

## Graduate Distribution Plan

The building will close promptly at 12:00pm on Monday and Tuesday for graduates.

### Social Distancing Access Schedule

Graduate Access Dates /Times	Cohort Groups
Monday August 10th 2020 9:00am - 12:00pm	Graduates A- M
Tuesday August 11 <sup>th</sup> 2020 9:00am -12:00pm	Graduates N-Z

#### General Guidelines

- Mask or face coverings are required to the site which is a mandate from Governor Wolf. We want to keep everyone safe.
- We ask that NO MORE than ONE person plan to attend to pick-up items to keep our numbers down and encourage safe practices for ALL as mandated by the City of Philadelphia.
- Our Office of School Safety will be on-site to ensure social distancing and assist with directions.
- Parking is limited due to maintenance work and limited street parking is available.
- Volunteers will begin at 9:00am sharp and volunteers will only be able to work until 12:00pm. Please plan accordingly.

# Directions for Graduates

**Before Arriving to School :** Please gather all school property items to return to school.

#### Arriving to the School:

- Graduates will enter the **front door.**( 20 students at a time)
- Please have school property items in a plastic bag. Your name, and ID number should be on an index card inside of the bag. Items in your plastic bag should include the computer and any other school property items such as sport uniforms or books if applicable.

#### While In School :

All students will follow the schedule below: Please practice social distancing at all times and after you go through all the stations, we ask that you please exit the building and surrounding areas immediately to limit

our crowd numbers due to COVID-19. We can't have crowds in or outside the building at any time during this designed week. Thank you in advance for your cooperation.

<b>One Volunteer ( TTL)</b>	<b>FIRST STATION :</b> Go to the conference room to return your computer. (Located on the first Floor)
<b>One Volunteer for Each Floor</b>	<b>SECOND STATION:</b> Go immediately to your lockers to retrieve your belongings or school property that you owe.
<b>One Volunteer</b>	<b>THIRD STATION :</b> Go to the auditorium and place your bag on the stage neatly with your sport's uniforms and textbooks. Don't forget to put your index card in with your requested information for identification purposes. You will receive an admittance form to proceed to one of the senior distribution rooms only after you have visited stations one and two.
<b>Two Volunteers 8/10/2020 ONLY</b>	<b>FOURTH STATION :</b> * If your LAST name begins with A-M, please go to Room 109 to pick up your diploma cover, graduation items or check if applicable. <b>8/10/2020 ONLY</b>
<b>Two Volunteers. 8/11/2020 ONLY</b>	<b>FOURTH STATION:</b> * If your LAST name begins with N-Z please go to Room 109 to pick up your diploma cover, graduation items or check if applicable. <b>8/11/2020 ONLY</b>

Please make every effort to attend on your assigned days as maintenance is still being performed in the building until September 2020. Thank you.