

FORT LA BOSSE SCHOOL DIVISION

TITLE –MANDATORY COVID-19 TESTING OF STAFF & VISITORS
Administrative Protocol

POLICY - JLB-R

Approval Date - October 12, 2021

Cross Reference -

Resolution # - 179/21

Implementation - 10/12/21

Legal Reference -

Last Reviewed -

This Administrative Protocol outlines procedures related to COVID-19 testing of staff, volunteers or visitors. These procedures apply in situations where an employee, volunteer or visitor is required to submit COVID-19 test results under [Policy JLB – Mandatory COVID-19 Testing of Staff & Visitors]. These procedures are subject to change as directed by Public Health and by the Superintendent of Schools.

In order to reduce the risk of transmission of COVID-19 in Division schools and facilities, the Division may restrict visitor access to buildings and/or, at divisional discretion, determine whether and which visitors must comply with the requirements. At the discretion of the Division, beginning **17/10/21**, to attend the premises of the Division, all visitors born on or before **31/12/09** must provide proof that they are fully vaccinated or provide proof of a negative test result within 48 hrs of entering the facility.

1. Prior to the commencement of the workday and/or prior to entering into direct contact with a pupil, an employee or volunteer, or visitor that has not provided proof that they are fully vaccinated must self-administer a COVID-19 rapid test, or other test as specified by the Division, up to three times per week according to the schedule determined by the Division. At the discretion of the Division, employees and/or volunteers, or visitors may be provided all testing supplies.
2. When rapid testing is specified by the Division as the testing method, three rapid tests must be self-administered each week for all persons who work or volunteer on a full-time basis, of which a minimum of one rapid test must be self-administered on-site at **the employees' designated work location** with designated test supervision. The schedule of on-site self-administration testing is as follows.
 - i. On-site – Tuesday by appointment / At home – Thursday & Sunday (evening)
 - ii. Alternate testing location: Division Office – Tuesday by appointment call 748-2692

Appointment times: 8:00 am, 8:15 am, 3:50 pm, 4:05 pm, 4:20 pm, 4:35 pm, 4:50 pm

At the discretion of the Division, employees and/or volunteers may be required to undergo supervised on-site self-administration on a more frequent basis.

3. The period of time between the self-administration of tests will not exceed 48 hours during the week, and self-administration of tests will not exceed 48 hours prior to engaging in direct contact with pupils, whichever is applicable to every employee or volunteer, or visitor.



4. Should an employee or volunteer, or visitor fail to undergo rapid testing within 48 hours prior to engaging in direct contact with pupils, they must not attend the workplace or facility and, for all employees and volunteers, must immediately notify their principal/supervisor or other person designated by the Division.
5. Appointments for on-site self-administered testing must be made in advance. Appointments must be scheduled prior to the beginning of the employee's workday or volunteer's engagement. Walk-ups are not permitted.
6. Supervised on-site self-administered testing will take place at: **each employees' designated work location or designated alternate location as needed.** Employees and/or volunteers are to arrive at scheduled appointment times, not earlier. Employees and/or volunteers will observe physical distancing while waiting, don a medical mask upon entering, perform hand hygiene upon entering, self-monitor for COVID-19 symptoms before attending the onsite supervision, and self-isolate when sick.
7. An employee who is not at work, or a volunteer who is not on site, on a day that they are scheduled to self-administer the rapid test on-site, must cancel their appointment as far in advance as possible and notify **test supervisor**. The employee and/or volunteer is required to schedule another appointment on the day of their return to the school facility, prior to entering the school facility and/or prior to entering into direct contact with a pupil.
8. Testing will not occur during periods of extended leave (one week duration or longer), but testing must resume no more than 48 hours prior to returning to the workplace and/or facility.
9. Prior to the commencement of the workday on days they are scheduled to self-administer rapid testing at home, employees must record on appropriate paperwork the date of administration and test result.
10. The results of self-administered tests conducted at home may be subject to verification by the Division. Home test results must be recorded on the form provided under Part IV of the September 11, 2021 memorandum issued by the Manitoba School Boards Association or any other attestation or verification form that a Division may have developed and provided for purposes of verification.
11. The Division will designate test supervisors for supervision of self-administered on-site rapid testing of employees and volunteers.
12. At all times, on-site rapid testing is to be self-administered by those employees or volunteers who are subject to mandatory testing requirements. Test supervisors must not themselves administer tests.
13. After self-administering rapid testing under supervision, employees and/or volunteers must record on appropriate paperwork the date of administration and test result.
14. The test supervisor will:
 - i. monitor on-site self-administration of rapid tests by employees;
 - ii. ensure that the sampling and testing procedures are completed effectively and in keeping with guidelines;
 - iii. verify and witness rapid test results;
 - iv. respect employee or volunteer privacy and confidentiality as required by School



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- v. provide direction to supervised employees or volunteers regarding the safe, on-site disposal of completed test units;
 - vi. receive training on and implement applicable workplace safety and health protocols, including those related to handling and disposal of hazardous and/or medical waste; and
 - vii. wear required personal protective equipment as provided by the Division (i.e., medical mask, procedural or surgical eyewear and/or face shield, impermeable latex gloves, and medical gown).
15. Should a rapid test yield positive results—whether conducted at home or on site, the employee or volunteer must leave their workplace as soon as it is operationally safe to do so, if they are tested at their workplace or must not attend their workplace, if they are tested at a location that is not their workplace.
16. The employees or volunteer bears the responsibility to immediately self-isolate and seek confirmation of test positivity by completing a Polymerase Chain Reaction (PCR) COVID-19 test at the nearest Provincial testing site, at the earliest possible time.
- To be clear, the Division is not responsible for reporting positive test results to Public Health, based on an at-home or on-site rapid test. If the employee's or volunteer's PCR test confirms positivity, public health notification and contact tracing measures will be operationalized.
17. A employees or volunteer who has tested positive must not return to their workplace until:
- i. They provide proof of a negative PCR test, or
 - ii. Written notice from public health official that authorizes them to return to their workplace; or
 - iii. Ten (10) days have passed since they tested positive on a rapid COVID-19 test.
18. The Division will provide for secure retention, retrieval and destruction of all records, in compliance with privacy, confidentiality and all safeguards concerning the protection of personal health information as specified by the Personal Health Information Act, and School Division Policy.

