ensure the safety of all students and staff, a schedule of access has been created. Due to the size of our student population, it is important that students respect the time they have been assigned. Students will have a maximum of ten (10) minutes to clean-out their lockers. This schedule has been organized alphabetically by the starting letters of student surnames/ last names:

Date	Time	Students with last names starting with:
Mon. June 8	10:00 am	Abd – Ami
Mon. June 8	10:30 am	Ana – Barn
Mon. June 8	11:00 am	Bar – Brau
Mon. June 8	11:30 am	Bre – Cham
Mon. June 8	12:00 pm	Chan – Cros
Mon. June 8	12:30 pm	Crow – Dow
Mon. June 8	1:00 pm	Dub – Flin
Mon. June 8	1:30 pm	Flo – Gos
Mon. June 8	2:00 pm	Gou – Hir
Tues. June 9	10:00 am	Hoc – Jar
Tues. June 9	10:30 am	Jel – Kor
Tues. June 9	11:00 am	Kov – Luc
Tues. June 9	11:30 am	Lug – McCl
Tues. June 9	12:00 pm	McCo – Mora
Tues. June 9	12:30 pm	Mord – Now
Tues. June 9	1:00 pm	Nue – Perc
Tues. June 9	1:30 pm	Perr – Robi
Tues. June 9	2:00 pm	Robo – Sev

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Wed. June 10	10:00 am	Sew – Spe
Wed. June 10	10:30 am	Spo – Ton
Wed. June 10	11:00 am	Too – War
Wed. June 10	11:30 am	Wat –Wur
Wed. June 10	12:00 pm	Wyl – Ziz
Wed. June 10	1:00 -3:00 pm	All Developmental Education students

On Wednesday, June 10th from 1:00 pm – 3:00 pm all students in our Developmental Education program can access the building to retrieve their personal items and return materials. Special Education staff will be here to assist as well. Entry point for all Developmental Education students will be at the back patio entrance.

Thank you in advance for your cooperation and patience as we work to get our students in and out of the school safely. We know that returning to Laurier to clean-out lockers will bring about a sense of relief for many students. It may also be a stressful time for students. As this event may be the first opportunity for students to leave their homes, we ask that you please review social distancing protocols and expectations with your child. Our goal is to have students complete their locker clean-out, as safely and as efficiently as possible. Once they have collected their belongings, students are asked to please leave the school property. Maintaining everyone’s safety is our priority throughout this entire process.

Please email me if you have any questions or concerns.



Matt Bradacs
Principal
Sir Wilfrid Laurier S.S.
m.bradacs@tvdsb.ca