

<b>Topic:</b>	<b>Building Access</b>
<b>Effective:</b>	<b>February 2021</b>
<b>Cross-Reference:</b>	<b>HDSB Policy: Access to Premises; Trespass to Property Act; Education Act, Ontario Regulation 474/00</b>
<b>Revision Date:</b>	<b>January 2021</b>
<b>Review Date:</b>	<b>February 2024</b>
<b>Responsibility:</b>	<b>Executive Officer of Facility Services</b>

**INTENDED PURPOSE:**

The Halton District School Board is committed to providing a safe, secure learning and working environment for students, staff and visitors.

The intention of this procedure is to define the issuance and management of access cards and key pads for HDSB staff, school administrators and tenants such as child care, nursery schools, EarlyON Years Child and Family Centres as well as Before and After School care providers located in HDSB facilities.

**DEFINITIONS:**

As per Ministry of Education requirements, the exterior doors to an elementary school building are to be locked throughout the school day, starting at 7 am if there is a before-school care program in the building or prior to the designated start time for the school. The doors remain locked until 6 pm, at which point, space in the building is available for permits to community groups.

Currently, secondary schools are not required to lock the exterior doors into the building. However, all visitors are required to begin their visit at the school's main office and sign in to the visitor log book.

Elementary school staff are provided with access cards that are unique to their name and work location(s). There are a certain number of unassigned access cards provided to each school to facilitate access into the main building for supply staff as well as for students located in a portable classroom. The use of access cards for elementary school staff is one tool in the provision of a safe and secure environment that supports the Board's Access to Safe Schools policy.

Central staff, who access the administration buildings and may also visit schools as part of their work, will also be provided with an access card that supports access to all buildings or a group of buildings, subject to their role.

**Card Access Readers:** Card readers are located at two or more exterior doors to facilitate entrance into the building. Card access readers (or devices) can be programmed centrally.

**Access Card:** Access cards are assigned to individual staff persons. Each card is programmed for the individual and the specific work location, or in some cases, for a group or all buildings if the staff person works at more than one location. All HDSB access cards are blank with no photo or other information on the card, such as the school logo. Cards are programmed and updated centrally.

**Keypad Entry:** All elementary schools have a keypad entry system for child care providers, as well as Before and After care programs. The keypad is located at an exterior door that serves the program and is intended to facilitate parents/guardians with the drop-off and pick-up of children attending the child care and/or Before and After School programs.

**Authorized User:** An Authorized User is defined as an individual who has the right and permission to have an access card. All Authorized Users will be issued access cards as follows:

- All HDSB permanent staff, will be provided with one card; and
- All Long Term Occasional (LTO) HDSB staff will be provided with one card for the length of their assignment.

**Portables:** A maximum of two (2) unassigned/shared cards per portable will be issued for student-use.

**Generic Office Cards:** A predetermined number of cards will be issued based on school enrolment.

**Restricted User:** A Restricted User is defined as an individual that does not have the right or permission to a permanently-assigned access card. Under certain circumstances, a Restricted User may be provided with the short-term use of an access card.

For the purposes of this Administrative Procedure, a *Restricted User* includes:

- Short Term Occasional staff
- Tenants, Licensees and External Agency staff (e.g., Children's Aid Society, childcare providers)
- Volunteers
- Contractors and any service providers external to the HDSB
- Any person who is not a permanent hire of the HDSB

Access cards for all Restricted Users require Family of Schools Superintendent review and approval. Family of Schools Superintendent review and approval is also required for any extraordinary requests, including providing an access card for a student.

## **PROCEDURES**

### **Expectations:**

Long Term Occasional staff will be issued a card upon receipt of a TopDesk request submitted by the Principal/supervisor. The card will remain with the Long-Term Occasional staff during their tenure with the Halton District School Board.

Short Term Occasional / Supply Staff will not be issued an access card as they will be able to access the main building when the office staff are present. Supply teachers will be provided use of a generic office card, to access the main school building, for the duration of their assignment at any particular school. The office card is to be returned at the end of the day and may only be retained for longer with the approval of the Principal or designate.

Restricted Users will not be issued an access card as they will be provided access to the main building when the office staff are present. One of the generic office cards may be provided at the discretion of the Principal or designate. Each school is responsible for managing the distribution and collection of their generic office cards. Alternatively, an external agency may purchase a card for a fee, if the request is supported by the school Principal and Superintendent. Purchased access cards will have an expiry date. The fee is non-refundable. Access cards remain the property of the Board. Access cards shall not be duplicated or shared with others and must be surrendered upon request.

Contractors working on projects will not be issued an access card; however, if an access card is required to facilitate longer hours of work to complete a project, the project lead or supervisor may obtain an access card on behalf of the contractor. The card will be programmed to expire and must be returned upon completion of the work. The cost of the access card will be carried by the project budget. Access cards remain the property of the Board. Access cards shall not be duplicated or shared with others and must be surrendered upon request.

Contractors performing regular maintenance and service on equipment at the schools will not be provided with an access card unless it is approved by Facility Services. Where approved, these cards will be programmed to expire at the end of the service contract and will be reviewed and managed by the Board staff person overseeing the service contract, and must be surrendered upon request.

Access cards will not be provided for external users to facilitate access to the building for deliveries or when volunteering at a school.

As noted above, access cards for all Restricted users require Family of Schools Superintendent review and approval. Family of Schools Superintendent review and approval is also required for any extraordinary requests, including providing an access card for a student.

**Access Levels:** Access level is determined by the employee's job classification within the organization. This information is to be provided by the Human Resources department to the Facility Services department through software updates.

**Change of Employment/Promotion:** Upon change of employment status or a change of position within the Board, which would no longer require the employee to be an access card holder, employees shall relinquish their access card to their Supervisor or Principal/designate. The card shall be returned by the Principal or designate to the Facility Services Department.

**Termination:** Upon termination of an employee, the access card shall be collected immediately from the terminated staff person by the senior management staff person in attendance at the termination meeting.

**Retirement/Resignation:** All staff who retire/resign must return their access card on their last day of work.

**Replacement Cards:** Employees must request replacement for lost or stolen cards through Top Desk on *myHDSB*. There will be a non-refundable fee for the replacement of all access cards.

**Reporting:** Employees must inform their Supervisor of any lost, stolen or damaged card within 12 hours.

**Acceptance:** All access cardholders, including but not limited to employees and contractors, are required to treat their access card with the same respect as all other Board-issued property. Access cards remain the property of the Board. Access cards shall not be duplicated or shared with others and must be surrendered upon request.

**Return & Disposal:** All cards, notwithstanding their condition (e.g. old, damaged, etc.) shall be returned to the Facility Services department for proper disposal. All cards, no longer required (e.g. cards assigned to portables) are to be returned promptly to Facility Services.

**Non-Board Staff:** For non-Board staff who work with HDSB students in our schools under Section 23 programs, two (2) access cards will be offered per location to facilitate student instruction and management. Non-Board staff will be required to pay a non-refundable fee representing the cost of the card and staff time to program and manage access. The card will remain the property of the Halton District School Board. Each program location will be issued two (2) additional generic cards. The school will be responsible for the management of the cards. Access cards remain the property of the Board. Access cards shall not be duplicated or shared with others and must be surrendered upon request.

**Student Need:** Students are not to be issued an access card unless there are mitigating circumstances where it is deemed to be a matter of student safety. If the Principal deems that an access card for a student is necessary, the Principal will consult with the school Superintendent. Generally, the need is based on a unique situation (e.g. a medical reason or other mitigating circumstances). Upon receiving approval from the school Superintendent, Facility Services will provide the Principal with an additional generic card for the student. The school will be responsible for the management of the card. The card will be deactivated at Winter and Spring Break and over the summer, however, the card should be returned to the office during student vacations. If the student no longer requires the card, the school is to return the card to Facility Services with a note indicating the student's name and the name of the school.

**Keypad Entry System:** All elementary schools are equipped with a keypad entry system. The keypad is a numeric pad positioned at one entry location. All keypads are installed under the care of the Facility Services department and the location is mutually determined between the child care provider and the school.

An access code is generated and managed by the Facility Services department. The access code is provided to the school Principal and Head Caretaker who inform the child care and before/after school service providers of the access code. Access codes are for the use of the child care staff, before/after school service providers, and the families of these services. The access code is not to be used by school staff, community rentals, delivery services or others not listed. If the access code is compromised the Facility Services staff must be notified immediately. Facility Services will generate a new code and provide the new access code to the school Principal and Head Caretaker who will then inform the child care and before/after school service providers.

All keypad locations are confirmed by Facility Services. If a school requests a second keypad the school must first engage Facility Services and seek approval from the School Superintendent. Once support for a second pad is supported the school is responsible for all costs associated with the purchase, installation and testing of the keypad. Facility Services will determine and select the type and model of keypad to ensure integration with the security network.

The installation, maintenance and management of the keypad(s) is the responsibility of Facility Services and Planning.

**Portable Access Cards:** Two (2) access cards will be issued to schools for each portable to enable students to enter the main building. These cards will be provided through the Facility Services department as part of the portable placement process. The management of access cards for portable classrooms is the responsibility of the Principal/designate while the portables are on site. If a portable is removed from the site, the Principal or designate is to return the two cards promptly and directly to the Facility Services department.

**Generic Access Cards:** Generic cards will be issued for office use. The generic access card is expected to provide daily access for short term supply teachers, lunchroom supervisors and any other person who requires an access card for short term or day use. If more are required, schools should seek the approval of their Superintendent and send an email request to the Facility Services department. The Principal or designate will be responsible for managing the school's generic cards.

**Assistance:** Any questions or requests regarding the management of Access Cards should be sent to the Facility Services department or through Topdesk.