

# Holy Trinity Catholic High School - Item Retrieval Guidelines & Schedule

## Guidelines for Item Retrieval

- **Only students** will be permitted to enter the building in order to manage crowd size and stay within the recommended provincial guidelines of 50 people.
- Parents/guardians who bring their child(ren) to the school are asked to wait in the parking lot. Students are asked to maintain the advised social distancing parameters set forth by the Chief Medical Officer of Health while in the building.
- Students are **NOT** permitted to retrieve the items of friends.
- Students with flu/cold-like symptoms are **NOT** permitted to enter the building. Any families currently self-isolating and unable to attend their assigned time, please call the school at 780-792-0012, select option 3 for Student Services. We will then create another schedule for a designated person to retrieve belongings.
- Students unable to attend their assigned time, please call the school at 780-792-0012, select option 3 for Student Services. We will then create another schedule for a designated person to retrieve belongings.
- Students should arrive promptly at the beginning of their scheduled time period to ensure that each group can move through efficiently.
- Upon entering, students will check in with a staff member in the atrium. Students will be asked to sanitize their hands before moving into the locker area.
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- Students will be asked to retrieve all personal items, textbooks, etc. Students are asked to ensure that they bring a bag.
- Students who have epipens or other medications at the school, please remember to stop in at student services to retrieve these items.
- Students who have their own band instruments here are also reminded to bring them home.
- Students will drop off their locker locks at the assigned table before exiting the building.
- Students will exit the building through the north entrance in the grade 8/9 hallway, as indicated on the floor plan below.

