

AP 161A – INFECTIOUS DISEASES - COVID-19

Background

The safety and well-being of students and employees shall be the major consideration in the work place and related areas. All actions and reporting in relation to COVID-19 shall be conducted in accordance with the Education Act, the Saskatchewan Employment Act, the Public Health Act and the following procedures.

The Director or designate may, from time to time, in consultation with the Area Lead Medical Health Officer - North amend any portions of this procedure to meet the requirements of a Public Health Order, Orders in Council, Regulations, or Provincial direction under the *Re-open Saskatchewan Plan* and its accompanying documents.

Procedures

1. Proper hand hygiene shall be promoted and is expected in all Division buildings with both hand soap and hand sanitizer readily available. Practices include using soap and water when hands are soiled and hand sanitizer when visibly clean, coughing and sneezing into your elbow, and avoiding touching any part of your face. Employees are encouraged to bring their own hand sanitizer for personal use to supplement what the Division is able to provide. Young children should be supervised when using hand sanitizer.
2. Whenever practical, minimize physical contact between individuals.
3. All students and employees are expected to self-monitor using the online [Saskatchewan COVID-19 Self-Assessment Tool](#).
4. Any student or employee who exhibits symptoms of COVID-19 but does not yet have conclusive test results must stay home until they have been cleared for a return to work by medical professionals. Employees can access their sick leave or use unpaid leave during this time.
5. Any student or employee who experiences symptoms of COVID-19 but does not get tested (on the advice of Healthline 811 or because the symptoms are not new, unusual or worsening) may remain at work/return to work if so advised by Healthline 811 or may return to work when they are COVID-19 symptom free for 48 hours.
6. Employees who have entered a COVID Sick Leave into Aesop are required to complete a COVID-19 Medical Clearance Declaration Form upon or before returning to work.
7. The Principal or Supervisor, in consultation with the Director or designate, may send a student or employee home if there are reasonable grounds to suspect the student or employee is infected with COVID-19.

- 7.1 The Director is authorized to determine when there is a reasonable basis to believe that testing may be required of a student or an employee due to the infectious nature of COVID-19 and to advise that such an examination be performed.
- 7.2 The Principal or Supervisor must ensure the parents/caregivers of the student or family/friend contact of the employee are notified and requested to take the affected individual for COVID-19 testing. Parental or guardian permission must be obtained before sending a student home alone. If an employee is deemed fit to return home alone and/or insists contact does not need to be made with a friend/family member, the school will ensure that follow-up contact is made to verify the employee has made it safely home and is not in need of additional support.
- 7.3 When the parents or caregivers cannot be contacted or when an employee is deemed unfit to return home alone and is waiting for friend/family to take them home, the student or employee must stay in a separate isolation area designated by the Principal or Director. Provision for supervision of the student or employee (if necessary) must be in place.
 - 7.3.1 If a separate room is not available, the student or employee must be kept at least two metres away from other students or employees.
 - 7.3.2 If the student or employee requires close care or contact from staff, the caregiving employee and the student/employee must wear procedural/surgical masks and eye protection must be worn by the caregiving employee during all interactions. Effort should be made to avoid contact with respiratory secretions.
 - 7.3.3 Once the student or employee leaves, all areas the student or employee has touched must be cleaned and disinfected. Any items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container.
 - 7.3.4 All employees in close contact with the student or employee should, at a minimum, wash their hands.
 - 7.3.5 In the event of a student or employee vomiting, please see Administrative Procedure 160 Health and Safety of Students and Staff for procedures regarding clean-up and disposal of personal protective equipment. This clean-up and disposal will be carried out by the school or building caretaker. Students and employees in the general area should be moved to another area while clean-up is done.
- 7.4 In situations of suspected or confirmed COVID-19, no employee is to enter the infected student/employee's residence or provide personal transportation home to the infected student/employee.
8. All employees will follow the directives outlined in the most recent Public Health Order available at www.saskatchewan.ca/coronavirus. A medical health officer refers to a public health officer designated as such under *The Public Health Act, 1994*. Family doctors and other medical personnel are not medical health officers and do not have the authority to order mandatory self-isolation.

9. Teaching staff may be eligible for quarantine leave. The teacher must provide the division with a request for quarantine leave and provide documentation which sufficiently demonstrates the directive, specific to the individual, from a medical health officer as defined in clause 10 below. If after examination of the request and documentation, the request is approved, the teacher's Sick Leave-COVID entry will be changed to quarantine leave by Human Resources.
10. In the event that documentation is required by the division to validate a leave request, the employee may provide this in any of the following forms:
 - 10.1.1 Paper copy;
 - 10.1.2 Electronic copy;
 - 10.1.3 Screen shot of information or message;
 - 10.1.4 Copy of an email;
 - 10.1.5 Written details of phone call including date, time, name of Public Health official spoken to, and details of the information provided.
11. If the documentation provided by the employee is not clear or if the division has reasonable doubts or concerns about any of the provided documentation, the division may require further details or confirmation of the documentation.
12. No person (student, employee, parent, volunteer, etc.) who is confirmed to be COVID-19 positive shall enter any school or division building. Employees who have tested positive for COVID-19 must immediately inform their Principal/Supervisor. The Principal/Supervisor will immediately inform their Superintendent and Human Resources. Mandatory self-isolation is required until the individual is cleared by medical professionals.
13. Persons who are household members of a person with confirmed COVID-19 or who have been identified by a Medical Health Officer as a close contact of a person or persons with COVID-19 shall follow the directions of Contact Tracing and/or the Medical Health Officer with respect to possible mandatory self-isolation or remaining at work or school.
14. All employees will be required to wear masks in situations where physical distancing is not possible. Two non-medical masks and one face shield will be provided to each employee. It is the employee's responsibility to clean, store, maintain and dispose of these as necessary.
15. When a student is sent home due to suspected or confirmed COVID-19 or is temporarily away from the school in self-isolation due to COVID-19, attempts will be made by the school to provide a temporary alternate educational program. Decisions regarding appropriate educational settings shall be made on a case-by-case basis.
16. Any person who has returned from international travel must self-isolate for a period of 14 days before returning to work or school. This restriction will continue in place until lifted by the government. Employees will have access to their sick leave during their self-isolation only if the travel ban was not in effect when they departed the country. If the international travel ban was in effect before their departure, the mandatory 14 day self-isolation period will be unpaid leave.
17. Any employee who is in a unique situation not explicitly covered by this

Administrative Procedure and who feels unsafe in their work environment is encouraged to speak with their Principal or Supervisor. All requests for accommodation will be continue to be handled through Human Resources.

18. Dissemination of information regarding the infected employee or student shall be restricted to those who need to know, as determined by the Director, in consultation with medical professionals and the Division's Privacy Officer. School officials and staff shall be required to maintain absolute confidentiality of medical records of any employee or student who is required to undergo testing or who may be required to withdraw from attendance at school or who may be placed on medical leave pursuant to this Administrative Procedure.
19. No employee or student will be disciplined, targeted or ostracized on the basis of their COVID-19 status, past or present. All employees and students are encouraged to treat one another with respect and care.
20. All issues pertaining to prevention and education concerning infectious diseases shall be the responsibility of the Director or designate in consultation with the Principal of the affected school.
21. The Area Lead Medical Health Officer - North has the authority to close a school in the event of an infectious disease situation.
22. In consultation with the Superintendent, each school shall keep accurate and up-to-date records of attendance and seating arrangements to support contact tracing.
23. See also Administrative Procedure 160 - Health and Safety of Students and Staff (and AP 160 Appendix: Universal Precautions), Administrative Procedure 161 – Dangerous/Infectious Diseases, AP 162 – Dangerous/Infectious Diseases – Pandemic, and AP 647 – Illness/Injuries at School as well as AP 161A – Infectious Diseases – COVID-19 FORM and COVID-19 Medical Declaration Form.

Reference: [Sections 85, 87, 141, 175, 178, 190, 231 Education Act](#)
Public Health Act
<https://www.saskatchewan.ca/>