**Protocol for Parents picking up and dropping off packages from Edmonds Community School**

Here are the steps that need to be followed by families coming to the school to pick-up or drop -off packages to and from teachers. It is paramount that families are following these protocols, keeping their social distance from one another, 2m/6ft. It is also crucial that families know when their day/time is that they are to come to the school as the packages for the divisions will only be available for drop-off and/or pick-up on the days and times that the teachers have pre-arranged. This day/time will remain the same as we move through the weeks. Here is the list of protocols to follow for families:

* You must be free of any illness symptoms before coming to Edmonds Community School
* You must not come to Edmonds Community School if you are in the midst of a mandatory 14-day self- isolation period
* If for any of the above reasons you are unable to come to the school please contact your child’s teacher and we will try to make other arrangements to get your child’s work to them
* Families must only come to the school on the day and time that has been designated by their teacher for their child’s work pick-up and/or drop-off
* People are to maintain their social distancing, 2m/6ft, from one another **AT ALL TIMES**
* There will be a table at the front entrance of the school with their child’s division number clearly labelled on it. Please approach the table when it is safe to do so. If you need to wait due to another person already being at the table, please maintain your social distance until the table area is clear.
* On the table there will be a bin labelled “Drop-off”, if you have work/books to drop-off please place these items in this bin.
* If you are picking packages up these will be on the same table with your child’s name, division and teacher’s name clearly labelled on them. You can take your child’s package once you have located it.
* Please do not touch any other students work package