



May 3, 2020

Dear Trinity Students and Families,

In the coming weeks, we will be conducting state-approved locker clean out days for students. We will be observing the Illinois State Board of Education and Illinois Department of Health guidelines, and safety is our top priority.

Locker cleanouts will be conducted on the following days and times, and we will be allowing ten students in the building per half hour time slot.

- Thursday, 5/7/20: 1-4 pm
- Friday, 5/8/20: 1-4 pm
- Monday, 5/11/20: 1-4 pm
- Wednesday, 5/13/20: 9a-3p
- Saturday, 5/16/20: 9a-3p

Important information about pick up:

- Students who are considered high-risk (have underlying health conditions), have been recently exposed to someone who has tested positive for COVID-19, or have recently been sick or are currently not well should email [Mrs. Carey](#) directly to make arrangements for a parent/guardian to conduct the locker clean out.
- Parents/guardians who arrive to assist students are required to remain in their vehicle until the student brings their items outside to be loaded into their vehicle. Social distancing must be observed in the parking lot.
- Students must bring and wear face coverings (gloves are optional). Students without face coverings will not be admitted.
- Students must use the **CHORAL ROOM DOORS (accessed from the parking lot) for entry and exit** and must check in and out with the faculty/staff member stationed at that location. No one will be permitted to enter the building outside of their time slot due to ISBE restrictions.
- Students should bring bags to haul their belongings as none will be provided. All items must be removed from the locker, including any decorations or pictures from in or on the locker, as well as their school-issued lock. Emptied lockers should be left open.

- Social distancing will be observed in the building and students must be in and out within their thirty minute time slot. Should a student be late and miss their time slot, they will not be admitted.
- It is advised that siblings sign up for the same time slot (slots are first come, first served).
- To sign up for a time slot, click [HERE](#).

**Any student who has IHSAE art work and/or ceramic work to retrieve, items will be located in opened art rooms for pick up during your thirty minute time slot.*

**All spring athletes must bring their uniforms to return to the Athletic Department directly before or after your locker clean out. Details will be communicated by Mrs. Meiner in a separate email.*

We strive to make Trinity as much like home as possible but please understand that we have to put safety first and maintain strict social distancing. Please partner with us to ensure safety both in the building and the parking lot and do not gather or cluster in small groups. Please contact me with any questions or concerns, and thank you for your cooperation.

We are looking forward to seeing you, even if so briefly!

Mrs. Carey
Dean of Students