

Locker Clean Out Steps – Westmount Secondary School

Please follow the steps below in order to ensure everyone's safety and maintain physical distancing and a clean environment:

- Enter and exit through the CAFETERIA/PORTABLE doors near the parking lot of the school which will be unlocked.
- Please arrive at your booked time. We are discouraging lining up outside to support physical distancing. If you must line up, use the cones placed outside the school as a guide to support physical distancing.
- Please do not accompany friends. Siblings in the same household are permitted to book at the same time.
- You will have 15 minutes inside the school.
- Read the signage on the door before entering. **If you do not meet Public Health requirements for entering the school, please go home. Phone the school and leave a voicemail message to make alternate arrangements.**
- You may enter at your booked time.
- Sanitize hands upon entry to the school. The area for this will be set up at the doors.
- Proceed to the Check-In Table. Staff are practicing physical distancing and will be a minimum of 2 metres (6 feet) from you at all times. While we know you miss each other, there will be no handshakes or hugs.
- Please place any books or other items you wish to return in the labelled boxes located near the entrance/exit.
- Proceed to your locker and remove any personal belongings. There are garbage cans in the hallway to dispose of garbage if needed.
- To facilitate all student access requests we ask that you respect the 15-minute timeslot. Do not loiter or sort through your locker contents. Check-in, gather, check-out.
- Do not socialize with others. Remain a minimum of 2 metres (or 6 feet) from others while in the school.
- Return to the entrance/exit doors. All students must check out with staff at the Check-In Table when they are leaving the school.
- Sanitize hands and leave the building.
- Please leave school property immediately to prevent gatherings.

Note: Washrooms are available for emergency use only.