

Teachers can now book a 45min time block. You **must exit** at the specified time to allow for cleaning in between visitors.

Available time slots:

9:00am to 9:45am

10:00am to 10:45am

11:00am to 11:45am

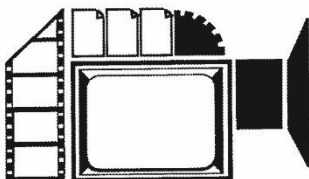
1:00pm to 1:45pm

2:00pm to 2:45pm

3:00pm to 3:45pm

Please see the below instructions for entering:

- Contact Sara Weaver (sara.weaver@publicboard.ca) to book your time. Maximum two people from your location.
- Before entering the building you must complete the online Covid screening questionnaire. <https://www.countyofessex.ca/Screening> There is an iPad at the door if you forget but it is highly recommended to do it prior as you only have your limited time slot.
- You must enter from the East Entrance only (with the awning) and either be there at the exact appointment time or call (519) 776-5610 to be let in. The doors to the Civic Centre are locked at all times.
- A mask must be worn at all times within the building.
- Sign in to Media Centre log book and sanitize hands before entering.
- **Use is restricted to lamination only**, all other resource use is suspended at this time. Please come with all your resources prepared for lamination and perform all cutting at home or school.
- Use the clean / dirty bins for scissors and pens.
- Clean any surfaces touched with Virex and brown paper towels.
- You must be promptly exit at the end of your 45minute time slot.



MEDIA CENTRE

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