

# Retrieval of Student Belongings Information for RDHS Community

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Please read the following information to help with the process at RDHS.

- RDHS is open for the retrieval of student items from 1-4 PM – Monday through Thursday, starting June 8<sup>th</sup>. Please email [elsa.natvik@lkdsb.net](mailto:elsa.natvik@lkdsb.net) if you have any issues or concerns.
- Sign up at <https://www.signupgenius.com/go/5080c4aa5ae28abf94-rdhs> for your specific 15 minute FAMILY window.
- Wellness resources for this difficult time:  
<https://www.lkdsb.net/Board/Community/PublicHealth/Pages/default.aspx#/=>
- Planning to come to RDHS:
  - Adult supervision is recommended for grade 7&8 students to assist with the time limit, social distancing requirements and picking up all the items. IF you have more than 1 student, it may be best to have the older students on hand to collect their own items.
  - Bring your own bags and knapsacks for carrying your belongings away.
  - Know your student(s)'s classrooms, locker number and combination – asking for help will reduce the time you have in the building to collect items.
- Arriving at RDHS:
  - Please respect your 15 minutes and be prompt – the sign up is for a specific time window – arriving late may result in getting less time in the building as you will still need to leave at the designated end time.
  - Preferred parking is along the front side of the school on Cecil Street – that is closest to the main entrance and will allow you to enter/exit your vehicle away from other people. Please be careful exiting the vehicle on the road.
  - ONLY enter using the front doors off Cecil Street. Please knock on the doors when you arrive and someone will let you in using the accessibility door button.
  - If someone is outside at the front entrance at the same time as you, please observe the safe distance spacing as indicated by the safety cones at the buildings entrance while waiting to check in.
  - You may have to wait for others to exit so there are no more than 5 families in the building at once. We appreciate your patience.
- Entering RDHS:
  - When entering the school, the greeter at the front will check to make sure you are entering at the correct time.
  - Please sanitize your hands, use masks if you want, and get any information you need from the greeter while maintaining at least 2m distance.
  - No “at the door” visits will be allowed. Everyone needs to sign up online.
- When in the building:
  - Maintain proper Social Distancing etiquette,
    - No socializing with staff or peers (we may want to talk to each other, but now is not the time)
    - Stay 2m away from others
    - Follow normal hand hygiene and cough etiquette
  - There will be no access to water fountains or washroom facilities in the school
  - Empty lockers by collecting personal items into bags, carrying RDHS items to the front entrance and putting garbage in the bins in the hallway.
  - Go to classrooms to pick up other items – the art room, tech room and the Grade 7&8 classrooms will be open. If you need to get into other rooms, please let the greeter know when you arrive.
  - 3 tables will be setup in the front entrance area; 1) for any items being returned (textbooks, library books, athletic uniforms/wear, etc.), 2) tech being returned (Grade 12s need to return the tech assigned unless alternative arrangements are made, and you have the option to return any tech that is no longer needed so that accidental damage is limited) and 3) paper copies of completed work can be submitted. Wait for confirmation from the greeter that you have handed items in before leaving.
- Exiting RDHS
  - Only use the front entrance as the exit as we need to verify you have left before another family may enter for the next time slot.