

October 1, 2020

### **Retrieving Items from Lockers**

Dear Parents and Guardians of Konawaena Students That Have Lockers,

We hope that this letter finds you and your family well! Due to COVID-19 and its impact on schools we are now able to have students with lockers come to campus and retrieve their personal items and return the things that belong to the school. Again, this is only for students that still have items in lockers since last school year.

When coming to campus during your assigned date/time, please follow the guidelines below. Strict observance and enforcement of these guidelines is necessary to keep everyone safe and healthy. We apologize for any inconvenience this may cause and ask for your patience and understanding. Access is being granted alphabetically by the student's last name.

The schedule is as follows:

- **Monday, October 5 - last names A to F**
- **Tuesday, October 6 - last names G to K**
- **Wednesday, October 7 - last names L to S**
- **Thursday, October 8 - last names T to Z**
- **Friday, October 9 - Makeup for anyone who missed their assigned day**

**Pick-up time is from 8 am to 11am only.**

In order to help ensure everyone's safety, including employees, please adhere to the following procedures:

- If you are not feeling well, do not come to campus.
- Everyone who comes to campus must have their own mask. Masks must be worn at all times.
- **Students must check into the front office first** to get screened prior to being allowed to go to their lockers.
- When checking in at the front office you will get a plastic bag for anything that needs to be returned to the school.
- Place the items that belong to the school (books, uniforms, etc) in the bag, write your name and grade on the paper provided and put it in the bag with the items.
- Drop the bag in the return bin at the front office.
- Only the student who is assigned the locker is allowed to enter the campus and go to their locker. No friends or helpers allowed please. Parents, please remain in your vehicles.
- Social distancing must be observed at all times. If another student is near your locker when you arrive, wait at least 6 feet away for them to leave before approaching your own locker.
- All lockers not cleared by October 16 will have locks cut and contents emptied. We will do our best to note the owner of the items.

If an alternate date or time is needed, please give us a call to arrange, no problem. Again, thank you for your patience and understanding. Please stay safe!

Shawn S. Suzuki, Principal