



Parkland School Division

Covid-19 Record Keeping Protocol

Students will return to school daily at the beginning of the new school year. There are record keeping measures that everyone has to follow to assist in tracing in the event of a COVID-19 investigation by Alberta Health Services, Occupational Health and Safety, Alberta Education, or Parkland School Division. This Record Keeping protocol will be in effect for the duration of the COVID-19 pandemic.

All documents if currently in a digital format should be saved as a PDF document. For documents that need to be digitized. Scan in color at 300 DPI with OCR turned on. If a document is updated do **NOT** delete the prior versions These documents do not currently have a retention period and will be kept indefinitely or until a retention period is determined and then would be destroyed based on the document's retention schedule.

All files should be saved to the Parkland School Division shared drives J:>Schools>SchoolCode>COVID Records.

A1 - Covid-Custodial Walk Through and Plan	8/26/2020 8:04 AM	File folder
A2 - Cleaning Checklists	8/26/2020 11:04 AM	File folder
B1 - Negative Covid-19 Tests - Declaration of Negative Covid-19 Test	8/26/2020 8:03 AM	File folder
B2 - Pre-Existing Conditions-Students	8/26/2020 8:03 AM	File folder
B3 - Pre-Existing Conditions-Staff	8/26/2020 8:03 AM	File folder
B4 - Covid-19 Vistor Checklists	8/26/2020 8:02 AM	File folder
B5- Vistor Sign in Sheets	8/26/2020 11:13 AM	File folder
C1 - Seating Plans	8/26/2020 8:03 AM	File folder
C2- Other Cohorts	8/26/2020 11:16 AM	File folder
D1 - Staff Meeting Minutes	8/26/2020 11:05 AM	File folder
D2 - OH&S Meeting Minutes	8/26/2020 11:06 AM	File folder
D3 - OH&S Inspection Checklists	8/26/2020 2:13 PM	File folder
D4 - Field Trip Documentation	8/26/2020 2:13 PM	File folder

General Building Safety

Enhanced Cleaning and Disinfecting

- *COVID:Custodial Walkthrough and Plan* is a site based plan developed by the Principal and Custodian and shall be saved as [YYYYMMDD_SchoolName_CleaningPlan.PDF](#) within A1 – Covid Custodial Walk through and Plan.
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Cleaning Checklist

- *Enhanced Cleaning Protocol – Surface Checklist* is a cleaning log within each site and shall be stored in a binder in the custodians room and be available for inspection when requested. These checklists are saved weekly as [YYYYMMDD_SchoolName_Cleaning Checklist.PDF](#). These will be saved within A2 – Cleaning Checklists.
- Classroom Checklist – must be completed daily and saved weekly as [YYYYMMDD_SchoolName_ClassroomCleaningChecklist.PDF](#) within A2- Cleaning Checklists.

Screening

Negative COVID-19 tests / Declaration of Negative COVID-19 Test

- Student and staff negative COVID-19 results or the Negative COVID-19 Test Declaration should be saved as [YYYYMMDD_Student/Staff ID number_COVID-19Result.PDF](#) or [YYYYMMDD_Student/Staff ID number_COVID-19Declaration.PDF](#) within B1-Negative Covid-19 Tests-Declaration of Negative Covid-19 Test.

Pre-Existing Conditions – Students

- A number of students will have pre-existing conditions that present as COVID Symptoms. As per AHS Guidelines, an initial Negative COVID Test and documentation of preexisting conditions (i.e. letter from Dr., copy of prescription, etc.). Schools must keep records of children's known Negative COVID-19 Test and or pre-existing conditions shall be saved as [YYYYMMDD_StudentID_PreExistingConditions.PDF](#) within B3 – Pre-Existing Conditions-Students.
- In addition, the names and general description of pre-existing conditions shall be given to the Director of Transportation Services and Transportation Services Supervisor.

Pre-Existing Conditions - Staff

- A number of staff will have pre-existing conditions that present as COVID Symptoms. As per AHS Guidelines, an initial Negative COVID Test and documentation of preexisting conditions (i.e. letter from Dr., copy of prescription, etc.). Schools must keep records of staff's known Negative COVID-19 Test and or pre-existing conditions shall be saved as [YYYYMMDD_StaffID_PreExistingConditions.PDF](#) within B3 – Pre-Existing Conditions-Staff.

COVID-19 Visitor checklist

- Have visitors complete the checklist within the [Visitor Entry Protocol for Schools and PSD Sites](#) and save it using the following naming convention: [YYYYMMDD_SchoolName_VisitorChecklist.PDF](#) within under B4-Covid-19 Visitor Checklists. This can be done as by scanning a batch of checklists at the end of each week and saving one file for a particular week.

Visitor Sign-in Sheets

- Scan the form and save it at the end of each week using the following naming convention: [YYYYMMDD_SchoolName_VisitorSignIn.PDF](#) within B5-Visitor Sign in Sheets.
- Visitor sign in sheets must be used for any visitor to the school that moves beyond the school office. It is not necessary to have couriers, parents that stop in to pick/drop-off students, etc. sign in using the Visitor Sign-in Sheet.

Physical Distancing

Class seating plans

- Class seating plans should be prepared by teachers and submitted to school administration. If seating plans change they must be resubmitted. Seating plans shall be scanned and saved with the file name of [YYYYMMDD_SchoolName_ClassIdentifier_SeatingPlan.PDF](#) within C1-Seating Plans. Example: [20200826_Greystone_Math7B_SeatingPlan.PDF](#)

Other Cohorts

- Other Cohort groups within the school such as clubs or sports shall be tracked with a list of all those present including teachers and coaches. The list should be updated with each change and saved as [YYYYMMDD_SchoolName_DescriptionofCohort.PDF](#) within C2-Other Cohorts.

Student Transportation

Bus Seating Plan

- Bus seating plans should be created by each bus driver and submitted to transportation. If seating plans change they must be resubmitted. The plan should be saved as [YYYYMMDD_BusRoute_SeatingPlan.PDF](#) within C1-Seating Plans.

Zonar Scanning Logs

- Zonar scanning logs that track riders on buses reside in the Zonar system.
- It is imperative that all students use their RFID scanning card when boarding and exiting the bus to assist with contact tracing.

Bus Cleaning Log

- Bus Cleaning logs shall be kept by kept on each bus and be available for inspection when requested. These must be submitted to Parkland School Division Transportation Services weekly. They will be saved as [YYYYMMDD__BusRoute_BusCleaningLog.PDF](#) within A2-Cleaning Checklists.

Other Documentation

Student Attendance

- Student attendance is documented in PowerSchool and records will reside in the PowerSchool system.
- During the COVID pandemic it is critically important for daily attendance to be taken promptly and accurately to assist with contact tracing.

Staff Attendance

- Staff attendance is documented with Atrieve and records will reside in the Atrieve system.

Staff Meetings

- Minutes should be kept of all staff meetings where COVID-19 protocols are discussed and saved as [YYYYMMDD_SchoolName_MeetingDescription_Meeting Minutes.PDF](#) within D1-Staff Meeting Minutes.

Occupational Health & Safety (OHS) Meetings

- Minutes shall be kept of all meetings including discussions about COVID-19. In addition to the regular school record retention of these documents, save a PDF copy of the OHS Site Committee Meeting Agenda and Meeting Notes/Minutes as [YYYYMMDD_SchoolName_OHSMeetingMinutes.PDF](#) within D2-OH&S Meeting Minutes.

OHS Inspections checklists

- Required Checklists should be completed as per schedule and saved as per regular school record retention. In addition to the regular school record retention of these documents, save a PDF copy of the Completed Site Inspection Checklist as [YYYYMMDD_SchoolName_OHSInspectionChecklist.PDF](#) within D3-OH&S Inspection Checklists.

Field Trips

- All documents including copies of the guidelines/measures related to COVID-19 that the venue is using must be saved, attendance lists, cohort groups or any other applicable documentation regarding COVID-19 should be saved to this file.
- Files should be named using: [YYYYMMDD_SchoolName_FieldTripDescription.pdf](#) within D4-Field Trip Documentation.

Email Communication

- It is essential that all email or electronic correspondence regarding COVID be kept until further notice.