

## INTERNAL MEMO

<b>DATE:</b>	October 21, 2021
<b>TO:</b>	Elementary and Secondary Principals
<b>FROM:</b>	David Anderson – Senior Manager, Facilities Management
<b>SUBJECT:</b>	Snow-clearing at HWDSB Schools

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As we approach winter, this memo serves as a reminder of HWDSB guidelines for snow-clearing. Snow-clearing at HWDSB schools is a responsibility that is shared by Board staff, contractors, and the City of Hamilton.

### **Responsibilities**

*HWDSB Staff* will clear, salt and/or sand:

- Walkways from the city sidewalk to the school
- School steps and portable steps
- Walkways to the portables
- Ramps to schools and portables
- Area outside entrances and fire exit doors, as identified on the approved Snow Removal drawings found on eBASE
- Fire exit stairs & ramps

*HWDSB Contractors*, after 5cm+ of snow, will:

- Plow parking lots and sidewalks when HWDSB Facilities staff deem it necessary
- Salt and sand the parking lot before school starts
- If required, Head Caretakers may also salt or sand parts of the parking lot

*City of Hamilton* is responsible for clearing:

- Snow and ice from sidewalks directly in front of schools which is a top priority for the City

- Note: It may take up to 24 hours after a snowfall for sidewalks to be cleared. Report a sidewalk fronting a school in need of clearing at **905-546-CITY (2489)**

### **What about playgrounds?**

Playgrounds are not plowed or cleared. Head Caretakers will inspect playgrounds and sand and/or salt significant icy areas made slippery by changing temperatures.

Students will need to take extra caution when walking or playing on school property that may be slippery. Principals concerned about weather or playground conditions may hold indoor recesses and lunch/nutrition breaks.

For more information regarding HWDSB snow clearing procedures, please refer to the infographic which is available on the HWDSB website by following the link below. Please also refer to the website for the most recent version of this document.

For any questions specific to your school, please contact your Facility Operations Supervisor.

[Snow-clearing at HWDSB Schools](#)