

AP 4205: Maintenance Work in Sensitive Work Locations

School District No. 8 (Kootenay Lake) employees who work in a variety of potentially sensitive work locations. Sensitive work locations are areas where confidentiality or privacy can be expected.

Procedures

1. Maintenance work in sensitive work locations can include:
 - 1.1 Student washrooms or change rooms during school hours
 - 1.2 Maintenance work in private offices
 - 1.3 Other areas where privacy or confidentiality can be expected
2. If maintenance work needs to occur within student washrooms or change rooms during the school day employees shall:
 - 2.1 Sign into the office
 - 2.2 Inform the secretary where staff will specifically be working
 - 2.3 Block or secure the entrance either by:
 - 2.3.1 Locking the door if available
 - 2.3.2 Using red danger tape which spans the entire width of the doorway with applicable signage that indicates the bathroom is closed for maintenance.
 - 2.3.3 Posting another staff member at the entrance to prevent students entering the space.
 - 2.4 Once the work is complete, employees will ensure the work area is safe for students to re-enter, remove the entrance barrier and inform the secretary that the work in the sensitive area has concluded.
3. In the event that a student enters the sensitive work location, the employee shall:
 - 3.1 Leave the space immediately.
 - 3.2 Inform the secretary that a student has entered the sensitive work location.
 - 3.3 Inform the Operations Foreman of the occurrence.
 - 3.4 Inform the principal or designate to note the occurrence and, the principal shall clear the work area, resecure the area and the employee will return to work.
4. If work needs to occur within private offices at the operations building or board office, upon being assigned work in private locations will schedule the work to occur with the office owner. If that individual is unavailable due to absence, they will schedule this work with the senior leader responsible for that department.
5. The office owner will then put away, secure, or clear all sensitive or confidential information in their office prior to the work start time.
6. At the work start time, maintenance staff will sign in with the applicable secretary and commence the work.