

Protocol for Staff Access Grand Erie Schools and Administrative Buildings During Closure

Stage 2 – Clerical Staff and LRTs

Dated: April 6, 2020

During the closure period, all Grand Erie District School Board sites are closed to all staff and individuals, with the exception of a limited number of staff who are performing essential duties that cannot be performed remotely. Ontario has declared a state of emergency; therefore, sites cannot operate as normal.

Under very limited circumstances, temporary access to buildings and workspaces will be granted for **staff only**. No other individuals are permitted (e.g. students, visitors).

Access will be granted, 2 days per week, for clerical staff to perform tasks within the scope of their duties and responsibilities. Access will also be granted, 2 days per week, for Learning Resource Teachers to compile SEA equipment for delivery to families of students with special needs in order for those students to access learning at home.

The following guiding principles will be followed:

- The health and safety of individuals is of utmost importance. [Public health](#) prevention measures must be followed during visits (e.g. hand washing, physical distancing). **Important note:** *schools/sites have been sanitized during the closure period, however according to current research from Health Authorities, the COVID19 virus only survives on various surfaces up to 5 days.*

Process for Allowing Staff in Buildings

Staff who recently returned to Canada from international travel are not permitted to enter any Grand Erie building until after completion of a 14-day isolation period. All staff must also conduct and pass a self-assessment (more information below) before access will be granted.

Once these conditions are met, Principals are able to provide access to clerical staff and LRTs to complete work as described above during the Phase 2 school closure. The Principal/Supervisor will be at the site to allow entry and exit from the building and will

follow the handwashing and social distancing protocols.

Guidelines and Instructions for Clerical Staff and LRT's

- Staff coming into a school or site must first conduct a [self-assessment](#) (e.g. have you travelled within 14 days? Have you been in contact with a confirmed or probable case of Covid-19?)
- Access will only be granted to staff who have passed the self-assessment with no COVID-19 symptoms.
- Access will be limited to a small number staff members at any given time – only those who are required to conduct the functions required. Each person must enter and exit the building at separate times through the designated door.
- It is essential that all staff bring the necessary access card and/or keys to gain entry into workspaces.
- Staff must wash their hands upon entry and exit.
- Staff must proceed directly to workstation or worksite, and need to work in isolation of other staff, for example, if there are multiple clerical staff present, they should access emails in separate offices and use photocopiers in separate areas of the building. Learning Resource Teachers should work in separate areas to put together SEA equipment.
- While inside the building, all staff must practice social distancing and remain at least 2 metres apart at all times.
- If possible, staff should use stairs while in building. If elevator use is necessary, staff should ride alone.
- Staff may not wedge doors. Access in and out of the school MUST be controlled by site supervisor.