

HWDSB



HWDSB Access Guidelines During COVID-19 (Staff Screening)

Please Review Before Entering the Building

- 1. Do you or anyone in your household, have any of the following symptoms:**
 - Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius/100.4 degrees Fahrenheit or higher)
 - Cough that's new or worsening (continuous, more than usual)
 - Shortness of breath (out of breath, unable to breathe deeply)
- 2. Do you have any of the following symptoms:**
 - Barking cough, (making a squeaky or whistling noise when breathing)
 - Chills
 - Sore throat or difficulty swallowing
 - Runny, stuffy or congested nose (unrelated to seasonal allergies or other known causes/conditions)
 - Lost sense of taste or smell
 - Headache that's unusual or long lasting
 - Digestive issues like nausea/vomiting, diarrhea, stomach pain unrelated to known cause or condition
 - Extreme tiredness that is unusual (fatigue, lack of energy)
 - Falling down often
 - Muscle aches that are unusual or long lasting
 - Pinkeye (conjunctivitis)
- 3. Have you travelled internationally within the last 14 days (outside Canada)?**
Yes No
- 4. Have you had close contact* with a confirmed or probable COVID-19 case in the last 14 days?**
Yes No
- 5. Have you had close contact* with a person who returned from outside of Canada in the last 2 weeks with new COVID-19 symptoms (like a cough, fever, or difficulty breathing)?**
Yes No

**Close contact means being less than 2 metres away in the same room, workspace or area or living in the same home.*

You **must not** enter a HWDSB building if you are sick or feel unwell, whether or not you have any of the above symptoms.

If you answered NO to all questions you have passed the screening and can attend work. If at any point during your time at work you begin to feel unwell, please inform your supervisor and leave the building.

If you answered YES to any of the screening questions, or you refuse to answer the questions, you have failed the screening. Please do not enter the building at this time. Contact your supervisor for any questions you may have.

While in the building

- In a school, you must wear a mask and face shield.
- In administrative buildings, you must wear a mask in all public areas of the building and whenever distancing isn't possible.
- Sanitize your hands upon entry and before and after using any shared equipment/supplies/materials.
- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizer if soap and water are not available.
- Try not to touch your eyes, nose or mouth.
- Maintain a physical distance from others of at least 2 m (6 feet).
- Cough and sneeze into your sleeve and not your hands.