Chilliwack School District

Covid-19 Safety Procedures for Building Entry and Occupancy

Staff Entering all sites
- Designated entrance or entrances to help reduce number of people entering
- Sign in and sign out sheet – name, contact number, date, areas occupied. Greeter will collect data. Data will be required in the event of a confirmed Covid-19 case
- Possible staggered entry times for larger sites
- Hand washing / sanitizer at time of entry
- Identify occupied times and days for staff to be in the building (example 7am – 4 pm, site specific)

Staff in all sites
- Identify max occupancy of staff room for social distancing and post outside of staff room. Sign in and out sheet for staff room if you can't see into the room. Staggered break times to reduce number of people in the room, or multiple staff rooms
- Identify max occupancy of washrooms and post outside of washroom. May need occupied sign or sign in/ out sheet
- Identify max occupancy of office and post at entrances. Confirm workstation locations meet social distancing requirements
- Where possible limit areas including washrooms to reduce cleaning requirements

Public Entering all sites
- Designated entrance or entrances to help reduce number of people entering
- Sign in and sign out sheet – name, contact number, date, areas occupied. Greeter will collect data. Data will be required in the event of a confirmed Covid-19 case
- Opportunity for Public to make an appointment, to connect with staff or pick up student info, material
- Opportunity for teachers to be contacted by e-mail or phone, reducing possible site visits.
- Greeter at public entrance identified with high vis. vest and SD 33 ID.
- Marked waiting areas to maintain social distancing. Tape on sidewalk 6' apart
- Contact info posted on website and at door for making appointments
- Runner to retrieve items from lockers or homework (would need access to lockers)
- Inside identify waiting area with marked 6' separation
- Hand sanitizer before entering the school

Public in all sites
- Identify a couple areas staff and public can meet, or could this be done by phone instead
- Proper meeting area requires space for separation
- Identify times and days public can access

*Please note that these are general guidelines and each school may have site specific protocols, please check in with your Principal / Vice Principal for those protocols.