

## COVID-19 EMPLOYEE PROCEDURES

### Background

The Division is committed to the safety and well-being of all students, staff, volunteers, contractors and visitors. Reducing the spread of COVID-19 is a shared responsibility in the Battle River School Division.

### Procedures

#### 1. General

- 1.1 Employees are required to wear masks in the hallways and common areas. Within classrooms, masks are mandatory where physical distancing is not possible. The Division will have masks available to employees.
- 1.2 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.
- 1.3 Employees may choose to bring their own hand sanitizer for personal use to supplement what the school division will be providing.
- 1.4 When practical, physical distancing (two metres) between individuals should be maintained. If this is not possible, other measures are encouraged, such as the use of personal protective equipment, masks and self-monitoring of personal health.
- 1.5 Employees are encouraged to sanitize workspaces and keep them clean and free from clutter.
- 1.6 Employees are encouraged to keep their own desk space clean and sanitized. Disinfectant will be provided by the school division.
- 1.7 Sharing food, drinks, makeup and other personal items which increase the risk of transmission of communicable diseases is discouraged.

#### 2. Work Restrictions for COVID-19 Positive, Exposed or Symptomatic Staff

- 2.1 All employees are to use the *COVID-19 Alberta Health Daily Checklist (For Adults 18 years and older)* to self-monitor for symptoms of COVID-19. The current checklist can be found at <https://open.alberta.ca/publications/covid-19-information- alberta-health-daily-checklist>
- 2.2 If an employee has COVID-19 symptoms **they must stay home**. In most cases, the employee may return to work once symptoms resolve. However, if employee symptoms include fever, cough, shortness of breath, runny nose, sore throat or loss of sense of taste or smell, they may only return to work once symptoms resolve, **and** they have

received a negative COVID-19 test or other satisfactory medical evidence is provided to the Human Resources Department.

a) If an employee tests positive for COVID-19, they must refrain from attending work for a period of at least 10 days (and symptoms must have resolved).

2.3 Where an employee is required to absent themselves from work, the employee must request their absence using the normal process established at the school or worksite level for sick leave and enter the absence into PowerSchool or on their paper timesheet. If the employee does not have sufficient sick leave the employee may elect to enter their absence using vacation, time in lieu, personal day (where available). Where such options are not available, or the employee does not wish to use those benefits, the employee shall contact the Human Resources Department to request a leave without pay.

2.4 If an employee feels well enough to work and the supervisor confirms the employee can continue to perform meaningful work remotely, where no replacement is necessary, then no absence entry is required.

### 3. COVID-19 Vaccination

3.1 Our schools and worksites are only as safe as our communities. The Division strongly encourages all employees eligible to receive the COVID-19 vaccination to do so at the time permitted by the Government of Alberta COVID-19 vaccine program. The Division does not mandate vaccinations. However, in the event of an outbreak at a worksite, the Division may require those without vaccinations to refrain from attending work at the worksite. In the event other work options are not practical, the Division may place unvaccinated personnel on a leave of absence with or without pay.

### 4. Ability to Inform & Discipline

4.1 Compliance with this procedure is mandatory and failure to comply shall result in discipline where circumstances warrant.

4.2 In the event that an employee is unable (or believes they are unable to comply) with any aspect of this procedure, that employee may notify Human Resources (a “**Disclosure**”) prior to breaching this procedure. Human Resources will hold the Disclosure in confidence. Human Resources will explore the Division’s legal obligations and ability to modify its expectations or otherwise accommodate the employee. No employee will be disciplined for making a Disclosure and valid Disclosures are encouraged. However, making a Disclosure after breaching this procedure will not shield the employee from discipline due the prior breach in most cases.

**Forms:** COVID-19 Alberta Health Daily Checklist (For Adults 18 Years and Older)  
Link: <https://open.alberta.ca/publications/covid-19-information- alberta-health-daily-checklist>

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