

COVID-19 PROCEDURES AND SAFETY MEASURES FOR BOARD MEETINGS Commencing September 9, 2020 Updated September 8, 2020

A key requirement for reengaging in person board meetings, is upholding the UCDSB workplace standards of physical distancing, hand hygiene, and the use of masks/face coverings for all who are in attendance in workplaces operated by the UCDSB.

As it relates to physical distancing requirements, all meeting spaces within the board office setting have been assessed with the focus of a 2 metre/6 feet distance standard per each person in attendance. As a result, the loading requirements of each meeting space will differ, with the board meeting room having the largest rated capacity for in person attendance.

1.0 BOARD MEETING ROOM RATE CAPACITY: 12 people

- 1.1 Four (4) Trustees in the Board Room's current gallery (2 tables, 2 people per table)
- 1.2 Eight (8) Trustees at the board table
- 1.3 Trustee Liaison Officer (L. Workman) and Secretary of the Board (S. Sliwa) will be on duty in their offices at the Board's Central office during the Board proceedings
- 1.4 Superintendents presenting a report to the Board would be in their offices at the Board's Central Office during the Board proceedings. Superintendents who are not presenting would be in attendance remotely and would remain on-line and at the service of the Board during the proceedings.

2.0 CONSIDERATIONS FOR TRUSTEE ATTENDANCE (excluding Chair);

- 2.1 As per the Board by-laws, any Trustee is permitted to attend by electronic means. This would be the recommended approach for Trustees who are seeking to be exempted from attendance at Board meetings.
- 2.2 Exemptions: The Chair and Vice-Chair will invite trustees to identify their exemption from attendance in-person board meetings, in the event that the trustee is considered to be part of the high-risk grouping, most vulnerable to the Covid-19 virus. Those with an exemption can also attend by electronic means.

3.0 PUBLIC GALLERY - Noting the above regarding space constraints in the board meeting room, public in-person access to the board meeting would be accommodated by establishing a temporary gallery in the Stormont Room.

- 3.1 The Board's proceedings would be live-streamed at this location.
- 3.2 Those interested in attending the temporary public gallery to watch the live-streaming of the temporary gallery space is limited to a capacity of 7 people (maximum);
- 3.3 Seating in the Public Gallery is arranged through the Office of the Trustee Liaison Officer (L. Workman), with reserved seating assigned on a first come, first served basis. Reservations close at the end of the business day on Tuesdays, preceding the Board Meeting.
- 3.4 All attendees are required to complete a self-assessment for COVID 19 symptoms, before being admitted to the public gallery.

4.0 DELEGATION REQUESTS:

During this period of the pandemic, the Board of Trustees has made interim arrangements to hear public delegations through alternative measures in accordance with Article 6.25 of the UCDSB By-Laws. Delegations may make an application to present to the Board, directed to the Secretary of the Board. If the application is authorized to proceed, then the Delegation may present:

- 4.1 virtually via the video-conferencing platform Microsoft Teams, or;
- 4.2 via the telephone.

5.0 TRUSTEE ACCESS TO THE BOARD OFFICE AND WORKPLACE SAFETY REQUIREMENTS

In general, all Trustees are asked to review the attached document titled: COVID-19: RE-OPENING UCDSB SCHOOLS AND WORKSITES PROTOCOL, in advance of their attending the Board Office.

- 5.1 Upon entering the Board Office all Trustees and staff are required to self-assess for symptoms of COVID 19, using the COVID 19 screening questions assembled in conjunction with the local Public Health Units and the Upper Canada District School Board.
- 5.2 All meeting areas of the board have a fixed capacity for in-person attendance. The following rooms are available to Trustees for their use in small groups:
 - Trustee Room (three people) - anytime;
 - Stormont Room (seven people) – after 4:30PM;
 - Lanark Room (two people) – after 4:30PM ;
 - Leeds Room (two people) – after 4:30PM, and;
 - Prescott Room (two people) – after 4:30PM.
- 5.3 Interim supper arrangements for Board meetings
 - 5.3.1 Trustees are to make dinner arrangements on their own for dinner prior to the board meeting or, may bring their own to the Board Office. Meal costs may be claimed in accordance with the Board's Policy (Travel, Hospitality and Expense Reimbursement ~ Policy 445), requiring original receipts for meal expenses. Due to Health reasons at this time, catering and "take out" meals cannot be served at the Board Office.
 - 5.3.2 Coffee is available in the kitchen across from the Stormont Room, however one person is allowed in the room at one time. Each person must cleanse their hands with sanitizer before using the equipment in this room.

Attachment: *COVID-19: RE-OPENING UCDSB SCHOOLS AND WORKSITES PROTOCOL (August 2020)*

COVID-19: RE-OPENING UCDSB SCHOOLS & WORKSITES PROTOCOL

August 14, 2020	Prepared by:	H&S Department
August 17, 2020	Reviewed by:	School Operations
August 17, 2020	Reviewed by:	Eastern Ont. Health Unit
August 17, 2020	Reviewed by:	Leeds, Grenville & Lanark Distr. Health Unit
August 19, 2020	Reviewed by:	UCDSB Joint Health & Safety Committee
August 21, 2020	Reviewed by:	Executive Review

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COVID-19: RE-OPENING UCDSB SCHOOLS & WORKSITES PROTOCOL

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1.0 PURPOSE

The *Ontario Occupational Health and Safety Act* outlines that an employer should take every precaution reasonable in the circumstances for the protection of a worker. COVID-19 poses a serious threat to health, and the situation is changing daily.

This document constitutes a return to school direction issued by the Ontario Ministry of Education and approved by the Ontario Office of the Chief Medical Officer of Health. The guidance provided in this protocol is intended to support the safe reopening of UCDSB schools and sites for the 2020/21 school year and has been developed to provide a safe and healthy work environment for educators and staff.

2.0 REFERENCES & RELATED DOCUMENTS

Leeds, Grenville & Lanark Health Unit		Eastern Ontario Health Unit	
Brockville	613-345-5685	Cornwall	613-933-1375
Toll Free:	1-800-660-5853	Toll Free:	1-800-267-7120
Website:	www.healthunit.org	Website:	www.eohu.ca
General email:	contact@healthunit.org	General email:	info@eohu.ca

3.0 DEFINITIONS

- UCDSB: Upper Canada District School Board
- Manager: Supervisors, Principals, Managers, Superintendents and Director
- Staff: active UCDSB school board employee
- Community partner: a third party currently leasing space in a UCDSB building involved in operating an early learning/childcare program (i.e. Daycare, Early-ON) or business within a facility space operated by the Upper Canada district School Board (UCDSB).
- Contractor: a person not employed by UCDSB or 3rd party company that provides materials or labour to perform a service, such as a consultant, tradesperson, vendor/supplier.
- Department Project Manager: Key board manager responsible to coordinate project activities.
- Visitor: Non-UCDSB staff including parents/guardians, volunteers, vendors, and outside agencies and / or their representatives.

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- Sites: UCDSB Schools, Board Office or Field Sites.

4.0 SITE ACCESS CONTROL MEASURES

When planning to enter UCDSB Sites strict adherence to the (<https://healthunit.org/coronavirus/>) (<https://eohu.ca/en>) Health Unit's measures are expected.

4.1 Control measures to follow for staff accessing an UCDSB Site to complete approved activities.

4.1.1 Roles and Responsibility of Manager

- Follow the [UCDSB Return to School Guide 2020-2021 \(August 14, 2020\)](#) (LINK) for reopening schools.
- Follow the direction of the Ontario Office of the Chief Medical Officer of Health and local Health Units.
- It is the responsibility of the manager to review and mitigate risks associated with the work that is assigned and performed at the UCDSB Sites by their staff.
- Track entry and exit of any scheduled and approved staff.
- The Manager will post signage to reinforce health precautions throughout the site. This signage will be provided by the board.
- Custodian to be available to complete cleaning (example: frequently touched areas) as necessary and maintain handwashing soaps, hand-rub sanitizers and other necessary cleaning materials.
- Do not permit any persons in the site without necessary approval.

UCDSB Supporting Departments (Support Department Manager)

Specific enquiries regarding IT services, maintenance and repair and construction projects should be directed to listed appropriate UCDSB Supporting Department Manager.

General enquires regarding Health Unit advice should directed to the Health and Safety Department.

Department	Department Contact
Facilities Operations & Maintenance	Regional Facilities Operations Mgr. 1. Scott McCurdy

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	scott.mccurdy@ucdsb.on.ca 2. Carol Casselman carol.casselman@ucdsb.on.ca 3. Wayne Joseph wayne.joseph@ucdsb.on.ca 4. Rob Sheney rob.sheney@ucdsb.on.ca
Facilities Design & Construction	Manager: Peter Bosch peter.bosch@ucdsb.on.ca
ITS	Manager: Jim Guerin jim.guerin@ucdsb.on.ca

4.1.2 Roles and Responsibility of UCDSB Support Department Project Manager

The Department Project Manager may need to coordinate schedules and safety measures with the Managers and other departments to mitigate public health risks.

4.1.3 Roles and Responsibilities of Staff Entering Sites

- Follow the [UCDSB Return to School Guide 2020-2021 \(August 14, 2020\)](#) (LINK) for reopening schools.
- Follow the direction of the Ontario Office of the Chief Medical Officer of Health and local Health Units.
- In accordance with the Education Act, the regular school day for employees will close on or before 5:00pm during a work day in order to support additional cleaning requirements during a pandemic. In a case where an employee would need to stay longer than 5:00pm, confirmation from the school Principal is required.
- During this pandemic and effective September 14th, the school will be closed on weekends for access to employees. If an urgent matter was to arise requiring access to a school site, school principal will notify Family of Schools Superintendent, in accordance with Item 4.1.1 of this protocol which requires to track entry and exit of any scheduled and approved staff.

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Staff COVID-19 Safety Control Measures

- Enter and exit the site through the entrance designated by the Manager. Where possible, automatic door openers should be used to minimize the use of door handles. Recommended not to use hands to activate automatic doors.
- Ensure proper handwashing or hand rub sanitization occurs upon entry and frequently during the scheduled workday activities. LINK: (<https://www.publichealthontario.ca/en/videos/ipac-handwash>) Public Health Ontario video on proper hand washing.
- Use medical mask and if necessary, eye protection to prevent the wearer from spreading germs. Medical masks are highly recommended especially when physical distancing is not possible. Other PPE may be necessary depending on tasks and activities.
- Physical distance of two (2) meters distance between all persons must be respected as much as possible.
- Avoid touching building fixtures (door handles, etc.) as much as possible.
- Avoid touching your face, and always cough / sneeze into your bent elbow.
- Avoid gathering with other staff to socialize.
- Before leaving the site, wash or sanitizer your hands.
- Refrain from bringing personal items into board site. Any person bringing personal items or equipment into the site is responsible for the items cleaning and disinfecting.
- Staff may choose to eat and drink at their workstations. When eating and drinking in lunchrooms respect physical distancing practices.
- Staff should stay to the right side of any corridor to ensure physical distancing is achieved and follow directional indicators.
- Report to your manager immediately if you feel or recently felt ill.

Incident/Accident Reporting

If you experience an incident or injury during your work, please report it directly to your Supervisor/Manager and complete the Online Incident Reporting (OLIR) form. (LINK) <http://parklane.ucdsb.on.ca/>

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4.2 COVID-19 Self-Assessment Screening

It is imperative that all persons prior to entering the premises perform a self-assessment on the day they are entering a building.

4.2.1 COVID-19 Screening of UCDSB Staff Accessing Board Sites

Any staff accessing Board site premises during the COVID-19 pandemic must complete and comply with the Ontario COVID-19 self-assessment (LINK: <https://covid-19.ontario.ca/self-assessment>)

Staff must complete mandatory Coronavirus Awareness Training on September 1, 2020. This training will be tracked in the SafeSchools training system.

Should an employee have symptoms of Covid-19, the employee must report this information to the supervisor immediately. Next steps will be determined as outlined in Public Health Outbreak Protocol.

4.2.2 COVID-19 Screening of Contractors Accessing Board Sites

It is imperative that contractors entering the board sites perform a self-assessment on the day they are entering a building.

4.2.3 Community Partners Accessing Board Sites

Community Partners operating in UCDSB facilities must adhere to their own policies and procedures. Community Partners must provide proof from the local health unit of their policies and procedures and approval from the health unit to be operational. Wherever there is a conflict between a Community Partner's protocol and a UCDSB protocol, the Community Partner and UCDSB will seek clarification from the Health Unit.

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4.3 On Site Visitors

For the purpose of this protocols, visitors are defined as non-employees including parents/guardians, volunteers, vendors, and outside agencies and / or their representatives. Virtual meetings are recommended until further notice in order to minimize on site visitors. If on site meetings are required, it is expected that visitors have a pre-scheduled appointment to ensure adequate safety planning prior to the meeting.

In accordance with provincial regulations, emergency services personnel, public health inspectors, and inspectors from the Ministry of Labour are not considered as “visitors” and continue to have access to school sites in accordance with their legal authority to be on site.

The pre-screening Visitor Screening Questionnaire – COVID-19 (Appendix A) must be completed prior to any visits to a UCDSB Locations. Copies of the pre-screening questionnaire may be obtained at reception and can be actively completed by the manager or delegate.

If the visitor has been approved for a visit, they will be logged into the COVID-19 Visitor Log In and Out Tracking Form (Appendix B) by the reception staff.

Anyone who answers “Yes” to any of the questions will not be permitted access to the UCDSB Locations. Public Health recommends in these cases to contact their health care provider and/or visit a COVID-19 assessment centre.

All visitors to the UCDSB sites must be logged out by the reception/office administrator when leaving the site by using Appendix B.

5.0 BOARD SITE POST-ACCESS CONTROL MEASURES

Experience COVID-19 / Flu-Like Symptoms: Notify your Manager if during or after your entry to a site that you feel sick or experience COVID-19 / flu-like symptoms. Public Health recommends in these cases to contact your health care provider and/or visit a COVID-19 assessment center.

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Ontario COVID-19 symptoms and treatments (LINK: <https://www.ontario.ca/page/covid-19-stop-spread#section-0>)

The Manager will request a custodian to perform “step up” cleaning in areas where the staff member worked and touched surfaces.

6.0 ADDITIONAL MEASURES

- The custodian will monitor the washroom and re-stock supplies and wipe down surfaces as needed, with disinfectants applied according to manufacturer’s instructions (i.e. respecting contact time), to allow for disinfection of coronavirus.
- A custodian will perform “step up” cleaning as needed. “Step up” cleaning involves wiping down the frequently touches surfaces such as doorknobs, washroom faucets and other surfaces.
- In the event of a fire alarm, occupants shall exit in accordance with the fire exiting plan.

7.0 RESOURCES AND SIGNAGE

Guide Document

- [Ontario: Approach to reopening schools for the 2020-2021 school year](#)

8.0 APPENDIX

APPENDIX A - VISITOR SCREENING QUESTIONNAIRE - COVID-19

APPENDIX B - COVID-19 VISITOR LOG IN AND OUT TRACKING FORM