

## Protocols and Precautions for Retrieval of Personal Items from St. Ethelreda School

In order to protect the health and safety of all involved, the following guidelines from the Archdiocese of Chicago Office of Catholic Schools will be in effect:

- As social distancing is required, there will be a one-way flow of traffic entering through the front/South door and exiting the building from the North door.
- Parents, students and staff must wear face coverings while in the building.
- Unless a student requires one-on-one assistance (Preschool/Primary), guests who arrive to assist students **will be required to remain in their vehicle** until the student brings their items outside to be loaded into their vehicle. **If one-on-one assistance is necessary, only one guest may accompany students into the building.** Parents or guardians may also gather personal belongings on behalf of students.
- Students, families, and employees must sign in and be checked out when entering and leaving the building.
- Only one child per classroom may pick-up materials at a time
- Students should minimize their time in buildings. They should pick up belongs and leave without lingering or socializing.

PLEASE NOTE: Weather-permitting, students will be lined up outside the building to await their turn to collect their belongings from the classrooms.

**In order to minimize the number of people in the building, we ask that every effort be made to arrive on the date and time assigned for each grade/classroom as listed.**

### Wednesday, May 27<sup>th</sup>

Grade/Classroom	Time
Grade 1/Sr. Mary	11:00-12:00PM
Grade 2/Sr. Sheena	11:00-12:00PM
Grade 4/ Sr. Geena	11:00-12:00PM
Grade 3/ Ms. Armond	12:00-1:00PM
Grade 5/Mr. Cooper	1:00-2:00PM

### Friday, May 29<sup>th</sup>

Grade/Classroom	Time
PreK Rm 1/Ms. Turnbull	9:30-11:00AM
PreK Rm 2/Ms. Reed	9:30-11:00AM
PreK Rm 8/Mrs. Witt	9:30-11:00AM
Kindergarten/Mrs. Griffin	11:00-12:00PM

### Monday, June 2<sup>nd</sup>

Grade/Classroom	Time
Grade 7/Sr. Bruno	9:00-10:00AM
Grade 6/Mr. Smuskiewicz	10:30-11:30AM
Grade 8/Mr. Luster	12:00-1:00PM