

# COVID-19 SAFETY FOR EMPLOYEES, OTHER INDIVIDUALS AND TRUSTEES

## Background

Prairie South Schools is committed to taking the necessary precautions to protect the health and safety of students and employees and to providing and maintaining a safe work and learning environment for all.

Vaccination has been shown to effectively mitigate COVID-19 virus transmission and protect vaccinated individuals from severe consequences of COVID-19.

This Administrative Procedure is designed to:

- ensure the health and safety of our students and employees;
- encourage maximized COVID-19 vaccination rates among school division employees, trustees, and other individuals as one of the critical control measures to reduce the impact of COVID-19; and
- utilize testing of those who are unvaccinated to reduce the chances that school division employees, trustees, and other individuals are COVID-19 positive when they come to Prairie South Facilities.

Due to the evolving nature of COVID-19, and regular changes to direction or advice from the Ministry of Education and public health officials, this procedure will be updated as required on a regular basis.

## Definitions

**Prairie South Facilities** – means any building or vehicle owned, leased, or operated by the school division and specifically includes, but is not limited to, schools, associate schools, offices, school buses, garages and workshops.

**Employees** – means all individuals employed by Prairie South Schools on a permanent, replacement, temporary, casual, or substitute basis.

**Other Individuals** – means any individual who spends a significant amount of time with Prairie South students and/or staff and is not an employee as defined above. Other Individuals includes but is not limited to interns, those who provide professional services to children at school, and out of school coaches.

**Fully Vaccinated** – means an individual has received the second dose of a two-dose COVID-19 vaccine or the first dose of a single-dose immunization series at least 14 days ago.

**Proof of Vaccination** – means documentation verifying receipt of a vaccination series approved by Saskatchewan Health which may include one of the following:

- card issued at time of vaccination by SaskHealth,
- a copy of their vaccination record, which is obtained online through MySaskHealthRecord,
- proof of vaccinations through system issued by the province of Saskatchewan (QR Code), or
- letter from doctor or pharmacist.

**Rapid Test** – means rapid point-of-care diagnostic tests performed at or near the place where a specimen is collected, which provide results within minutes rather than hours.

**Trustee** – means an elected member of the Board of Education of Prairie South School Division.

**Vaccine** – means a COVID-19 vaccine approved by the World Health Organization and Health Canada.

## **Procedures**

### **1. Application and Scope**

- a) This Procedure applies to all Employees, Other Individuals and Trustees who wish to access Prairie South Facilities.

### **2. Proof of Vaccination**

- a) Employees shall provide proof of vaccination to Prairie South Schools (as per Appendix A) on or before December 13, 2021.
- b) Other Individuals shall provide proof of vaccination to the principal or other school division designated personnel.
- c) Employees and Other Individuals who are unable or who are unwilling to disclose their vaccination status as required must undergo school division approved COVID-19 self-testing and verification at home and outside of working hours. School division approved verification of a negative result must be provided to the principal, their immediate supervisor, or designated personnel.
  - i. Employees or Other Individuals subject to testing requirements must provide verification of negative test result once per week. Employees shall submit their result 24 hours prior to their first day of work.
    - Other Individuals who are present at Prairie South Facilities must complete a rapid antigen test as part of screening and demonstrate a negative test result, prior to interacting with students or employees.

### **3. Cost of Tests**

- a) As of January 5, 2022, all Employees and Other Individuals who are not fully vaccinated or have not declared proof of full vaccination status are subject to COVID-19 testing and verification requirements at their own cost.

- i. Any Employee or Other Individual subject to testing and who provides proof of full vaccination will no longer be required to provide test results.

#### **4. Accommodations**

- a) Any Employee who is unable to be vaccinated is encouraged to discuss their situation with their supervisor and the Superintendent of Human Resources to determine whether an accommodation under *The Saskatchewan Human Rights Code* might be appropriate.

#### **5. Positive Test**

- a) A positive test result is considered a preliminary or presumptive positive and:
  - i. any Employee who receives a preliminary positive result must:
    - inform their supervisor and refer to AP 164 Communicable Diseases;
    - call 811 and seek confirmation through a lab-based Polymerase Chain Reaction (PCR) test; and
    - self-isolate until the results of the lab-based test are confirmed.
  - ii. any Other Individual who receives a preliminary positive result must:
    - inform the Principal or designate of the school they are expected to attend;
    - be encouraged to call 811 to seek confirmation through a lab-based PCR test; and
    - self-isolate until the results of the lab test are confirmed and follow the direction of health.

#### **6. Protection of Privacy**

- a) Proof of vaccination or other personal information collected in accordance with this Procedure will be kept confidential, stored in a secure location, with use and disclosure in accordance with the Local Authority Freedom of Information and Protection of Privacy Act.
- b) Information gathered for the purposes of this Procedure will only be used to the extent necessary for the implementation of this Procedure, for administering health and safety protocols, and infection and prevention control measures in Prairie South's Facilities.

#### **7. Compliance with COVID-19 Safety Requirements**

- a) All individuals entering any Prairie South Facility shall be required to comply with all COVID-19 safety requirements set by the school division or by the school, whether or not the individual is fully vaccinated, unless there is a specific exemption under this or other procedures. All individuals entering any Prairie South Facility are also subject to Administrative Procedure 164.

## **8. Non-Compliance**

- a) Employees who fail to comply with this Procedure may be subject to disciplinary action.
- b) Other Individuals who fail to comply with this Procedure may be restricted from attending Prairie South Facilities for such duration as may be determined by the school division.

Reference: - The Saskatchewan Employment Act – the Employer’s COVID-19 Emergency Amendment Regulations 2021  
- The Education Act, 1995 Section 190-5  
- The Saskatchewan Occupational Health and Safety Regulations, 2020  
- The Public Health Act

November 2, 2021