

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 135 – Pandemic Response</b>	
Related LCSD AP's	AP 137 – Illness in Care AP 156 – Visit Protocol AP 160 – Health and Safety of Students and Staff AP 165 – Safe Schools AP 310 – Student Safety and Supervision AP 404 – Human Resource Practices for Support Staff AP 450 – LINC Agreement AP 453 – Test to Protect	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 168, 175, 231 <i>The Saskatchewan Employment Act</i> Primary and Secondary Educational Institution Guidelines (Saskatchewan Education) Employee Rights and Responsibilities Regarding Return to Work (SSBA) Reopening LCSD Schools Living with Covid: Long-Term Covid19 Precautions Updated (August 20,2021) Public Health Orders as issued by the Government of Saskatchewan	
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## Background

The Lloydminster Catholic School Division is committed to maintaining a safe work and learning environments for all its students and employees. AP 135 – Pandemic Response encapsulates a working protocol by accessing the best current information and guidance from the Saskatchewan Ministry of Health and Ministry of Education. This protocol will become effective based upon the Government of Saskatchewan's declaration of a pandemic. Lloydminster Catholic School Division will implement directives issued from the Ministry of Education, Ministry of Health, Health Orders from Provincial or Local Medical Officers of Health and/or the Local Area Medical Officer of Health.

### 1. General Guidelines

- 1.1 Lloydminster Catholic School Division will adhere, and expect employees to follow, the directives outlined in the most recent Public Health Order.
- 1.2 Proper hand hygiene by both students and staff is expected throughout the day at school. Practices include using both soap and water and hand sanitizer, coughing and sneezing into your elbow, and avoiding touching your face, mouth, nose and eyes.
- 1.3 Both employees and students are encouraged to bring their own hand sanitizer for personal use to supplement what the school division will be providing.
- 1.4 Employees and students shall limit physical contact throughout the school day and avoid close greetings such as handshakes and hugs.

- 1.5 Employees and students are expected to keep workspaces clean and free from clutter for easy sanitizing.
- 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 If advised by Provincial Mandates or standards, Employees shall avoid unnecessary, non-essential travel beyond Saskatchewan and Alberta. All employees planning international travel are strongly encouraged to consult with their designated Deputy Director before confirming any financial commitments.
- 1.10 Employees are encouraged to act in accordance with school division recommendations and expectations regarding mask usage.
- 1.11 Employees are required to wear a mask and eye protection PPE when in close contact with a sick student.
- 1.12 Lloydminster Catholic School Division will support and supply all employees who formally request personal protective equipment (PPE) for personal health protection. The supplied PPE are only intended to be used while the employee is performing duties in the work environment.
- 1.13 All administrative decisions regarding events related to the pandemic are based upon the best and current information provided by the Ministry of Health, The Saskatchewan Health Authority, CMHO or Local Area Medical Officer of Health and Ministry Education at that specific time. The Board of Education and administrative acknowledge that information and recommendations will continue to change and evolve over time. Therefore, all decisions are made ***“without precedent and prejudice”***.

## **2. Operational Guidelines**

- 2.1. During the declaration of a pandemic, the dates as set out in AP 410 (Professional Learning, Supervision, and Evaluation of Teachers) may be altered to adjust to school specific situations. All adjustments in the timelines will be mutually agreed upon by the teacher and administrator.
- 2.2. The Chief Medical Health Officer (SHA), Local Medical Officers of Health, Ministry of Education and / or the Ministry of Health may direct additional measures such as:
  - 2.2.1. Teacher and class cohort - A focus on cohort teachers to a limited number of students and keeping students in one cohort as much as possible.
  - 2.2.2. In elementary school settings, students' cohorts will be the classroom grouping.
  - 2.2.3. In high school settings where cohorts are more complex, the school will be encouraged to find creative solutions to move students in cohorts where possible and based on best instructional practices; and/or
  - 2.2.4. Front-facing instruction for students, and staggered start times, breaks and end times, where possible.
- 2.3. All students will receive instruction and reminders for handwashing, respecting space and not sharing personal items including pencils, computers, and hands-on materials.
- 2.4. Schools may schedule large group student movement during the day to minimize exposure in smaller group size. For example, varied lunch times to minimize the number of students having lunch at the same time; varying times for class changes to minimize the number of

- students in the hallways; and, using student cohorts by grade for specific class instruction (e.g., band or arts).
- 2.5. Ongoing, classroom cleaning and sterilizing: In response to a Public Health Order, it may be necessary for the school division to ask employees such as teachers and Educational Assistants to perform tasks, including cleaning, that are required to keep the environment safe. Care must be taken to keep these types of requirements to what is essential; and they should be in place only if they are needed in recognition that they would not normally be considered within the job description of the employee.
  - 2.6. School assemblies and school wide gatherings will be virtual or cancelled until further directed by the Director of Education.
  - 2.7. Professional personnel may be re-deployed or reassigned due to a shortage of substitute teachers upon the direction of the designated Deputy Director.
  - 2.8. Leave requests defined in AP 404 and AP 450 are contingent upon the availability and suitability of securing substitute personnel.
  - 2.9. Lloydminster Catholic School Division continues to be committed and focused on student learning and assessment during this pandemic by maintaining quality instruction and assessment.
  - 2.10. Personnel will have access to the professional learning, collaboration, and support they need to grow instructional practice in all potential methods of delivery.
  - 2.11. Return to school plans will follow provisions in provincial plans.
  - 2.12. Classroom teachers will not be required to perform both face-to-face in class instruction and remote learning instruction within their daily duties while in Level 1 or 2 (SK ED phases of delivery). Classroom instruction (face to face) may be recorded for homebound learning purposes at the teacher's discretion.
  - 2.13. Personnel are required to be physically present in the school regardless of delivery phase.
  - 2.14. Lloydminster Catholic School Division will work with families who decline to send their children to school; all students are required to participate in learning.
  - 2.15. Use of Masks in School Division Facilities & Properties: The Director of Education will implement Public Health Orders from the Chief Medical Officer of Health or the Local Area Medical Officer of Health as well as directives from the Saskatchewan Ministry of Health and Saskatchewan Ministry of Education, the Local Area Medical Officer of Health, and the Chief Medical Officer of Health the requirements for the use of masks by students and staff in school division facilities and on property.
  - 2.16. Mask Exemption: Under the Guidance of the Saskatchewan School Board's association and the Ministry of Health Lloydminster Catholic School Division has developed two different accommodations related to mask exemptions
    - 2.16.1. *Accommodations* for those that already have school plans in place such as IIP, BIP or Health Plan.
    - 2.16.2. *Physicians Report* for students or staff that have received specific guidance from their physician or Health Professional relating to their health needs; or
    - 2.16.3. A Health Professional is defined as a Saskatchewan registered Physician, Nurse Practitioner, Registered Nurse, Psychiatric Nurse, Clinical Psychologist, and Pharmacist.

For those individuals (staff or student) that have baseline illness that may present as the symptoms for COVID, a Baseline Illness Pertaining to COVID Symptoms Form will be completed and kept on file for continued use.

- 2.17. Isolation Room: AP 137 Illness in Care defines the procedures for: the designation of school location and space; caring for an ill student; and, after care of facilities and personnel.
  - 2.17.1. Students who exhibit symptoms shall be placed in the isolation room with a designated supervisor until the parent/guardian is able to pick-up the child.

### **3. Program & Activity Guidelines**

- 3.1. The focus of instruction will be on student achievement of Core outcomes, rather than the regular time allotment per subject. A cross curricular approach will be utilized where possible to ensure outcomes are covered and achieved.
- 3.2. Families will be informed through multiple modes of ongoing communication, including: School Messenger, traditional messaging from teachers, email and phone calls. Schools also have standardized modes of communication including Seesaw, Remind 101 and Google Classroom to ensure that communication continues. These modes of communication shall be utilized during the period of time students are assigned to learning from home.
- 3.3. During the duration of the pandemic, LCSD will continue to provide specialized therapies and professional assessments.
- 3.4. Assessment and Reporting: Student assessment will continue to follow all related division administration procedures, and the guideline described in the *LCSD Way*. Report cards and school updates from teachers will continue to be offered in a timely way. This return to normal practices may be impacted should a school or a classroom be closed by the Medical Health Officer.
- 3.5. Supervision: During a pandemic, in school administration may require changes to student supervision. These changes may include altering staff assignments by location, duration, and number of scheduled supervision blocks. This may also involve substitute staff being involved in supervision outside of regular duties.
- 3.6. Specific programs in LCSD will be reviewed based on the requirements of provincial or local orders and direction or advice from the Ministry of Education, the Ministry of Health, Chief Medical Officer of Health or Local Area Medical Officers of Health. All applicable health orders will be followed, and adjustments may be made to programs. This review may impact specific programs, including:
  - 3.6.1. Physical Education Programming - Equipment use, student groupings, intramurals, and extracurricular sports may be impacted by a specific order.
  - 3.6.2. Band and Performing Arts Programming will promote distancing within the classroom environment. Performances will be subject to local and provincial measures on group size.
  - 3.6.3. Before and After School Activity programs will follow the specific guidelines outlined at the local or provincial level for sports and recreation.

### **4. Food and Nutrition Services**

- 4.1. All Elementary students are required to eat their personal lunch brought from home in their designated area (i.e. classroom).

- 4.2. All food preparation classes may continue providing students do not share the food they prepare with other students or personnel. Within the context of Commercial Cooking and Food Studies, students will learn about safety and sanitation in the preparation and storage of food, and Commercial Cooking under pandemic guidelines.
- 4.3. Food brought into the school is limited to the individual in which it was prepared for. No sharing of food will occur including classroom celebrations. Food delivery services for personal consumption by both personnel/student use should not be used.
- 4.4. Personnel are encouraged to eat lunch in the school. If leaving over the lunch period staff should limit where they go (i.e., go directly home and back) and follow all re-entry procedures.

## 5. School Closure

- 5.1. AP 131 Emergency School Cancellation describes the process for school closure.
- 5.2. Lloydminster Catholic School Division Administrators follow the contingency learning delivery using the four levels of learning delivery set by Saskatchewan Safe Schools Plan: Level 1 – Full in-class learning with some additional measures to ensure student and personnel safety. Level 2 – Full in-class learning – Mask usage for students and personnel. Level 3 – Reduced in-class learning. Level 4 – In-class learning suspended – Alternative learning opportunities offered by divisions.
- 5.3. All decisions regarding the school division, or a school's, current level of learning delivery (including the closure of a classroom, a wing of the school, a series of classrooms or grades, or the entire school) will be determined by a Public Health Order or by the Director of Education in direct consultation with the Saskatchewan Health Authority Area Lead Medical Health Officer – North, the Ministry of Education, the Ministry of Health or the Saskatchewan Health Authority.
  - 5.3.1. The Director of Education will work directly with the Area Lead Medical Health Officer – North, Board of Education and the Saskatchewan Ministry of Education to set the level of learning delivery for the province and/or LCSD.
  - 5.3.2. The Director of Education will communicate the level of learning delivery to the division personnel and student/parent community.
  - 5.3.3. The Director of Education will bring forward any need for the level to change (such as an outbreak or a local increase in cases) to the Area Lead Medical Health Officer – North. The Area Lead Medical Health Officer – North may also bring the need for the level to change to the Director of Education. The Area Lead Medical Health Officer – North and Director of Education will adjust the level of learning delivery appropriately to the planned Provincial responses within the local context.
  - 5.3.4. The level of learning may be adjusted by a class, cohort or school based on the Area Lead Medical Health Officer – North's direction and / or Direction from the Government of Saskatchewan.
  - 5.3.5. If there is a change to the level of learning delivery, the Director of Education will communicate the change to school administration. School Administration will communicate to personnel directly impacted by the change. This communication will require a prompt response by school administration and staff to change the delivery method. Senior Management will assist developing the messages for this communication.
  - 5.3.6. School Administration in consultation with Senior Management will communicate the learning delivery change to impacted parents through School Messenger.

- 5.3.7. School administration responsible for impacted classrooms, cohorts, or school, will direct personnel to communicate the structures of the level of learning to students.
- 5.3.8. In the event schools are closed for a period of time due to an outbreak or clusters in the community, school standardized platforms will form the basis of continued instruction for students. In this case, teachers will continue to deliver curriculum and instruction with cross curricular approaches focusing on outcomes. LCSD Level of Learning Delivery plans are outlined in The *LCSD Way* for personnel by categories:  
[Level 1 and Level 2 LCSD Re Opening Plan in Class Learning](#)  
Level 3 Reduced in Class Learning- [LCSD Blended Learning Plan](#) (Elementary)  
Level 3 Reduced in Class Learning- [LCSD Blended Learning Plan](#) (High School)  
Level 4 In-Class Learning Suspended-[LCSD Students Learn from Home](#)
- 5.3.9. The Saskatchewan Health Authority, Local Area Medical Officer of Health or the Government of Saskatchewan will recommend the duration of time for the classroom, cohort, school or division to be closed. The Director of Education will communicate the date when the level of learning delivery shall return to in school instruction.

## 6. **Transportation Guidelines**

- 6.1 All staff and students are required to wear a mask while riding a school bus.
- 6.2 Busses may be directed to maintain a seating plan.
- 6.3 In the event of a positive case the direction for isolation will be determined by reviewing the length of time on the bus, vaccination status, and the children and staff wearing a mask.
- 6.4 The Director of Education or designate will determine if notification is required.
- 6.5 If notification regarding a positive case is required riders will be notified in writing via (School Messenger).

## 7. **Visitors to Schools**

- 7.1. It is important for all visitors to schools and to the Central Office to note that schools are not “public places”, and Lloydminster Catholic School Division can limit or prevent public access to schools and all of its facilities to anyone, including: all parents, volunteers, contractors and other visitors.
- 7.2. Parents are encouraged to drop off or pick their children up outside the school building. Any specific processes for parents of students with intensive needs can be included as part of the accommodation plan as determined by the school principal.
- 7.3. Visitor Access to Schools:
  - 7.3.1. Schools will reinforce the requirements for access to schools for visitors by providing clear information and guidelines through the communication methods available to the division including websites, emails, digital messaging, and signs posted at the school.
  - 7.3.2. If visitors are permitted into the school, they will be required to follow the same procedures as personnel members. Signage will be posted to outline these procedures.
  - 7.3.3. All visitors to schools are required to wear a mask inside the school.
  - 7.3.4. Schools will maintain sign in/out procedures for all non-school staff, visitors, and contractors.

7.3.5. All visitors and contractors will be asked to self-screen for Covid19 prior to entering a LCSD facility.

## **8. Guidelines for Employee Illness**

- 8.1. If an employee exhibits any symptoms of illness associated with the pandemic, they are required to stay home. The employee must request their absence using their school's regular process and complete the appropriate Request for Leave form. If the employee does not have sufficient sick leave, they are to contact the Human Resource Manager for direction.
- 8.2. If an employee feels well but is at a high risk of severe illness (e.g. auto immune deficiency, immunocompromised, autoimmune), the employee is asked to contact their designated Deputy Director for the possible development of an accommodation plan.

## **9. Public Health Order (Employees)**

- 9.1. All employees shall follow the directives outlined in the most recent Public Health Order or requirements from the Local or Provincial Health Officers, the Ministry of Education, Ministry of Health or Saskatchewan Health Authority. 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 and cannot order mandatory self-isolation.
- 9.2. Pandemic/Quarantine Leave may be available to staff under the guidance of the STF Collective Bargaining Agreement and AP 404.
- 9.3. At all times, regardless of a Pandemic declaration or Public Health Order, identified employees advised to isolate by a Medical Health Officer shall immediately leave the school for the required period and self-isolate until the Medical Health Officer determines that they no longer pose a public health threat. If the Health Order does not require isolation of specific staff, staff may continue at the school unless they have symptoms requiring isolation.
- 9.4. Lloydminster Catholic School Division works collaboratively with other local partners (City of Lloydminster, Lloydminster Public School Division, Saskatchewan Health Authority, etc.) to gain the interprovincial administration of our bi-provincial city and the governance structure as it applies to a pandemic. Before employees travel outside the provinces of Alberta and Saskatchewan, they are requested to consult with their designated Deputy Director.
- 9.5. Employees planning to travel outside of Canada must follow the travel requirements as set forth by the Provincial and Federal Governments, including the required isolation period if applicable upon their return into Canada. The employee will not be able to access Sick Time during the required isolation period.
- 9.6. Lloydminster Catholic School Division may advise staff to cancel non-essential travel should mandatory isolation be required upon their return into Canada.