



AP 1-109– PROTOCOL FOR COVID-19 TESTING OF STAFF & VOLUNTEERS

BACKGROUND

This Administrative Protocol outlines processes related to COVID-19 testing of staff and volunteers. These processes apply in situations where an employee or volunteer is required to submit COVID-19 test results under **AP 1-108 Mandatory COVID-19 Testing of Staff and Volunteers**. These processes are subject to change based on the advice of public health officials.

PROCEDURES

1. Prior to the commencement of the workday and/or prior to entering into direct contact with a pupil, an employee or volunteer 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. Employees and/or volunteers will be provided all testing supplies by the Division.
2. 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 each employee or volunteer. In any event, an individual required to undergo testing will not attend to Division premises if more than 48 hours have elapsed since their last negative test result.
3. Should an employee or volunteer 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 that they have not complied with testing requirements and will not be attending.
4. Appointments for on-site self-administered testing must be made in advance. Appointments must be scheduled outside of the employee's workday or volunteer's engagement and, when applicable, allow for travel time from the test site to the school facility. Walk-ups are not permitted.
5. When rapid testing is required by the Division, 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 Western School Division Offices 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 5vi above, 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.

6. Supervised on-site self-administered testing will take place at the Western School Division Offices. 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 their immediate 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. 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 attestation form provided by the Division for purposes of verification.
10. The Division will designate test supervisors for supervision of self-administered on-site rapid testing of employees and volunteers.
11. 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.
12. 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;
 - 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).
- 13.** Should a rapid test yield positive results—if conducted on-site, the employee or volunteer must leave their workplace as soon as it is operationally safe to do so, or, if they are tested away from their workplace must not attend their workplace.
- 14.** The employee or volunteer bears the responsibility to immediately self-isolate and should 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.
- 15.** An employee 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.
- 16.** 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](#), [AP 1-600 Freedom of Information and Protection of Privacy](#) and [AP 6-704 Records Management](#) as appropriate.

Adopted: October 2021