



Student Personal Belonging Retrieval Procedures

Background

When the Premier communicated that face to face classes would be indefinitely suspended, many families immediately removed their children from school. As a result, students left their personal belongings at school, including, but not limited to, items in desks and lockers. The fact that students are not in class and that there are some immediate safety concerns as well as the need to do the regular summer cleaning would justify the school division opening the lockers and cleaning them out.

Procedures

- The GSSD will provide notice on the school division website and through social media to the students and parents that school staff will be entering into student desks and lockers. The rationale for the process and the location of the students' belongings will be provided.
- Schools will be required to have two people (administrator and caretaker) doing the work. The staff will be necessary to maintain social distancing while working. Refer to [AP 356 Searches By School Authorities](#).
- Since social distancing may be hard to accomplish during this task, both staff members will need to be using nitrile gloves and face masks the entire time they are working. Not only should this prevent any community COVID-19 transmission, but it will protect them should there be any mold or bacteria that may have developed in the lockers.
- Any administrator and caretaker should schedule what time works best for each location and do proper hand washing or sanitizer when arriving and leaving the facility. If either staff member is showing any signs of illness, they will not be able to enter, and the retrieval process will have to be rescheduled.
- Items from each locker will be stored separately and labeled so they can be returned to students. Individual items do not have to be logged – as long as all items in one locker can be separately identified, such as being put in a separate bag or storage container.
 - Regular garbage bags can be used to gather and store the retrieved student items and they can be tagged for identification. GSSD does have approximately 1000 - 13"x15" new zipper lock bags that were purchased for tech. distribution. These can be used for the smaller personal items.
- The school will need to determine how to deal with locks based on their local context.
 - If the school has the master keys or combinations, then it can proceed with removing the locks.
 - If the student has the key or combination, the school may arrange to remove the locks from the lockers. If the lock is destroyed, parents may request reimbursement for the cost of a lock.
- The caretaker should provide an AV cart or similar cart to use as a portable work cart and it should be sanitized before use and after the belongings are put into a secure room.
- Any perishable materials, such as food, will be thrown away. Anything that is shelf-stable, including scrap papers, empty containers, should be stored with the student's belongings.
- Staff may look inside things such as containers, lunch boxes, bags, etc. to determine whether or not the item can be safely stored. No unnecessary investigations into the contents should be undertaken.



- If any items are found which are against school rules such as weapons, drugs, alcohol, etc. those items should be stored and labeled separately and should be given to the principal. Refer to [AP 356 Searches By School Authorities](#) and [AP 354 Drug and Alcohol Use](#).
- If staff determines that something found indicates that there may be a more immediate danger to students or others, then the principal, with the guidance of the Superintendent of Education, can contact the police.
- If the school wishes to give the students the option to retrieve the items this school year, then you will need to consider how that might be done safely for both student and employee. The school should allow four days after the items are bagged; they could sit securely in a designated space; this would reduce COVID-19 transmission from an employee who might have been sick while emptying the lockers. An employee could then safely go into the storage room, retrieve the bag or container, bring it to a specific location – outside the school building, if possible. The student or parent could then do the pickup while maintaining appropriate distancing.
- The pickup should be documented – date, who did the retrieval.