



# Holy Trinity Catholic High School

128 Evergreen Hill Road, Simcoe, ON N3Y 4K1  
Phone: 519-429-3600 Fax: 519-429-3603

Monday, June 8, 2020

Dear Parents and Students,

The local Health Unit has given us permission for students and/or parents to retrieve student items left at the school on March 13<sup>th</sup>.

Students have been scheduled for pick up **by grade** as follows.

<b>Monday, June 15<sup>th</sup></b>	<b>Wednesday, June 17<sup>th</sup></b>	<b>Friday, June 19<sup>th</sup></b>
<b>9:00am to 4:00pm</b>	<b>9:00am to 4:00pm</b>	<b>9:00am to 4:00pm</b>
All Grade 9 and 10 Students	All Grade 11 and 12 Students	Students unable to attend one of the previous two days.

Families with students in more than one grade are to select one of the days to attend but are not expected or encouraged to be in the building more than once.

Anyone wishing to enter the school must conduct the [online self-assessment](#). Access will only be granted to those who have satisfied all self-assessment questions.

**Everyone in the building will maintain a physical distance of at least two (2) metres (or 6 feet) at all times and follow hand hygiene and cough etiquette protocols (below).** To optimize maximum social distancing, we encourage a minimum number of family members to attend. If caregivers are not required to assist in carrying out materials, we encourage you to remain in your vehicle.

Upon arrival students/caregivers are asked to check in with a staff member at the “Welcome Table” to indicate that they are present. Please also check back in at the “Departure Table” to indicate you are leaving the building. This allows us to monitor the number of people in the building effectively. Each Grade 10, 11, and 12 student will receive a 2018-2019 yearbook upon departure.

Students and caregivers will be provided a maximum 10-minute time slot to retrieve personal belongings. If the family is picking up items for multiple children, this can be extended. **Please come with boxes or bags to pack your items.** Bags/boxes will not be available at the school.

After each day, custodial staff will thoroughly clean the occupied and high touch areas.



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## Appropriate Hygiene Protocols

- Everyone must wash their hands upon entry and exit, if possible. At a minimum, alcohol sanitizer must be used.
- Students are not permitted to remain in the building for any other purpose. Social gatherings on school property will not be allowed. Washrooms will not be made available.
- Parents/students should only access the area (i.e. locker, cafeteria, hallways) required. **Have boxes or bags ready to pack items.**
- While inside the building and in the parking lots, individuals must practice physical distancing and remain at least 2 metres (or 6 feet) apart at all times.
- If possible, everyone should use stairs while in the building. If elevator use is necessary, elevators should be used alone. Please see an administrator if you need an elevator.
- No one is permitted to wedge doors. Access in and out of the school will be controlled at all times.

## Collection of Materials

Students are expected to return any school material that was on loan at this time (textbooks, library books, sports uniforms, instruments, etc.). This does NOT include devices that were distributed as part of COVID-19 protocols. Communication as to how these will be returned will be sent at a later date.

Once you have cleaned out your locker you are asked to deposit any materials to be returned to the school in cafeteria. Signs and guides will be present to assist you.

Since materials must sit for a period of time to ensure their virus-free status, it is essential that when returning materials you provide the teacher at each area with the tracking information to indicate that you have returned the item.

**We will be utilizing ONLY the FRONT DOORS on this date, so please park in the front lot. If a line up occurs, there will be indicators to assist in maintaining appropriate physical distancing.**

This will be the only opportunity to collect items as directed by the school board and the local Health unit.

Thank you for your patience and understanding during this process.

A handwritten signature in cursive script that reads "H. Cacilhas".

Humberto Cacilhas  
Principal