

# HWDSB

January 18, 2021

SENT VIA EMAIL

## **RE: Requirements for Contractor Access to HWDSB Buildings During COVID-19 - Updated**

HWDSB has consulted with Public Health and developed a list of requirements and procedures for all vendors accessing HWDSB facilities.

In addition to the COVID related requirements from Public Health, the Province of Ontario and the Health and Safety policies in place by vendors, any individuals entering a HWDSB facility effective January 18, 2021 are required to adhere to the following:

- All individuals entering HWDSB facility are **required to wear medical grade masks provided by HWDSB**
- Contractor will be required to maintain a **sign in sheet of all individuals on site including full name and phone number** and provide a photo/ PDF of the sign in sheet to the project supervisor by 10:00 a.m. **each day**
- Contractor will be required to **complete screening of all individuals attending site** prior to entry into the facility. Individuals who fail the screening must not enter the building.
- All individuals must **comply to physical distancing requirements** in common areas
- All individuals are requested to **walk on the right** side when passing through common hallways, entrances, etc.

The above requirements are applicable to all public areas of HWDSB facilities (i.e. do not apply within the hoarded off construction area) and must be adhered to. As per Provincial and Public Health requirements, all contractors must work safely by abiding by Public Health and Health and Safety Association guidelines and maintain a separation of work space. Links to the guidance documents from each Health and Safety Association are available [online here](#).

**Public Health Requirements:** Contractors permitted to enter the building must meet the requirements of Public Health. These include:

- Completing the [self-assessment](#) and self-isolating where required
- maintain a physical distance of at least 2 m (6 feet) away from others at all times
- 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
- cough and sneeze into your sleeve and not your hands

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Please maintain regular communications with the Project Supervisor. Should you have any questions or concerns, please feel free to contact the Project Supervisor.