



## Protocol for Staff to Access TDSB Schools During Closure

*Last Updated: May 28, 2020*

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During the closure period, all Toronto District School Board (TDSB) schools 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.

Access to TDSB schools will be available for school-based staff starting on June 1, 2020, to collect their belongings, take down and clear out classrooms and conduct end-of-year business. No other individuals are permitted (e.g. students, visitors). Access for students and parents is outlined in the *Protocol for Students to Retrieve Personal Belongings from Schools during Closure*, which begins on June 8, 2020.

Items left that impede caretakers' ability to deep clean, may be moved.

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:*** *Caretaking staff on site will be performing enhanced cleaning of high touch surfaces throughout the day. This will include any areas where contracting staff were working in over the closure period. Schools/sites have not been deep cleaned and/or sanitized during the closure period. According to current research from [Health Authorities](#), the COVID-19 virus only survives on various surfaces up to 5 days.*

- Access will be limited to a maximum number of people at any given time based on physical distancing guidelines (which are well below numbers recommended by Toronto Public Health):
  - 0 - 75,000 sq. ft. building, including portables – 25 occupants
  - 75,000 – 150,000 sq. ft. building, including portables – 50 occupants
  - Greater than 150,000 sq. ft. building, including portables – 75 occupants
- Masks or face coverings are required. Masks will be provided but staff are welcome to bring and wear their own mask or face covering. Sanitizer will be available.
- Efforts will be made to maximize air circulation and ventilation.

### Process to Request Access

- Access will be available Monday to Friday, between 9 a.m. and 3:30 p.m. If necessary, extended hours can be supported by approval of the Principal.





- All staff must conduct a self-assessment based on this list of [symptoms](#) and if you have any, please do not come. Only those who have passed the self-assessment with no [COVID-19 symptoms](#) will have access.
- Once these conditions are met, requests to access schools will be made directly with their Principal. The Principal will send a daily access schedule to the caretaker who will check when staff have entered and exited the building. This process, to be determined at the school level, is necessary to keep record of who has been inside the building.
- Staff should work with their Principal to determine duration of time required to be in the building to ensure maximum occupancy numbers are not exceeded.

#### **Visit Guidelines and Instructions**

- All staff must conduct a self-assessment based on this list of [symptoms](#) and if you have any, please do not come. Only those who have passed the self-assessment with no [COVID-19 symptoms](#) will have access.
- The use of a mask or face covering is required.
- The School Principal and/or Vice Principal will be available either in the building or by phone during these hours.
- Access will be limited to a maximum of number of staff at any given time. Each person must enter and exit the building at separate times through the designated doors.
- While inside the building, all staff must practice physical distancing and remain at least 2 metres apart at all times.
- Staff should try to limit the amount of time spent in the building.
- Caretaking staff will not escort staff members through the building. It is essential that all staff bring the necessary access card and/or keys to gain entry into workspaces.
- The Principal will send a daily access schedule to the caretaker, including expected length of time each employee will be in the building.
- Staff must clean their hands upon entry and exit, if possible. Sanitizer will be provided but staff are welcome to bring their own (70 to 90% alcohol-based).
- Staff must proceed directly to their area of work, retrieve necessary items or perform necessary tasks and leave the building. Staff are not permitted to remain in the building for any other purpose.
- Staff should only remove their own items from the site. If staff need to borrow items (e.g. technology), approval from their Principal/Supervisor is required.
- If possible, staff should use stairs while in building. If elevator use is necessary, staff should ride alone.

