

Policy 435: COVID-19 Interim Policy- Employees

Effective Date: July 1, 2020

Revisions: January 18, 2022

Policy Statement

The Peigan Board of Education will take proactive steps to mitigate the spread of COVID-19 in the workplace under the direction of Aakom-Kiyii Health Services and/or in consideration of the orders from the Alberta Chief Medical Officer of Health. It is the goal of PBOE during this unique environment to operate effectively and ensure that all education services are provided and that employees are safe within the workplace. Managers will be expected to complete processes and procedures as part of proactive steps. The COVID-19 policy is susceptible to changes with the introduction of additional public health guidelines. This policy applies to all employees, volunteers, visitors, board members and general membership who enter PBOE offices and schools.

Regulations

1. PBOE COVID-19 Policy awareness
 - 1.1. This policy must be communicated to all employees upon its inception.
 - 1.2. All managers and employees shall receive a data and hard copy for continuous reference.
 - 1.3. All managers and employees shall be responsible to know and adhere to this policy and corresponding procedures.
2. PBOE site screening/assessment
 - 2.1. Site screening and assessment stations will be located at the main entrances to each building;
 - 2.2. The manager for each worksite area shall ensure this procedure is adhered to and carried out daily;
 - 2.3. ALL employees must complete the screening and assessment upon arrival at work and prior to entering any other areas of PBOE property ;
 - 2.4. The record will be maintained and treated as a private document and shall be destroyed every 14 days;
 - 2.5. Screening and assessment shall take place from 8:00a.m. to 8:30a.m. each work day or as designated by Superintendent.
3. Physical Distancing
 - 3.1. Where possible avoid face to face meetings by utilizing zoom, telephone conferencing and email, even when participants are in the same building;
 - 3.2. Where this is unavoidable, minimize meeting time, choose a large meeting room and sit at least two meters from each other if possible and wear a mask;
 - 3.3. All nonessential travel shall be approved by Superintendent.
 - 3.4. Do not congregate in work rooms, lunch rooms, copier rooms or other areas where people socialize;
 - 3.5. Bring lunch and eat at your desk or away from others; do not leave worksite for lunch.
 - 3.6. Where physical controls are not possible or appropriate, the employee must wear a mask
 - 3.7. Managers of each department shall work with the safety committee to establish
 - 3.7.1. Physical controls in areas where employees could have close contact;
 - 3.7.2. Develop strategies to minimize the handling of objects between multiple people;
 - 3.7.3. Post signage to reinforce distancing, hand hygiene and respiratory etiquette.
4. Response plan
 - 4.1. Superintendent, management and safety committee should develop building-wide rapid response plan to respond or assist in the event that an employee shows symptoms of COVID-19

- 4.2. Employees must be familiar with and follow the building's rapid response plans;
- 4.3. For employees, rapid response plans should include:
 - 4.3.1. Immediately isolating the symptomatic person from others;
 - 4.3.2. Requiring hand hygiene and masking of the symptomatic individual;
 - 4.3.3. Cleaning and disinfecting all surfaces that the symptomatic person may have contacted;
- 4.4. To support public health contact tracing efforts in the event that an employee tests positive, managers should maintain lists of the names and contact information of all onsite staff.
- 4.5. To support public health contact tracing efforts in the event that an employee tests positive, managers should maintain lists of the names and contact information of all visitors/parents/contractors/volunteers etc.
- 4.6. When employees are asked to be tested, as part of a staff mass testing, they **MUST** be tested that day. This is a mandatory requirement.
5. Cleaning and disinfecting
 - 5.1. To ensure health and safety standards each PBOE department and Tenants of PBOE offices shall be responsible and have sanitization procedures in place. Refer to:
 - 5.1.1. School sanitization procedure refer to PBOE school re-entry document;
 - 5.1.2. Board Office sanitization procedure;
 - 5.1.3. Academy and Miikyaapii sanitization procedure;
 - 5.1.4. Maintenance sanitization procedure
6. Sick leave arrangements
 - 6.1. Employees are legally required to self-isolate for:
 - 6.1.1. Fourteen (14) days if returning from international travel or are in close contact of a person with COVID-19;
 - 6.1.2. Five (5) days if a staff member tests positive and/or have the following symptoms: cough, fever/chills, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition. Staff member can return to work when symptoms resolve.
 - 6.1.3. Staff must remain at home who do not test positive but display symptoms listed above and shall not return to work until symptoms resolve.
 - 6.2. Employees shall inform their supervisor and the Human Resource Administrator when displaying COVID-19 symptoms and shall:
 - 6.2.1. take the online assessment for COVID-19, the online assessment tool will guide the employee on next steps;
 - 6.2.2. send a photo/screen shot of the online assessment result to Human Resource Administrator;
 - 6.3. Employees who are self-isolating must stay home – do not attend social events or any other public areas or community settings. This is the legal requirement.
 - 6.4. If the employee receives a negative result for COVID-19 and are sick with an illness not COVID-19 related the PBOE sick leave sections of policies 417 and 418 shall be applied.
7. Office closure
 - 7.1. In the PBOE Office only the person who is isolating shall be absent from work.
 - 7.2. PBOE will not close office for mass isolation purposes unless mandated by PBOE Board of Trustees and/or PN Chief & Council and or Aakom-Kiyii Health Services and or Alberta Health Services.
8. Work from home
 - 8.1. Not all work performed by PBOE employees is conducive to remote work, therefore, work from home requests shall be determined on a case by case basis by the department manager.