



GH – R MANDATORY COVID-19 TESTING OF STAFF & VISITORS GUIDELINES AND PROCEDURES

I. GUIDELINES

Staff

- A. All persons employed or engaged by the Division as of September 2, 2021—including casual, term, and permanent employees—are asked to disclose and provide proof of full COVID-19 vaccination status by October 18, 2021, to their Principal or Supervisor.
- B. Employees who are not fully vaccinated against COVID-19 or who do not disclose their COVID-19 vaccination status
 - a. will be required to undergo COVID-19 testing up to three times per week until they have provided proof that they are fully vaccinated.

New Employees

- A. All persons offered casual, term, or permanent employment, in the Division after September 2, 2021, will be required to disclose and provide proof of full COVID-19 vaccination status at the time of hire or engagement. Newly hired employees or volunteers who are not fully vaccinated against COVID-19 will be required to undergo COVID-19 testing up to three times a week, until they have provided proof that they are fully vaccinated.

Accommodation

- B. Notwithstanding the foregoing and consistent with its human rights obligations, the Division will duly accommodate employees who are legally entitled to accommodation to the point of undue hardship. All employees requesting accommodation must participate in the accommodation process and provide reasonable and necessary information requested by the Division related to the accommodation request, failing which the Division may be unable to provide any accommodation.

Visitors/Volunteers/Volunteer Coaches

- C. A visitor/volunteer is defined as anyone other than:
 - a. a Divisional employee assigned to work at the school or facility;
 - b. an itinerant Divisional employee whose duties require them to attend the school or facility;
 - c. an employee of an organization or person affiliated with an organization

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that leases space from the Division in the school or facility, unless requirements or Public Health Orders expressly direct a different standard or timeline be applied to the employees or affiliates of the organization; who has direct contact with vulnerable populations, including children.

- D. For greater clarity, public health and safety, social welfare and/or emergency response personnel (such as police officers, first responders, social workers or public health nurses) performing duties in scope of their legal authority or professional responsibilities may still attend schools to carry out their duties. These personnel must however, at all times must maintain compliance with general safety measures, when applicable and warranted. These general safety measures include: mandatory use of medical masks when in the presence of pupils in indoor settings; maintaining physical distancing; proper hygiene measures, such as frequent handwashing and hand sanitization; self-monitoring for symptoms of COVID-19; and self-isolating or staying at home when sick.
- E. In order to reduce the risk of transmission of COVID-19 in the Division schools and facilities, visitor/volunteers access to buildings will be restricted. Beginning September 7, 2021 to attend at the premises of the Division, all visitors and volunteers born on or before December 31, 2009 must provide proof that they are fully vaccinated and/or provide proof of negative COVID-19 results at the discretion of the Division.

Policy Review

- F. This regulation will be reviewed and will be revised or rescinded, as established requirements, Public Health Orders and/or conditions warrant.

II. PROCEDURES

- A. The Division will accept as proof of COVID-19 vaccination status the digital or physical version of the [Manitoba Immunization Card](#). Other forms of proof will be assessed by the Division according to question 1 from the September 7, 2021 guidance provided by the Manitoba School Boards Association.
- B. Collection of personal health information will comply with the provisions of the [Personal Health Information Act](#), and please see: [Policy EJA - School Division Records Management](#), and [Policy GBM – Personnel Records](#).
- C. Personnel responsible for hiring new employees or engaging new volunteers will verify the full vaccination status of applicants.
- D. Employees required to submit COVID-19 test results up to three times per week, as per **GUIDELINES B** and/or **C**, must do so according to the schedule determined by the Division, prior engaging in direct contact with a pupil.

An employee who is not at work or not on site on a day that they are scheduled to provide their test result, must provide it the day of their return to work or to the facility, prior to entering a school facility and/or prior to entering into direct contact with a pupil.

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For the purposes of **GUIDELINES B** and **C**, the Division will accept the results of:

- A self-administered rapid test as defined by the Division (see Administrative Protocol: COVID-19 Rapid Testing of Staff).
- An employee receiving a positive test result following such a test must:
 - i. attend a Province of Manitoba Testing Site for a confirmatory test;
 - ii. isolate and follow the advice of public health; and
 - iii. return to work upon the advice of public health.

E. Requests for accommodation for the exemption of COVID-19 testing must be accompanied by the information required by **GUIDELINE D** and will be reviewed by the Division.

F. The Superintendent of Schools will:

- a. closely monitor the requirements and recommendations of the Department of Education, Manitoba Public Health and the Governments of Manitoba and of Canada,
- b. advise the Board of any changes in circumstance which may impact the need and/or application of this policy,

G. Recommend policy revisions, including rescindment, for the Board’s consideration in accordance with Policies [BEA Policy Adoption](#), [BEB Policy Dissemination](#), [BEC Supervision of Policies](#), and [BED Policy Review and Evaluation](#).

H. Any breach of this Policy by a Divisional employee including the provision of false and/or misleading information, may result in discipline, up to and including termination of employment.

I. Any breach of this Policy by a visitor/volunteer, including the provision of false and/or misleading information, may result in revocation of visitation privileges.

J. The Board authorizes the Superintendent of Schools to modify the regulation on an interim basis to comply with emergent Public Health Orders, guidance received from a relevant authority or other situations, subject to the conditions below:

- a. Any interim modification to the regulation made by the Superintendent of Schools will take effect immediately.
- b. The Superintendent of Schools shall, within forty-eight (48) hours, inform the Chair and Vice-Chair of any interim modification made to the regulation.
- c. The Superintendent of Schools shall, at the next regular meeting of the Board, inform the Board of any interim modification made to the

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- regulation and recommend formal adoption of the modifications.
- d. Actions taken by the Superintendent of Schools are subject to Board review.
- e. Actions taken by the Superintendent of Schools shall be consistent with the overall policy of the Board.

III ADMINISTRATIVE PROTOCOL

This Administrative Protocol outlines procedures related to COVID-19 testing of staff. These procedures apply in situations where an employee, volunteer or visitor is required to submit COVID-19 test results under **Policy GH –Mandatory COVID-19 Testing of Staff & Visitors**. In accordance with aforementioned policy, these procedures are subject to change based on the advice of public health officials.

In order to reduce the risk of transmission of COVID-19 in Division schools and facilities, the Division may restrict visitor/volunteer 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 September 7, 2021 to attend at the premises of the Division, all visitors born on or before December 31, 2009 must provide proof that they are fully vaccinated. Refer to the policy and to question 2 under the September 11, 2021 guidance provided by the Manitoba School Boards Association, for the definition of “visitor”.

1. Prior to the commencement of the workday and/or prior to entering into direct contact with a pupil, an employee 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 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 are employed by the Division, of which a minimum of one rapid test must be self-administered on-site at **Ecole Arthur Meighen School** with designated test supervision. The schedule of on-site self-administration will be determined by the Division. **Sample** schedules for employees working or volunteers being engaged daily:
 - i. On-site – Monday; at home – Wednesday & Friday
 - ii. On-site – Tuesday; at home – Thursday & Monday
 - iii. On-site – Wednesday; at home – Friday & Monday
 - iv. On-site – Thursday; at home – Monday & Tuesday
 - v. On-site – Friday; at home – Monday & Wednesday
 - vi. On-site – two or more days per week.

As per 2 (vi) above, at the discretion of the Division, employees may be required to undergo supervised on-site self-administration on a more frequent basis.

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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.
4. Should an employee 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, 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 and, when applicable, allow for travel time from the test site to the school facility. Walk-ups are not permitted.
6. Supervised on-site self-administered testing will take place at: **Ecole Arthur Meighen School**. Employees are to arrive at scheduled appointment times, not earlier. Employees 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, 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 the identified supervisor. The employee 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 in 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.
12. At all times, on-site rapid testing is to be self-administered by those employees who are subject to mandatory testing requirements. Test supervisors must not themselves administer tests.

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13. After self-administering rapid testing under supervision, employees must record in 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 [Policy GBO – Pledge of Confidentiality](#)
- v. 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 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 employee 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 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 [Policy EJA - School Division Records Management](#), and [Policy GBM – Personnel Records](#).

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