



COVID-19 Response Student Policy

1. INTRODUCTION

Southeast Collegiate has developed this Policy in response to the ongoing COVID-19 outbreak, which is currently affecting all of North America, including Manitoba.

This policy has been developed for the primary purpose of keeping Southeast Collegiate's workplace, its employees and students as safe as possible during the course of this outbreak. There are precautions which can be taken to help ensure that the effects of COVID-19 are minimized and that our employees, students and their families, as well as our suppliers and business partners, remain as safe and healthy as possible, and so that our Collegiate continues to operate as normally as possible during such an outbreak.

Students who attend Southeast Collegiate are able to leave SEC in accordance with our sign out policy. Parents have given permission verbally on what a student is allowed to do, whether it be external sign outs, Recreation specific or field trips. Students are encouraged to wear masks at all times when not at SEC, however any SEC outings will require the use of masks

This Policy applies to all students and their families who may be entering the building or physically interacting outside with all of Southeast Collegiate's students.

Please note that Policy E.5.I is specifically written for Employees. Policy D.4.A is for External Partners (excluding parents and families). Both policies are available online for review under Policies Section E for employees and under Section D for Business Administration.

Southeast Collegiate would like to create an environment that allows our amazing students to live, work and play, without wearing PPE at all times due to the close proximity of living arrangements. We feel that by screening all employees and external partners for

potential COVID-19 and wearing PPE when we are near our students, we can provide a place of “new normal” which will create a more natural environment.

As a parent, we know that it will be a difficult decision to send your student away while they pursue their education, but an even more difficult decision to have them stay and prolong their learning at home. If a student leaves the property without your permission, you will be notified by a team member.

Southeast Collegiate has designated COVID-19 Ready Rooms, in case we need to isolate our students for any illnesses. We are prepared to ensure that those students will be looked after by designated staff members until they are well.

2. **FACILITY SAFETY MEASURES**

Southeast Collegiate has an obligation to maintain a safe and healthy environment for all its employees, students, families and other individuals who interact with us. Southeast Collegiate takes this obligation very seriously, this includes in light of the unique safety challenges brought by the COVID-19 outbreak. To address these safety risks, Southeast Collegiate has taken the following measures to ensure the facility is as safe as possible from COVID-19:

- Developing this policy;
- Employment and Visitor Health Screening for Entry Process To Southeast Collegiate (Screening Template)
- Imposing a strict PPE requirements upon entry to the building;
- Provide PPE to all employees and external partners (Masks) for use while at work or as an external partner.
- Ensuring that everyone is fit for work who comes to work
- Ensuring that all students who leave SEC are escorted for medical appointments and wear PPE until they return to SEC
- All SEC vehicles are sanitized after each trip with a staff or student
- Identifying key positions and personnel that will provide screening for all those who enter, cross-training of employees and providing for the quarantine and isolation of employees, and students where necessary;
- Making hand sanitizer available to employees and students at all times;
- Introduced measures to allow for the practice of social distancing in the workplace when not in the presence of students for eating purposes only;
- Staggered breaks and meal periods with designated seating to limit the use of common areas;
- Restricted access to the workplace to only allow employees, students and families as well as external partners into the physical workplace provided they pass the

screening;

- Providing antiseptic wipes to employees for cleaning their workstations regularly;
- Providing posters which promote proper hygiene including effective hand washing practices.
- Providing distance markers on floor spaces were required to maintain 6 feet distance.
- Providing workspace/commune barriers which pose high risk areas for staff and students
- Additional Hiring of Cleaning Staff for the facility, as well as, increased facility wide cleaning.
- Segregation of COVID-19 Sick Rooms for isolation should it occur

As the outbreak progresses, Southeast Collegiate will continuously consider adding additional measures to ensure the health and safety everyone in the facility.

3. **STUDENT AND FAMILIES OBLIGATIONS**

While Southeast Collegiate knows the obligation to provide a safe and healthy school starts with us, the above measures will only be as successful if all everyone embrace them during the COVID-19 outbreak. Accordingly, students and their families are expected to adhere to this policy and take the following precautions to help ensure the safety of themselves and everyone in the facility.

- Review this Policy;
- Review the self-screening tool¹ before coming to visit. Do not come to visit if you have any symptoms of COVID-19², contact local public authorities as you will be eligible for Covid-19 testing as per Manitoba Shared Health Links
- Wash your hands with soap and warm water for at least 20 seconds;
- Sneeze or cough into your arm or sleeve even while wearing a mask; Families and visitors are required to wear PPE at all times.
- Limit any physical contact, including hugs, high fives, and handshakes regardless of wearing PPE;
- Support their student while they study and encourage them to follow all safety precautions put in place.

4. **QUESTIONNAIRE AND THERMAL TESTING**

Regardless of who you are, in order to enter Southeast Collegiate, you must agree to answer non evasive medical questions about your current health status and participate in thermal testing. This also goes for students who leave the premise with an escort (for

¹COVID-19 Screening Tool located at Shared Health <https://sharedhealthmb.ca/covid19/screening-tool/>.

² COVID-19 Symptoms: cold or flu-like symptoms, such as a cough, fever, runny nose, sore throat, weakness or headache, required to self-isolate for 14 days. Anyone with these symptoms is eligible for COVID-19 testing.

medical reasons only) and return to Southeast Collegiate. An elevated temperature has been widely recognized as a common symptom of the COVID-19 virus and can be tested using minimally invasive methods. This section sets out the parameters and the procedures Southeast Collegiate will follow:

(a) Nature of Thermal Testing/Questionnaire Process

At this time, Southeast Collegiate will be using a non-contact infrared thermometer, which can accurately detect a person's temperature by simply aiming a scanning laser at the individual's inner wrist. Any temperature reads above 38°C constitutes a fever. Such thermal readings would then be recorded by Southeast Collegiate designated person and stored in a secure location.

The questionnaire process is the same questions you would find on the Self-Assessment Tools prior to coming for the visit. These will be posted on the wall for your review upon entry. A copy of the screening sheet also forms part of this policy as attached. G.2.G EX1

The answers to your questions will be marked on the tracking sheet as well as your temperature reading, and you will be required to sign off on them prior to entry of the building.

(b) Time, Location and Testing Personnel

Thermal testing would take place at the student entrance only when you arrive to visit your student or when your student has been outside of the facility, during the period of time where such testing is considered necessary by Southeast Collegiate, in consultation with information from Manitoba Public health. The questions and testing would take place inside the student entrance doors. Such tests will take place one person at a time, and only the person implementing the test would be present with the student/visitor. Everyone else will be required to wait outside following social distancing measures as designated on the walkway.

The test shall be performed by a designated Shift Supervisor/or designate who has been trained to perform such thermal testing, and with the knowledge of **normal** thermal levels as advised by a Manitoba Health. The person shall not have the mandate to perform any other tests or to request any other information from an employee besides their name and recording the answers to the questions asked. They will also be required to initial the testing.

(c) Testing Results

In the event that a family member or visitor's thermal reading is in the normal range, and the individuals have not answered **YES** to any of the Questionnaire then they will be allowed to enter the facility for a visit with PPE.

Before leaving the confines of the doorway, they must put on their PPE (Gloves and Masks) as they will be entering in the common space where our students live.

In the event that a family member or visitor's thermal reading is elevated above the normal range (38°C or above) and/or that they have answered **YES** to the Questionnaire, then the visitor will be refused entry and advised to contact Manitoba Health Links, or if unwell seek medical attention. If a student's test over 38°C or is unwell they will begin isolation protocols. PPE will be discarded between the same doors as you leave.

(d) Use and Disclosure of Testing Results

All thermal test results taken from visitors/students will be treated as personal health information and will be kept in the strictest confidence. Such results shall solely be used for determining if an visitors/student is fit to enter the facility on any given day,

Testing results shall only be disclosed to Human Resources Personnel and to both of Southeast Collegiate's Directors as necessary to meet the objectives of this policy.

All thermal temperature test results taken from a visitor/student will be stored in a secure location. At the end of each **shift**, the designated tester will be required to put the page inside an envelope and seal it and put in with general reports. This will be under the strict of confidence and confidentiality and not to be opened by anyone except the Director of Operations.

(e) Refusal of Thermal Testing

In the event that a student refuses to submit to a thermal test prior to entering the facility, the Tester will quarantine the students and call the Executive Director/Principal for guidance.

5. **STUDENT TRAVEL and QUARANTINE/SELF ISOLATION**

Southeast Collegiate will keep everyone informed of the recommendations on travel restrictions as they are made available from Federal and Provincial governments.

Southeast Collegiate will continue to adopt all of these mandates and recommendations,

as they become available to us.

6. **SICK LEAVE and MEDICAL DOCUMENTATION**

If a student experiences symptoms of COVID-19 or receives a confirmed diagnosis of COVID-19, while in attendance at Southeast Collegiate your student shall be directed to stay in one of our isolation rooms. They will be limited to that space and only be permitted to use the washroom, laundry room and will be given their meals to eat in their rooms. They will be required to wear PPE at all times when they leave their rooms, until such time as an all clear is received by the attending physician. We will do everything we can to ensure they have everything they need, such as their homework, crafts, and something to do all day when they are resting. We will work with each student to find a balance.

7. **DISCLOSURE**

In administering this Policy, Southeast Collegiate will not disclose the identity of any individual who has COVID-19 symptoms or who has a confirmed diagnosis of COVID-19, except as authorized or required by law. Southeast Collegiate may be required to disclose this information if there is a risk of significant harm to the health or safety of the public or a group of people. Southeast Collegiate will take all reasonable steps to protect the privacy of students and their personal health information, including any results from thermal testing conducted in accordance with this Policy.

8. **CONTACT INFORMATION AND LINKS**

If you have any questions regarding this Policy or any COVID-19 measures in the workplace, please contact the Director of Operations Marlene Waterston at 204-261-3551 ext 313

This Policy will be reviewed and updated as necessary to respond to how the outbreak progresses

More Information

Manitoba Health Links: (204)788-8200 or Toll free at 1-888-315-9257

Online at: <https://misericordia.mb.ca/programs/phcc/health-links-info-sante/>

Government of Manitoba COVID-19 Resource Centre

Online at: <https://www.gov.mb.ca/covid19/index.html>

Government of Canada COVID-19 Resource Centre

Online at: <https://www.canada.ca/en/public-health/services/diseases/coronavirus->

Parents/Guardians must read, sign and comply with this Policy.

Student name, (please print)

I acknowledge that I have read and that my student has read and that we all understand and agree to comply with this COVID-19 RESPONSE STUDENT POLICY as set forth above. We as a family understand that failure to comply with this Policy will result in my student being sent home immediately for potentially causing unnecessary exposure to the facility.

Parent /Guardian (Printed) & (Signed)

Date

Director/Principal

Date

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