

# STAFF/STUDENT PROCEDURES DURING COVID-19 PANDEMIC

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## BOYLE STREET EDUCATION CENTRE

### BACKGROUND

During times of widespread pandemic, BSEC provides a safe, healthy, caring and respectful environment for staff, students, parents and the wider school community. The following procedures have been developed to give staff direction regarding rights and responsibilities based on the best information from AHS and in consultation with other school authorities. The school is committed to maintaining a balance between safety for the members of the school community and the rights to individual privacy.

### PROCEDURES

#### **Procedure prior to coming to school:**

- Staff will sign the “Fit for Duty” form and will administer daily self-assessment for monitoring COVID-19 symptoms. Staff will not report to work if they are unwell or exhibit any unusual symptoms of illness that are consistent with symptoms of COVID-19 or if they have had close contact with anyone who may have a suspected or confirmed case of COVID-19.

#### **Procedure if a staff person becomes ill with COVID-19 like symptoms during the school day:**

- Staff will be required to wear a mask in all situations where physical distancing is not possible.
- If a staff person becomes ill with COVID-like symptoms during the school day, they will immediately put on a mask if they aren't wearing one. The staff person will then self-isolate in the nurse's room and will inform the Principal by phone. The Principal will inform the Superintendent and ask the staff person to vacate the premises and go into self-isolation within their home. The staff person should take the COVID-19 self-assessment tool on the AHS website and follow up with the rapid response COVID-19 test within two days. If COVID-19 is confirmed the staff person will inform the Principal. The Principal will inform the Superintendent and the Chief Medical Officer. The staff person would begin a period of self-isolation as directed by the CMO. The school will then follow the directions from the CMO to ensure the safety of all other school community members. This would likely involve close contact tracing. The staff person would be paid during this period of self-isolation and these days will not impact the number of sick days available to staff as per their contracts. If the COVID-19 test is negative, the staff person may return to work as soon as they are healthy enough to do so.

#### **Procedure if a student becomes ill with COVID-19 like symptoms during the school day:**

- Schools must keep records of a student's known pre-existing health conditions.
- If the staff notice or are informed of a student becoming ill during the school day, with COVID-19 like symptoms, the student will be asked to wear a mask if they are not wearing

one. They will then be escorted by staff, who will also need to be wearing a mask, to the nurse's room for self-isolation. They will be asked to inform their parents/guardian of their illness. If the parents/guardians are able they will be asked to come to the school to pick up their child. They will wait outside of the building and will call the front desk to inform the school of their arrival. If the parents/guardians are not able to come to the school or if the student is an independent student, the student will be taken to their home by a consenting staff member in the school van. The student will sit in the back of the van and wear a mask at all times as will the driver of the van. The van, as well as every surface in the nurse's room, will need to be thoroughly cleaned and disinfected after this incident. School staff will assist, if necessary, the student in attaining a rapid response COVID-19 test and the student must consent to informing the school of the results. If the COVID-19 test is positive, the school Principal will inform the Superintendent and the Zone Chief Medical Officer and will follow the directions as laid out by the CMO.

**Procedure if there is a suspected or confirmed case of COVID-19 in family members or close contacts of any member of the school community:**

- If any member of the school community has had close contact with another person who has tested positive for COVID-19 they will need to get a rapid response COVID-19 test. If the results of this are negative, they will return to school. If positive, they would inform the Principal and follow the advice of the CMO.
- If a member of the school community resides in the same home as someone testing positive with COVID-19 they would self-isolate and inform the Principal. The Principal would inform the Superintendent and CMO and further actions would be directed by this office. If the staff member is well but has been exposed and is in a period of self-isolation, they may be asked to work from home and do such duties as set out by the Principal. They would need to take the rapid response COVID-19 test prior to coming back to school.
- Staff would be paid and would not use sick days for any self-isolation period due to contracting COVID-19.

**Pre-existing health conditions:**

- Staff and students must inform the Principal of pre-existing health conditions which may exhibit similar symptoms of COVID-19. If anyone is exhibiting symptoms as the result of a pre-existing condition which are consistent with COVID-19 symptoms, they must get tested for COVID-19 to secure a baseline measure of health.
- AHS may be supplying more directives regarding which pre-existing conditions which may put people at more risk for serious outcomes as a result of COVID-19.

**International /Domestic Travel during COVID-19**

Until such time that there is a vaccine to treat COVID-19 the following restrictions will be in place regarding international/domestic travel:

- All non-essential international travel should be avoided at this time as per direction from provincial and federal agencies.

- If restrictions are lifted regarding international travel but self-isolation rules remain in place, staff will understand that if they or their family members living with them choose to partake in international travel that there will be a period of self-isolation for 14 days following their return from travel. Staff members have the professional responsibility to plan travel so that the period of self-isolation is completed prior to their scheduled return to work. As well, if self-isolation rules remain in effect for interprovincial travel, school staff will understand that their self-isolation would need to be completed prior to the time that they are scheduled to return to work.

### **Care-giving responsibilities**

If a staff member is the primary caregiver of dependents, whether that is children or vulnerable parents/family members the following will apply:

- Under Scenario 1 (near normal) all staff are required to report to work. If a staff person is the primary caregiver for a dependent person, and that person is required to be at home, the staff person must first consult with the Principal and apprise him/her of the situation to see if there can be an option devised to address this issue. Although School Admin will attempt to be reasonable and flexible in these situations, it will remain the responsibility of the staff person to arrange this care and to be available for their work in the school. Children will not be allowed to accompany their caregiver to school.
- Understand that the school Administration has the right to question staff regarding these issues to fully understand the situation and to make the best decision regarding the health and safety of the staff and the school community.

### **Professional Conduct**

- If a staff person is concerned about another staff person exhibiting symptoms of illness that they feel may put them or the school community at risk for illness, they must first address the issue with the staff person prior to consulting with School Administration. Staff must follow their professional conduct guidelines.

### **Refusal for work**

- A staff person has the right to refuse work if they deem it to be unsafe. If there is an aspect of an employee's work which they deem unsafe, the staff person would need to specifically identify the hazards they deem unsafe and the school would then devise plans to reasonably mitigate these hazards. School Admin and the staff person would work towards resolving the issue in a respectful and supportive manner. Once the School Administration can show that they have taken all of the concerns seriously and have addressed these to the extent that is possible, being reasonable, flexible and diligent, school Admin would meet with the staff person again to assess the situation. If the staff person is satisfied that the hazard has been mitigated, they would carry on with their assigned tasks in the school. If the staff person continues to indicate that the work site is unsafe, this matter will be referred to the Superintendent for further investigation. If the Superintendent, after reviewing the situation, cannot address the issue to the satisfaction of the employee, we believe that OHS would then become involved to assist in resolving the issue. As AB ED has identified Scenario 1 for school re-entry (near normal) and if School Admin can show that everything within reason, has been accomplished with mitigating school hazards, it is believed that the staff person will be required to be at work.

- School Administration is committed to being reasonable and flexible when addressing staff concerns regarding COVID-19.

**Contact Tracing**

- The school will keep records of staff and student movement in the building to aid in close contact tracing should there be an incident of a confirmed case of COVID-19 within the school community.