

Memorandum

Pandemic Procedures for COVID-19

To: All Contractors and Sub-Contractors for the HWCDSB

From: Nancy Hume-Meletti-Manager of Health & Safety
Corrado Ciapanna-Superintendent of Education

Date: April 30, 2020

RE: HWCDSB Procedures in Place for COVID-19

Hello,

This is such a difficult time and we continue to hope that you and your families are continuing to stay safe and well.

We would like to provide you with further HWCDSB updates as the COVID-19 information from Ontario Public Health continue to be more expansive and detailed on requirements. We will continue to provide you with communication as the requirements and procedures continue to evolve.

During these school closures there is very limited and restricted access into the schools. There are procedures as outlined in our HS-Procedure-045 School or Administration Building Access During Pandemic Closure released April 6, 2020.

The School Principal must be notified if entry to the school is required. As per Public Health Guidelines, we need to ensure a no more than 5-person limit inside the school at any one time. This in addition to keeping the 2m social distancing and proper sanitation procedures in place to keep our staff and you our contractors safe.

No one will be permitted into the school unless they complete the self-assessment for COVID-19 at <https://www.ontario.ca/page/2019-novel-coronavirus> and:

- a) are symptom free of respiratory illness
- b) have not been outside of Canada within the last 14 days from the date of entry into the school
- c) have not cared for or had have contact with an individual with confirmed COVID-19 like symptoms (fever, new cough, difficulty breathing)

In addition, as per the previous memo from March 20th, 2020:

1. If anyone at your home or business location experienced symptoms such as fever, cough or difficulty breathing that you do not come onto any of our sites.

2. If anyone at your home or business location is currently in self isolation that you do not come onto any of our sites.
3. If you are feeling unwell and/or have a fever or exhibit any symptoms of COVID-19 that you do not come onto any of our sites.

If you have been at any of our sites and are a confirmed case of COVID19 please contact palettal@hwcdsb.ca and humemelettin@hwcdsb.ca immediately.

Only in working together can we help to keep each other safe and healthy.

Yours in Faith,

Nancy Hume-Meletti