

# *Christ the Teacher Catholic Schools*

## **ADMINISTRATIVE PROCEDURES**

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<b>SECTION:</b>	100 – GENERAL ADMINISTRATION	<b>CODE:</b>	AP 177
<b>PROCEDURE:</b>	<b>COVID-19</b>		

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### **BACKGROUND**

Christ the Teacher Catholic School Division is committed to ensuring the safety and health at work of all its employees. On June 9, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020-21 school year. To help school divisions prepare for the return of students and staff, provincial guidelines have been developed to inform local planning. This procedure has been created to ensure a safe return to the workplace for all staff. These protocols will continue to be adjusted as necessary following the direction of the Chief Medical Health Officer of Saskatchewan.

### **PROCEDURES**

#### **1. General Guidelines**

- 1.1. The safety and health of students and staff is paramount and will not be compromised.
- 1.2. Any students or staff who are sick will be asked to remain at home.
- 1.3. When practical, physical distancing between individuals should be maintained. If this is not possible, other measures should be used, such as self-monitoring of personal health.
- 1.1. Proper hand hygiene is expected from all employees. Practices include using soap and water when hands are soiled and hand sanitizer when visibly clean. Cough and sneeze into your elbow and avoid touching your face, mouth, nose, and eyes.
- 1.2. Employees are encouraged to bring their own hand sanitizer for personal use to supplement what the school division will be providing.
- 1.3. Except when in close contact with a sick student, masks and eye protection are not required. However, if an employee feels more comfortable wearing a mask while at work, they are permitted to bring their own.
- 1.4. Employees shall limit physical contact throughout the school day and avoid close greetings such as handshakes.
- 1.5. Employees are expected to keep workspaces clean and free from clutter.
- 1.6. Employees are expected to keep their own desk space clean and sanitized. Disinfectants will be provided by the school division.

- 1.7. Sharing food, drinks or other personal items is to be avoided.
- 1.8. Employees shall not enter private residences or provide personal transportation to students.
- 1.9. Employees shall avoid unnecessary travel.

## 2. Guidelines for Illness

- 2.1 All employees are expected to self-monitor for COVID-19 symptoms. It is recommended employees use the online Saskatchewan COVID-19 Self-Assessment Tool at <https://public.ehealthsask.ca/sites/COVID-19/>.

Common symptoms include:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty breathing

- 2.2 If an employee has symptoms of COVID-19 illness they are to stay home. The employee must request their absence using the normal process established at the school level and enter the absence into Aesop. If the employee does not have sufficient sick leave they are to contact the Superintendent of Education for direction.
- 2.3 If an employee has symptoms unrelated to COVID-19 they are to report to work.
- 2.4 If an employee feels well but is at a high risk of severe illness from COVID-19 the employee is to contact their principal/supervisor and the Superintendent of Education.

## 3. Public Health Order

- 3.1 All employees will follow the directives outlined in the most recent Public Health Order available at [www.saskatchewan.ca/coronavirus](http://www.saskatchewan.ca/coronavirus).
  - 3.1.1 Employees that have been identified by a Medical Health Officer as **having COVID-19** shall immediately go into mandatory self-isolation until such time as the Medical Health Officer determines that they no longer pose a public health threat;
  - 3.1.2 Employees that have been identified by a Medical Health Officer as a **close contact of a person or persons with COVID-19** shall go into mandatory self-isolation for 14 days from the date of last having been exposed to COVID-19;

3.1.3 Employees that have **traveled internationally** shall go into mandatory self-isolation for 14 days from date of arrival back into Canada;

3.1.4 Employees **who are household members or contacts of a person with COVID-19** shall immediately go into self-isolation for 14 days and call Healthline 811 if they become symptomatic.

#### **4. Additional Health Supports**

4.1 Healthline 811 (All Staff)

4.2 Member and Family Assistance Program (STF members) 1-833-485-4245

#### **5. Guidelines for Work Refusal Due to COVID-19**

5.1 Section 3-31 of *The Saskatchewan Employment Act* states that an employee may refuse to perform any particular act or series of acts at a place of employment if the employee has reasonable grounds to believe that the act or series of acts is unusually dangerous to the employee's health or safety or the health or safety of any other person at the placement of employment until:

5.1.1 Sufficient steps have been taken to satisfy the employee otherwise; or

5.1.2 The occupational health committee has investigated the matter and advised the employee otherwise.

5.2 An employee's right to refuse to perform work as a result of COVID-19 will be contingent upon factors including (but not limited to) the following:

5.2.1 the state of the COVID-19 situation in the employee's particular community and workplace at the time the refusal to work is being exercised;

5.2.2 the age and health of the specific employee;

5.2.3 the type of workplace where the employee usually performs their functions;

5.2.4 the specific field of work and their normal duties or tasks;

5.2.5 the measures adopted by the Christ the Teacher Catholic School Division to prevent the transmission of COVID-19, including workplace hygiene and personal protective equipment (PPE), where applicable;

5.2.6 whether or not an employee has been diagnosed with COVID-19;

5.2.7 whether the employee or the circumstances fall in one of the legislative exceptions to the right to refuse unsafe work; and

5.2.8 any other factually relevant considerations in assessing whether there is a hazard, a risk or a danger.

5.3 If an employee has reasonable grounds to believe they have been asked to perform an unusually dangerous act, the employee shall notify their principal/supervisor, and the Superintendent of Education.

5.4 Following notification, the school OHS committee will investigate the concern and communicate the decision to the above noted central office staff.

**Reference:**

Re-Open Saskatchewan: A plan to re-open the provincial economy updated June 16, 2020  
Primary and Secondary Educational Institution Guidelines June 18, 2020  
The Saskatchewan Employment Act  
AP 160 Health and Safety of Students and Staff  
AP 161 Communicable Diseases  
AP 416 Duty to Accommodate

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August 17, 2020