



Matthews Hall

Established 1918

SCHOOL VISITOR COVID-19 HEALTH AND SAFETY POLICY

PURPOSE AND SCOPE

Matthews Hall (the “School”) permits visits to the School by those with a legal right to visit, and by those whose presence will be of benefit to the students. Due to the COVID-19 pandemic, during the 2021-2022 school year, parent visits to the School may be limited or carried out virtually in accordance with applicable guidance issued by the Ontario Government and local public health unit. Further, compliance with COVID-19 safety protocols will be required by all visitors to the School.

The School discourages visits to the School by those who demonstrate or promote any practice or teaching that is incompatible with:

- (a) the mission statement, objectives, or policies of the School;
- (b) the effective operation of the School; or
- (c) the physical or mental well-being of the students or staff, including student or staff health and safety during the COVID-19 pandemic.

This policy will be in effect during the during the 2021-2022 school year as long as applicable COVID-19 health and safety protocols remain in place at the School. This may be extended beyond the 2021-2022 school year, as may be required to protect the health and safety of the School community in response to the COVID-19 pandemic. This policy applies to all visitors to the school, including infrequent visitors by appointment, attendees of certain School events including School assemblies and sporting events, frequent visitors, and volunteers. All attendees of certain School events, frequent visitors, and volunteers will be required to comply with the Volunteer and Frequent Visitor COVID-19 Health and Safety Policy in addition to this policy.

CATEGORIES OF VISITORS

1. Those With a Legal Right to Visit

- (a) The parent or guardian of a student attending the School (where the parents of a student are separated or divorced, both continue to have the parental right to visit the School until a Court orders otherwise) who complies with applicable COVID-19 safety protocols. Due to the COVID-19 pandemic, the majority of parent or guardian visitors may only visit the School by appointment;
- (b) The following, but only while and in connection with the discharge of their respective duties and while complying with applicable COVID-19 safety protocols:
 - (i) the local Medical Officer of Health;

- (ii) the assessor for municipal tax purposes;
- (iii) the local building inspector;
- (iv) the Fire Marshall;
- (v) a police officer;
- (vi) a person authorized under the *Child, Youth and Family Services Act, 2017*.

2. Those Whose Visits Are Encouraged

This group includes persons invited by School administration to make instructional or other presentations to and for the benefit of the students or the staff of the School. Care must be taken to ensure that the person or group does not fall into the category whose attendance is opposed by the School. For this reason, appropriate staff are required to scrutinize the aims, objectives and methods of those invited to make presentations in the School. Frequent visitors to the School and volunteers for the School, including all parent volunteers, must comply with the Volunteer and Frequent Visitor COVID-19 Health and Safety Policy in addition to this policy.

3. Those Whose Visits Are Permitted

This group is composed of persons to whose presence the School administration has no objection, so long as their presence does not interfere with the needs of the School, and so long as they respect the personal and property rights of others and all applicable COVID-19 protocols. This group includes those who are authorized to use School facilities pursuant to other School policies.

4. Those Whose Visits Are Opposed

The School is opposed to the presence of the following persons:

- (a) those whose presence, in the judgement of the Head of School or designate, would be detrimental to the physical or mental well-being of the students, including those who fail to follow applicable COVID-19 safety protocols; and
- (b) those demonstrating a lack of regard for the personal and property rights of others.

APPOINTMENT TO VISIT

In all cases visitors are required to make an appointment in advance so that mutual convenience and minimal disruption may be assured. Due to the COVID-19 pandemic, some meetings and visits to the School may be scheduled virtually rather than in person, to maintain health and safety at the School.

REPORT TO THE OFFICE

Upon arrival at the School, all visitors are required to report to the office, thus giving the Head of School or designate the opportunity to meet and welcome them. Visitors will be requested to sign the Visitor's Book, stating their name, address, and reason for the visit.

IDENTIFICATION OF THE VISITOR

Because of the obligation of the School administration to safeguard the welfare of the students in appropriate cases, the Head of School or designate must be satisfied that the visitor is the person who he or she purports to be. Unless the visitor is known to the Head of School or designate, proper identification should, with sensitivity and discretion, be insisted upon. This may be accomplished, among other ways, by:

- (a) personal identification of the visitor by someone in the School;
- (b) production of a driver's licence; or
- (c) verification of information given by the visitor against information contained in School records.

COVID-19 HEALTH AND SAFETY

Due to the COVID-19 pandemic, it is more important than ever that all appointments to visit the School in person be scheduled and approved by the School in advance.

All visitors to the School are required to comply with applicable School policies during their visit, including policies related to health and safety during the COVID-19 pandemic. Such policies will be developed in accordance with applicable regulation and public health guidance may include:

- the wearing of masks or face coverings;
- self-screening for COVID-19 symptoms, recent travel, and close contact with confirmed or suspected cases;
- physical distancing requirements; and
- hand hygiene, including regular hand washing and/or sanitization.

Failure to comply with applicable covid-19 safety protocols will result in refusal of access to the school.

REFUSAL OF ACCESS

Where, because of demeanour or other reason, the Head of School or designate determines that the presence of the visitor would be detrimental to the physical or mental well-being of a

particular student or the students generally, the Head of School or designate has the authority to refuse admission to the visitor.

The School may also take action pursuant to the Ontario *Trespass to Property Act* (the “TPA”). Trespassing is an offence under the TPA and can result in a fine of up to \$2,000. Actions which constitute an offence under the TPA include:

- entering the premises when entry is prohibited under the TPA;
- engaging in an activity on the premises when the activity is prohibited under the TPA; or
- failing to leave the premises immediately after being so directed by the occupier or a person authorized by the occupier of the premises.

Notice provided pursuant to the TPA shall be provided in writing, shall indicate that the individual’s presence on School property has been considered detrimental to the safety and well-being of persons on the School premises, and shall provide that failure to comply with the request may result in prosecution under the TPA.

Where the Head of School or designate becomes aware of a person who has entered the premises that is prohibited from being there, or is engaging in a prohibited activity, or fails to leave the premises immediately after being directed to do so, the Head of School may:

- if possible, confront the trespasser and verbally request that the trespasser leave and not return;
- ask the trespasser to identify himself or herself and give the reason for his or her presence on School property;
- where appropriate, send a letter of caution to the trespasser regarding a possible trespass notice and/or notice of denial of access; and
- send the trespasser a written notice, by registered mail, with a copy sent to the proper School official and the police.

Once a trespasser has been warned, if the School official becomes aware of the return of that person, the official should contact the police immediately and then monitor the situation pending the arrival of the police. In the event that there is an element of danger with respect to a trespass situation, the police should be contacted immediately.

ACCESS TO STUDENTS

The right of a person to visit the School does not carry with it the right to visit with, or speak to, any student in the School.

ACCESS TO INFORMATION

The right of a person to visit the School does not carry with it the right to have access to any information or documentation in the possession of the School.

CHILDREN'S AID SOCIETIES

A special set of circumstances arises in those rare cases in which a children's aid society seeks to interview or remove a student from School. Staff should consult the specific policies of the School related to such matters, and consult with the Head of School as needed.

POLICE

A special set of circumstances arises in those rare cases in which the police seek to interview or remove a student from the School. Staff should consult the specific policies of the School related to such matters, and consult with the Head of School as needed.

124553582:v1