

COVID-19 Protocol 5

Management of Service Providers Accessing TVDSB Locations

The health and safety of all individuals is of utmost importance. All staff and other entrants shall adhere to the following protocol and are to report any unsafe behaviour or violation of this protocol to their Supervisor immediately. Any questions regarding this protocol shall be directed to their supervisor. This protocol is for internal use only.

SCOPE

This protocol is for all hosts of service providers who require entry into a TVDSB location.

1.0 GENERAL REQUIREMENTS

- 1.1** The host of each service provider will notify their provider of the TVDSB COVID-19 Protocols as required where these protocols may govern their work including sign in and screening requirements
- 1.2** Each Service Provider will be free from any COVID-19 symptoms prior to entry
- 1.3** Service Providers will follow any industry guidance that governs their work (example couriers, food service)
- 1.4** Service Providers will observe good hand hygiene and physical distancing during their work for TVDSB
- 1.5** Any COVID-19 personal protective equipment required for their work should be supplied by their employer and will be discarded appropriately as required
- 1.6** It is the Host responsibility to notify the Service Provider of the requirements
- 1.7** If there are multiple Service Providers under a contract, as required purchasing will notify of the entrance requirements

2.0 SCREENING

- 2.1** Service Providers will complete the Service Provider screening questionnaire either in hard copy or electronically prior to their visit.
- 2.2** Service Providers can indicate on the screening questionnaire which sites they are visiting that day. Only one questionnaire is required per day.
- 2.3** All Service Providers that enter any TVDSB location will be required to confirm their screening result prior to each visit at time of sign in by each location. Their sign in record must indicate date and duration of visit and contact information if needed in the future for contact tracing.
- 2.4** Alternatively service providers may confirm their screening at time of sign in at the office
- 2.5** "TVDSB COVID-19 Service Provider Screening Questionnaire":
<https://forms.office.com/Pages/ResponsePage.aspx?id=1sUkINW-BUeYrPg-ZKeOmSjBJ4cCTDdJgJiwKbYPvbZUOE9VSIFJT0gwVkvVEUINUNDRaRVFGUTUySC4u>

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Please refer to online version for most current, protocol will be updated as required.

3.0 SIGN IN

- 3.1** Service Providers that permanently work at a TVDSB location such as cafeteria staff will not be required to sign in but will be required to keep and produce attendance records if needed by the Health Unit.
- 3.2** Service Providers that are only in a TVDSB location for an extremely short duration of time such as parcel or mail drop off will not be required to complete the screening or sign in

4.0 ILLNESS

- If any service provider becomes ill during their work at TVDSB they are required to notify their host and leave immediately.
- The Host (i.e school site and/or individual) will contact Health and Safety for further direction and if a response is necessary
- Any Service Provider that tests positive for COVID-19 will inform the Health Unit of any access to a TVDSB location and when the Health Unit completes their risk assessment they will notify TVDSB if the situation meets their threshold for risk

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