

### **Statement of Policy**

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Greater Saskatoon Catholic Schools is committed to ensuring, the health and safety of all its employees.

### **Rationale**

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On June 9, 2020, the Government of Saskatchewan announced that in-classroom learning would resume for the 2020-21 school year. To help school divisions prepare for the return of students and staff, provincial guidelines have been developed to inform local planning. This procedure has been created to ensure a safe return to the workplace for all staff. These protocols will continue to be adjusted as necessary following the direction of the Chief Medical Health Officer of Saskatchewan.

### **Procedures**

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#### **1. General Guidelines**

- 1.1 When practical, physical distancing between individuals should be maintained. If this is not possible, other measures should be used, such as self-monitoring of personal health and/or the usage of personal protective equipment (i.e. masks).
- 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 are encouraged to bring their own hand sanitizer for personal use to supplement what the school division will be providing.
- 1.4 Employees are required to wear masks when interacting with students, colleagues or visitors, moving to and from rooms, and appropriate distancing cannot be maintained.
- 1.5 Employees shall limit physical contact throughout the school day and avoid close greetings such as handshakes.
- 1.6 Employees are expected to keep workspaces clean and free from clutter.
- 1.7 Employees are expected to keep their own desk space clean and sanitized. Disinfectants will be provided by the school division.
- 1.8 Sharing food, drinks or other personal items is to be avoided.
- 1.9 Employees shall not enter private residences or provide personal transportation to students.
- 1.10 Employees shall avoid non-essential work and personal travel.

## 2. Guidelines for Illness

2.1 All employees are expected to self-monitor for COVID-19 symptoms. Common symptoms include:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty breathing

2.2 If an employee has symptoms of COVID-19 they are asked to stay home and complete the online Saskatchewan COVID-19 Self-Assessment Tool at <https://public.ehealthsask.ca/sites/COVID-19/>.

2.3 The employee should then request their absence using the normal process established at the school level and enter the absence into the Absence Management System.

2.3.1 If an employee feels well enough to work and the supervisor confirms the employee can continue to perform meaningful work while at home then no absence entry is required.

2.4 If an employee has symptoms unrelated to COVID-19 and is well enough to report to work, they may continue to do so.

2.5 If an employee has an existing or underlying medical condition, or the employee is the primary caregiver for a family member that has an existing or underlying medical condition, and feels they are unable to perform their duties without an accommodation, the employee should consult the [Division COVID-19 Leave Guidelines](#), contact their principal/supervisor and the Superintendent of Human Resources.

## 3. Public Health Order

All employees will follow the directives outlined in the most recent Public Health Order available at [www.saskatchewan.ca/coronavirus](http://www.saskatchewan.ca/coronavirus).

3.1 Employees who have been identified by a Medical Health Officer as **having COVID-19** shall immediately go into mandatory self-isolation until such time as the Medical Health Officer determines they no longer pose a public health threat;

3.1.1 The employee must enter their absence into the Absence Management System selecting sick leave. In accordance with the applicable collective agreement, there will be no loss of sick leave credit or salary for the compulsory quarantine. A medical note certifying proof of quarantine will be required by a medical health officer to change the leave to compassionate.

3.1.2 If an employee feels well enough to work and the supervisor confirms the employee can continue to perform meaningful work while at home then no absence entry is required.

- 3.2 Employees who have been identified by a Medical Health Officer as a **close contact of a person or persons with COVID-19** shall go into mandatory self-isolation for 14 days from the date of last having been exposed to COVID-19;
  - 3.2.1 The employee must enter their absence into the Absence Management System selecting sick leave. In accordance with the applicable collective agreement, there will be no loss of sick leave credit or salary for the compulsory quarantine. A medical note certifying proof of quarantine will be required by a medical health officer to change the leave to compassionate.
  - 3.2.2 If an employee feels well enough to work and the supervisor confirms the employee can continue to perform meaningful work while at home then no absence entry is required.
- 3.3 Employees who have **traveled internationally** shall go into mandatory self-isolation for 14 days from date of arrival back into Canada;
  - 3.3.1 Until further notice, staff who have out-of-Canada travel scheduled should cancel travel plans. In the event that the staff member considers travel to be essential, contact with the Superintendent of Human Resources is required prior to travel. Staff who choose to travel outside of Canada can access vacation leave (if available) or unpaid leave in order to self-isolate for 14 days upon their return.
- 3.4 Employees **who are household members or contacts of a person with COVID-19** shall immediately go into self-isolation for 14 days and call Healthline 811 if they become symptomatic.
  - 3.4.1 The employee must enter their absence into the Absence Management System selecting sick leave. In accordance with the applicable collective agreement, there will be no loss of sick leave credit or salary for the compulsory quarantine. A medical note certifying proof of quarantine will be required by a medical health officer to change the leave to compassionate.
  - 3.4.2 If an employee feels well enough to work and the supervisor confirms the employee can continue to perform meaningful work while at home then no absence entry is required.

#### 4. Additional Health Supports

- 4.1 Healthline 811 (All Staff)
- 4.2 Member and Family Assistance Program (STF members) 1-833-485-4245
- 4.3 Employee Family Assistance Program (All Staff)-[Click here](#)

#### 5. Guidelines for Work Refusal Due to COVID-19

- 5.1 Section 3-31 of *The Saskatchewan Employment Act* states that an employee may refuse to perform any particular act or series of acts at a place of employment if the employee has reasonable grounds to believe that the act or series of acts is unusually dangerous to the employee's health or safety or the health or safety of any other person at the placement of employment until:

- 5.1.1 Sufficient steps have been taken to satisfy the employee otherwise; or
  - 5.1.2 The occupational health committee has investigated the matter and advised the employee otherwise.
- 5.2 An employee's right to refuse to perform work as a result of COVID-19 will be contingent upon factors including (but not limited to) the following:
- 5.2.1 the state of the COVID-19 situation in the employee's particular community and workplace at the time the refusal to work is being exercised;
  - 5.2.2 the age and health of the specific employee;
  - 5.2.3 the type of workplace where the employee usually performs their functions;
  - 5.2.4 the specific field of work and their normal duties or tasks;
  - 5.2.5 the measures adopted by Greater Saskatoon Catholic Schools to prevent the transmission of COVID-19, including workplace hygiene and personal protective equipment (PPE), where applicable;
  - 5.2.6 whether or not an employee has been diagnosed with COVID-19;
  - 5.2.7 whether the employee or the circumstances fall in one of the legislative exceptions to the right to refuse unsafe work; and
  - 5.2.8 any other factually relevant considerations in assessing whether there is a hazard, a risk or a danger.
- 5.3 If an employee has reasonable grounds to believe they have been asked to perform an unusually dangerous act, the employee shall notify their principal/supervisor, the applicable network superintendent and the Superintendent of Human Resources.
- 5.4 If an employee has refused to perform an act or series of acts pursuant to section 3-31, the employer shall not request or assign another employee to perform that act or series of acts unless that other employee has been advised by the principal/supervisor, in writing, of:
- 5.4.1 the refusal and the reasons for the refusal;
  - 5.4.2 the reason or reasons the employee being assigned or requested to perform the act or series of acts may, in the employer's opinion, carry out the act or series of acts in a healthy and safe manner; and
  - 5.4.3 the right of the employee to refuse to perform the act or series of acts pursuant to section 3-31.
- 5.5 Following notification, the school OHS committee will investigate the concern and communicate the decision to the above noted Board Office staff. The OHS committee should consider the following questions:
- 5.5.1 Does the employee have an underlying health concern that puts them at greater risk if infected?
  - 5.5.2 Are the job duties being assigned outside of the normal duties or tasks of the position?
  - 5.5.3 Has the workplace implemented strategies in alignment with the most recent Re-Open Saskatchewan guidelines for that type of workplace?

- 5.5.4 Is the workplace unsafe even with increased hygiene and personal protective equipment?
- 5.5.5 Does the workplace have an employee or student who has been diagnosed with COVID-19?
- 5.5.6 Are there any other factually relevant considerations in assessing whether there is a hazard, a risk or a danger?
- 5.6 Upon the conclusion of the investigation of the refusal, the school OHS committee will report their findings to the applicable network superintendent and the Superintendent of Human Resources.
- 5.7 If the concern cannot be resolved within the school or workplace (the vote by the school OHS committee must be unanimous for or against the refusal), the superintendent will contact an occupational health officer at the Occupational Health and Safety Division. The officer will investigate the refusal and rule on the matter.

## **References**

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- Re-Open Saskatchewan: A plan to re-open the provincial economy
- Primary and Secondary Educational Institution Guidelines June 18, 2020
- The Saskatchewan Employment Act

## **Date Approved**

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September 8, 2020