



Educator Access to Classrooms

School staff will be permitted access to their own school site beginning the week of June 1 until 26 to perform year-end classroom clean-up activities, to prepare for any classroom moves or to perform specific distance learning functions.

This access is for staff only. Staff are not permitted to bring any friends or family, nor can parents or students be granted access at this time or by using this process.

Self-Screening:

To access a DDSB facility, individuals must perform a self assessment:

- Symptom free of respiratory illness (fever, new cough and shortness of breath);
- Have not been outside of Canada within the last 14 days from the date of entry to the building;
- Have not cared for or had known contact with an individual with confirmed COVID-19 or COVID-19 like symptoms (fever, new cough, runny nose, difficulty breathing);
- If any of the conditions apply, then individuals **must not** access the building.

If you are experiencing symptoms, contact your family physician or complete the Ministry of Health self-assessment for further direction. The assessment is found here: [self-assessment](#)

Keep Yourself Safe Guidelines:

- Staff must complete a self-screening assessment prior to entry (see “Screening” above)
- Staff will request access to their classroom through their Principal. Provide date, time, classrooms to access. The Principal will communicate the approved access to the custodian.
- Staff must follow two meter (6 feet) physical distancing at all times.
- Staff must practice proper respiratory etiquette (cough or sneeze into your sleeve or a tissue and not your hands, followed by appropriate hand hygiene).
- Alcohol-based hand sanitizer (ABHR) will be provided at the front door for staff to use upon arrival and before exiting the building.
- School staff who are volunteering and choose to wear a mask may bring their own. If school staff do not have their own, we will have masks available on site.
- A sign in sheet will be provided at the front door to track entries into the building (name, date, time and location within the building). It is essential that all staff complete this sign in sheet.
- There is to be no gathering of staff on the school premises before, during, or after picking up equipment / supplies.
- Do not enter or leave the building in groups.
- It is essential that all staff bring the necessary access keys to gain entry into their classroom.
- Use staff designated washrooms only.
- If you need to use the photocopier, clean your hands before you begin and once you are finished.
- Only one person allowed at the photocopier area at a time.

- Please use stairs while in the building where there is more than one level. If elevator use is necessary, staff should ride alone.
- Custodial staff will be onsite to perform custodial duties and touch point cleaning.

Educator Access to Classrooms to Support Distance Learning

Staff who wish to engage in video streaming from their classroom or require classroom access for Distance Learning, access will be permitted to their own school site beginning the week of June 1st. This plan has been developed in conjunction with Durham Region Public Health. This is entirely voluntary and is intended as a supportive measure. DDSB staff may access their classroom and resources for short periods of time to enhance the continuity of learning for their students.

Year End Clean Up and Classroom Moves

- Staff should inform their Principal if boxes and packing materials are required, specifying how many boxes are needed. Plan if packing materials (boxes) and tape or a recycling container is required so that the custodian can have these materials available in the classroom in advance.
- Do not overpack your boxes. Weight should be kept under 35 lbs.
- Clearly label all packed boxes/items that are to be moved to another classroom. Boxes to be moved to another classroom within the school should be left in the room in which they were packed. Boxes must be clearly labelled with the date they were packed, and the room they are moving to.
- Staff should remove their personal items and take them home.
- Clearly mark any garbage and recycling materials so they can dispose of it.
- Staff should remove as much personal items as possible to allow for a deep cleaning of classroom spaces.

Summer Access to Schools Will Not Be Permitted

The summer months are typically our major cleaning and construction months. In accordance with the Occupational Health and Safety Act, individuals entering construction areas will require hard hats and safety footwear. There will be signs posted indicating this requirement.

These projects combined with the traditional cleanup of our schools such as stripping floors and waxing add numerous health and safety issues. Slips, trips, and falls can be a high risk for someone not experienced working with various floor strippers and finishes. Therefore, we require school teaching and support staff to only access their school during June 1 - 26.

We realize that there may be exceptions to this restriction due to extenuating circumstances. If this is the case, the Principal will need to coordinate this with the Custodian and/or Project Supervisor to ensure that planning in advance can allow teachers and support staff to access the areas they require, in a safe manner.