

# Pugwash District High School

Dr. Joseph Rotblat Hall  
Jean Wallace Art Gallery



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May 28, 2020

Dear PDHS students and families:

I am writing in regards to accessing our school to pick up student belongings and return PDHS items, such as technology (laptops, calculators, Chromebooks), textbooks, uniforms, school books, etc. Accessing PDHS will take place by appointment over a two day period, Monday June 8 and Tuesday, June 9. Appointment times will take place between 9:00AM and 12:30PM and will be in 15-minute blocks of times. Homeroom teachers will contact each family to provide appointment times.

### **Process for School Access:**

- What should I do when I arrive?
  - Please arrive only at your appointment time. It is extremely important we limit the number of people waiting in one area, due to social distancing requirements.
  - You will only be allowed in the building at your appointment time.
  - You will enter our school through the lobby entrance by the gym.
  - There will be clearly marked grade level lines at the main lobby entrance. These lines will respect social distancing of 2m/6ft.
  
- What do I do when it is my appointment time?
  - You will be welcomed to enter the building and directed to a sanitize station.
  - A designated staff member will guide you to retrieve student belongings (a bag(s) will be provided) and drop off school items.
  - Names and locker combinations will be on all locker doors. Locks will be opened for you if necessary.
  - As soon as items are gathered, you will be guided to the appropriate exit to then leave PDHS property.
  - If you are only picking up or dropping off athletic items, you will exit from the gym to the parking lot.
  - If you are only dropping off technology, you will exit to the courtyard.

*“Creating a Climate of High Expectations for Success”*

[www.pdhs.ccrce.ca](http://www.pdhs.ccrce.ca) – Twitter: @PDHS\_Panthers – Facebook: Pugwash District High School

- Who can access the school?
  - Only one student or one family member are permitted to come into the school
    - For example: a student in grade 12 with a sibling in grade 7 will pick up/drop off items for both students.
  - An additional family member will be permitted to enter the building with families of three or more students if necessary.
  - Only immediate family members will be permitted to retrieve belongings. If an immediate family is unavailable, please contact Carla at [HaymanCR@ccrce.ca](mailto:HaymanCR@ccrce.ca) prior to your appointment date and time to make alternate arrangements.

**Remember the Standards Established by the Nova Scotia Medical Officer of Health:**

- To ensure the health of your family and our community, we need everyone coming to our school to follow all public health protocols.
  - Respect social distancing (2m/6ft) at all times and touch only what you must.
  - If you are exhibiting any symptoms related to Covid-19 (<https://novascotia.ca/coronavirus>) you are not to come pick up items; in this case please have a designate attend to gather belongings.

On behalf of the staff at PDHS, please know we appreciate your help in keeping all members of our school community safe as we work together to return student belongings.

Sincerely,

Shawn Brunt  
Principal