

Thames Valley District School Board Organizational Support Services

MEMO TO: Education Centre and Leathorne Street Staff

FROM: Jeff Pratt, Associate Director, Organizational Support Services

SUBJECT: **EDUCATION CENTRE AND LEATHORNE STREET PROTOCOLS**

DATE: 2020 August 26

Hello:

As we look to reopening our schools, we have evaluated the ongoing need for staff to return to work at the Education Centre and at Leathorne. Please be advised that at this time, we will continue to operate with these 2 sites being closed to the public. As such, most of our staff members at these 2 sites will continue to work remotely. Of note, our one exception is that we will look to opening Leathorne for records access, mid September once appropriate safety measures can be put in place.

This decision is aligned with the Government of Ontario's Phase 3 direction for staff members to continue to work at home as able. Managers/System Principals/Supervisors will review the needs of their department and will advise staff members if they are required to attend at work to provide specific tasks, ensuring that social distancing within the work area can be maintained. This may result in needing to stagger staff members attending the office at the same time.

If required to attend either work site, the following expectations must be adhered:

- **All staff must swipe in the building using their personal ID card only, and no "tailgating" through the door on another person's swipe card is permitted. This is for contact tracing requirements.**
- **While working in areas not accessible to the public, a mask is not required if physical distancing can be maintained. Staff may choose to wear a mask at any time at their discretion. Managers/System Principals/Supervisors will have a supply of masks at the Education Centre and Leathorne should staff members need one, or staff members may wear their own. Of note, masks do not have to be medical grade, unless staff members are working with the public and/or visiting a school location.**

- **All staff members must ensure they maintain physical distancing from others whether walking through hallways or approaching someone's work area to speak with them.**
- **Staff members must walk on the right or left side of the hallways to maintain traffic flow and maintain distancing in washrooms, staff rooms and meeting rooms.**
- **Meetings should continue to be booked virtually where possible, and if an in-person meeting is necessary, adequate distancing must be ensured, based on room size and seating arrangements.**
- **All staff members must practice hand hygiene throughout the day and limit contact points such as doors, lights, handrails etc. Sanitizing cleanser/cloths will be provided by photocopiers.**
- **Any health and safety concerns must be immediately reported to the reporting Manager/System Principals/Supervisors.**

COVID Health and Safety protocols will be shared with all staff members this week, and all staff members will also be mandated to participate in Health and Safety training next week.

Thank you for everything you continue to do to support each other and TVDSB. We will continue to update you on information and changes as this school year unfolds.

A handwritten signature in black ink, appearing to read 'Jeff Pratt', with a stylized flourish at the end.

Jeff Pratt
Associate Director, Organizational Support Services

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