



CHECK-IN AT SCHOOLS AND DISTRICT FACILITIES

Context

As part of the Workers' Compensation Board requirements and a desire to improve communication of work activities at district schools and facilities, ALL visitors shall advise the office staff when they arrive at and when they leave district schools and facilities.

Procedures

1. Each Operations staff member is to ensure their name, date, time of entry, Work Order Number, cell phone / pager number, estimated duration of stay, location, and time of exit is recorded in the Facility Sign-In Book.
2. The school is responsible for ensuring that the Sign-In Book is in an accessible place, that visitors have safely left the site and have signed out at the time of exit. All visitors must review the safety information contained within the Sign-In Book.
3. All visitors will use a District photo ID badge or will be provided with a visitors badge to ensure they are identified and approved to be in the facility.
4. Completed Sign-In Books should be stored with your financial records for seven years prior to confidential shredding.

In the event of an emergency evacuation, a designated person must bring the Sign-In Book to the evacuation point to allow emergency responders to know whether visitors visiting employees may still be in the facility. If unable to bring the Sign-In Book to the evacuation point, the designated person must be able to indicate to the emergency responder where the book may be found.

Relevant Board Policy: N/A

Developed by: Director of Operations

Date Agreed: September 1, 2003

Date Amended: February 8, 2019, October 20, 2023, May 23, 2025

Related Documents: