

# IMPORTANT INFORMATION

PLEASE READ THE INFORMATION BELOW AND COMPLETE THE HCDSB COVID-19 VISITOR PROTOCOL FORM **PRIOR TO ENTRY**

For the safety of our staff and students we are limiting visitors in our HCDSB locations. Any individuals, aside from employees and students should call ahead for approval to enter. Consideration should be made to the use of electronic alternatives and other non-physical means as alternative to on-site visit in order to prevent potential contact within the school. Access will only be granted by the site Administrator.

Approved visitors including HCDSB staff that are not assigned to a specific location including supply staff, floaters, itinerant and maintenance staff must:

1. complete a self-assessment screen for COVID19 before arriving/entering the site, this includes checking their own temperature (fever  $\geq 37.8^{\circ}\text{C}$ ), and monitoring for signs and symptoms of COVID-1
2. complete the **HCDSB COVID-19 Visitor Protocol Form**, upon arrival, including confirmation of self-assessment, and check out with the office before leaving in order to record the time you have exited the building (this information is necessary and may be provided to Public Health for contact tracing purposes)
3. clean or sanitize hands upon entry
4. comply with HCDSB COVID-19 infection control practices (good hygiene, regular handwashing, physical distancing etc.)
5. wear a mask or face covering while on-site unless you have been instructed otherwise (medical accommodation or student accommodation), if you do not have a mask or face covering please ask for one at reception
6. take reasonable care of your own health and safety and ensure your actions do not adversely affect the health and safety of others
7. not misuse or interfere with anything which is provided for COVID-19 management
8. access approved areas only, check with Administrator for additional direction
9. report any concerns to the school Administrator
10. notify the HCDSB if you have symptoms of COVID-19 within 14 days of being on-site

**If the HCDSB COVID-19 Visitor Protocol Form is incomplete or any of the questions in the self-assessment are answered "Yes" access is denied.**