

COVID-19 Protocol
B: Staff Accessing Schools/Sites

We are currently facing an unprecedented world pandemic of a virus called COVID-19. Based on the advice of Canada's Chief Medical Officer of Health and following the Ministerial order to close schools, person-to-person contact is not possible. Any contact must follow strict Public Health guidelines. Public Health and Health Canada encourages everyone to take [physical distancing](#) seriously to protect themselves and others.

Employee Responsibilities for Entering the Schools/Site (including portables):

1. Prior to any visit to a school, each staff member must take the COVID-19 self-assessment on the Ontario Government website. <https://covid-19.ontario.ca/selfassessment/#q0>.

Important note: If the assessment tool directs you to self-isolate or self-monitor, you must notify your immediate supervisor by phone and make alternate arrangements to access necessary resources. You must not visit any school/site buildings.

2. To be permitted to access the school/site you must;
 - a. Be symptom free of respiratory illness;
 - b. Have not travelled outside of Canada within the last 14 days from the date of entry to the school;
 - c. Have not cared for or had known contact with an individual with confirmed COVID-19 or COVID-19 like symptoms (fever, new cough, difficulty breathing).

Important note: If any of the conditions apply then you **MUST NOT** visit the school/site. You must follow the recommendation of Public Health authorities. Other arrangements must be made. Contact your immediate supervisor to discuss and appoint a designate that meets the above criteria.

3. Only scheduled employees are permitted in the school/site, at their scheduled time slot and for the scheduled duration. No family members or children are permitted in the school/site.
4. Bring containers or bags to collect your materials and make extra trips to the vehicle if necessary, as co-workers are not able to assist with carrying items in order to maintain a 2-metre physical distance. Do not carry more than you can safely carry at one time to minimize the likelihood of injury. Ensure you take everything needed, as you will not be able to return on another date/time. If collecting materials for others, bring extra bags with their name written on the outside of the bag.
5. When you arrive, park your vehicle to allow at least 2 metres of distance between other vehicles. **DO NOT BRING CELL PHONE/PURSES/BRIEFCASES OR KNAPSACKS INTO THE BUILDING.**

6. Enter and exit through the main entrance only and maintain a 2-metre physical distance from others.
7. Once the Principal or designate has signed you in, you will be directed to either wash hands at the designated sink with soap and water for 20 seconds or to use the hand sanitizer at the designated location while keeping a physical distance of 2 metres from co-workers. See [here](#) for the Public Health Ontario video on how to properly wash your hands.
8. While in the building:
 - Avoid touching building fixtures (door handles, etc.) as much as possible.
 - Cough/sneeze into your elbow and avoid touching your face.
 - Avoid chatting with colleagues and do not gather in an office or staff room.
 - Ensure you maintain a 2-metre physical distance from others at all times.
 - Gather your essential items as quickly as possible, as well as any items you have been designated to gather for others. Ensure you do not stay beyond your scheduled time, as this will delay the entry of the next scheduled employee.
 - Place items gathered for others in a plastic bag and write their name on it (please do this in advance and bring with you). Leave bags for others at the designated area in/near the front entrance.
9. Please exit the building through the same doors as you entered to ensure you have been logged out as soon as possible after collecting all of your items.