



Substitute Teacher - Protocol for Schools and Parkland School Division Sites

A substitute teacher is an on-call replacement teacher who is filling in for a contractual teacher who is away. As substitute teachers within PSD will be visiting a number of schools and classrooms, additional protocols and attention to COVID safety procedures is essential.

COVID-19 can be spread by infected individuals who have not yet, or who may never develop symptoms. It is our shared responsibility to ensure our schools and sites remain healthy. This Substitute Teacher Entry Protocol exists as part of a number of new school safety measures to combat COVID-19.

The health questionnaire supports a transition toward a culture where everyone recognizes the shared responsibility to keep the Parkland School Division family safe. The strategy is built on a foundation of awareness, trust and shared responsibility.

Procedure for substitute teacher bookings

Substitute teacher assignments will continue to be booked, accepted and filled through Employee Self-Serve and the Workboard in the same manner as they were done prior to COVID-19.

It is very important that all substitute teachers familiarize themselves with PSD's COVID-19 School Re-entry plans and protocols. These plans change as required and are updated frequently. The most up-to-date versions are found [here](#).

Arrival at the school

- The [COVID-19 Self-Screening Form for Substitute Teachers and Casual Support Staff](#) will need to be filled out every time prior to arriving at the school.
- Upon arrival at the school the form will need to be signed, and a copy of the completed screening form will be kept by the school/division.

Substitute Assignment - Lesson Plans

- Teachers should be providing the substitute teacher with lesson plans that support physical distancing, and can be taught from the front of the classroom.

Masks

- Masks are **mandatory** at all times **while in school common areas** including hallways, bus transfer stations, foyers, etc.
- Masks must be worn by substitute teachers **when they cannot maintain appropriate physical distancing** of 2 meters from students, including when in classrooms. Please refer to the [Parkland School Division Mask Protocol](#).

Cleaning Protocols

- All substitute teachers must use the hand sanitizing station when entering the school, at the start and end of every class and after any activity where the substitute teacher has to touch shared objects (keyboards, educational equipment, etc.).
- Substitute teachers are asked to clean and disinfect individual work spaces and equipment (i.e. teacher desk or computer) before using and following use of a new work space or piece of equipment.

Responding to Illness

- If a student develops symptoms while at the school, the substitute teacher will be required to discreetly ask the student to immediately put on a mask and maintain at least 2 meters away from others.
- The substitute teacher will be required to contact the office to possibly have the student moved to a separate room and implement [PSD Responding to Illness protocol](#).
- If the substitute teacher develops symptoms while at school, they must contact the office immediately.
- The substitute teacher will be required to go home and complete the AHS self-assessment and follow direction from AHS.

Staff Lunchroom

- Should the substitute teacher require use of the common lunchroom, it is expected that the substitute teacher will clean and disinfect all surfaces they contact.

Exiting Requirements

- At the end of the substitute teachers shift, they are required to clean and disinfect their individual work space and equipment (i.e. computer or laptop).
- The substitute teacher must sign out at the office and return any keys or items the office may have provided them.
- The substitute teacher is required to use the hand sanitizing station when leaving the school.

Screening Requirements for School or Site Entry – Parkland School Division

- Before arriving at the school, all substitute teachers must self-screen for symptoms using the [COVID-19 Screening Questionnaire](#).
- If YES is answered to any of the questions, the substitute teacher should NOT go to, or enter the school until they complete the [Alberta Health Services Online Assessment Tool](#) to determine whether they need to be tested for COVID-19 or self-isolate.
- If testing is recommended, schedule a COVID-19 test as soon as possible <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>. You may return to subbing, pending the result of the test (no COVID detected) and the completion of the [PSD COVID-19 Negative Test Declaration for Substitute Teachers and Casual Support Staff](#)
- If the [Alberta Health Services Online Assessment Tool](#) does not require the substitute teacher to self-isolate or require them to undergo a COVID-19 Test, they are free to go to work.

Again, substitute teacher screening shall be applied to all teachers who are not regularly in the school or site. Basically, **if the building you are entering is not your regular place to be – then you will need to fill out and sign the [COVID-19 Self-Screening Form for Substitute Teachers and Casual Support Staff](#).**

- A copy of the completed COVID-19 Self-Screening Form shall be kept on file at the school or site.
- Screening shall be completed in a manner that maintains physical distancing and avoids contact as much as possible.
- Individuals who do not comply with the completion of the screening form will be denied access to the school or site.
- Screening shall be completed in a manner that treats individuals with respect and dignity, providing them with information so that the reasons for screening are well-understood.