



Parkland School Division Centre for Education Facility Protocols (COVID-19)

Parkland School Division (PSD) recognizes that COVID-19 poses risks to staff and visitors of the Centre for Education (CFE). To ensure the continuation of essential operations of the school division and to protect the safety of PSD staff and visitors, to the greatest extent possible, the following protocols are in effect until further notice.

Meetings

- To the greatest extent possible, meetings should be held on Google Meet or by teleconference.
- Non-essential meetings are NOT to be held face-to-face.
- If face-to-face meetings are required, they must be done so with the following considerations:
 - Use the largest room available to ensure appropriate physical distancing. Room capacity is posted in each meeting space.
 - Meeting organizers are asked to wipe down surfaces in the meeting room following the meeting.
 - If required, custodial staff are available to clean/disinfect once a meeting has concluded.
 - No food or beverages are to be served during any face-to-face meetings.
 - When meeting with the public, employees should wear a mask, unless appropriate physical distancing can be observed.
 - While in another's workspace, employees should wear a mask, if physical distancing is not possible.
- Protective face masks are available at the reception desk and/or from executive assistants for any employee or meeting attendee who requests one.

Enhanced Cleaning

- A custodian is on-site during the workday to ensure appropriate sanitization of frequently touched surfaces.
- Disinfectant/cleaning products are available at reception for employees to sanitize individual work areas as required.
- Disinfectant/cleaning products are available in meeting/board rooms and other high-traffic areas.

Physical Distancing

- All departments are required to consider the number of employees working in a particular area and take practical steps to limit the number of individuals in that area, increase physical distancing or implement enhanced cleaning measures as appropriate.
 - If necessary to meet physical distancing needs, work from home provisions may be considered, using the [Working From Home/Alternative Workplace Guidelines](#).
- Common areas such as lunchrooms, photocopier rooms, etc. are areas of particular concern.
 - Please follow the posted room capacity or wait to use the space to ensure appropriate physical distancing.

Other

- Any employee who is displaying flu-like symptoms should refer to the [Stay at Home Guide](#) for further instruction on next steps.
- Employees should wash their hands frequently throughout the workday. Use soap and water and scrub for at least 20 seconds.
- All departments are asked to limit or eliminate the amount of paper passed between employees and are encouraged to use electronic means to share or approve documents.
- Staff are encouraged to wash their hands appropriately when handling paper received from students, parents, community and/or outside agencies.