

COVID-19 Protocol **B: Staff Accessing Schools/Sites**

Employee Responsibilities for Entering the Schools/Site (including portables) during emergency closure period:

The health and safety of individuals is of utmost importance. All staff are to report any unsafe behaviour to their Supervisor.

Important - Access is prohibited to anyone exhibiting symptoms of COVID-19

1.0 To be permitted to access the school/site:

- 1.1 *You must complete and follow the direction of the Ontario COVID-19 [self-assessment](#) each day prior to arriving at any TVDSB location
- 1.2 Not be under quarantine or self-isolation order by a Health Care Professional
- 1.1 Confirm you have completed this self-assessment with your Supervisor

*Important note: Please notify your immediate supervisor by phone or any other means necessary if you are unable to attend work due to the results of your self assessment. You must not visit any school/site buildings.

2.0 Temporary Access

Please note the below protocol instruction is for short temporary access for School Staff, additional protocols/memos/processes may be developed as required for contractors, students, visitors or school staff that require longer duration access to gather items or perform work.

- 2.1 Under limited and coordinated circumstances, staff access to buildings and workspaces will be granted by the pertinent Superintendent.
 - 2.1.1 Staff will be required to enter building alone and will not bring others, including their children. No parents, guardians, family members, or students are to access the building during the shutdown.
 - 2.1.2 Supervisors are required to track which of their staff have entered which locations by date
 - 2.1.3 All staff requiring access will be tracked by the Administrator of that building.
 - 2.1.4 Staff that are on a schedule to work such as IT, Maintenance and Custodial will be tracked by their schedule
 - 2.1.5 Employees are asked to complete their work or collect belongings and not remain in the building for any other purpose
 - 2.1.6 If access is required to collect materials, 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. Refrain from bringing in any unnecessary items such as cell phones and purses

- 3.0 Minimal staff will be allowed at one time per location, staff are asked to adhere to direction from their Supervisor or Administrator
- 4.0 Front Entrances will be used for Staff to enter and exit where possible, contact Administrator and/or Supervisor if alternative has been determined
- 5.0 Eliminate close contact with others at all times, physical distancing of 2 meters from other staff is required
- 6.0 Washing facilities will be stocked with soap and in designated locations alcohol-based hand sanitizer will be available, staff must practice frequent hand hygiene
- 7.0 Staff will practice coughing and sneezing etiquette
- 8.0 Congregating at anytime is to be prohibited if 2m physical distance cannot be avoided.
- 9.0 Some tasks have additional protocols developed; staff are asked to follow any protocols communicated to them by their Supervisor that may govern their work
- 10.0 Where possible, employees should use stairs while in building. If elevator use is necessary, employees should ride alone.
- 11.0 Following health unit guidelines, physical distancing is our main control however staff choose to wear their own face coverings at their discretion.

Revision Date:	Comments
March 27, 2020	Initial Release
April 5, 2020	Updated to remove statements in the protocol that were additionally in the COVID-19 Self Assessment that were redundant, added general additional precautions
April 20, 2020	Updated Temporary one time access to authorized limited access. Added in additional information for tracking staff entering into schools
May 12, 2020	-Clarified 1.1 and note to account for varying results of the COVID-19 self assessment due to Provincial update on May 8 -Added in additional protocols may be required for other entrants including students and visitors and staff who require access for longer durations
May 26 2020	Removed section on access only granted for critical reasons and no personal items Added terminology "during emergency closure period" to sub-title/scope statement Added section on discretionary face coverings