



Casual Support Staff - Temporary Entry Protocol for Schools and Parkland School Division Sites

A 'casual support staff' is an on-call replacement who is filling in for a contractual support staff who is away. As casual support staff 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 Casual Support Staff 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 casual support bookings

Casual support 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 casual support 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.
- Casual Support - Assignment Plans
 - Support staff should be providing the casual support with plans that try to support physical distancing.

Personal Protective Equipment (PPE)

- **Masks are strongly recommended while in school common areas including hallways, bus transfer stations, foyers, etc.**
- **Masks must be worn by casual support when they cannot maintain appropriate physical distancing from students, including when in classrooms.** Please refer to the [Parkland School Division Mask Protocol](#).
- **All casual support will be required to wear a mask at all times when they cannot maintain physical distance of 2 meters.**

Enhanced Cleaning & Hygiene

- All casual support must use the hand sanitizing station when entering the school, at the start and end of every class and after any activity where the casual support has to touch shared objects (keyboards, educational equipment, etc.).
- Casual support staff are asked to clean and disinfect individual work spaces and equipment (i.e. 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 casual support will be required to discreetly ask the student to immediately put on a mask and maintain at least 2 meters away from others.
- The casual support will be required to notify the teacher who will in turn contact the office to possibly have the student moved to a separate room.
- If the casual support develops symptoms while at school, they must contact the office immediately.
- The casual support will be required to go home and complete the AHS self-assessment and follow direction from AHS.

Staff Lunchroom:

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

Exiting Requirements

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

Screening

- Before arriving at the school, all casual support must self-screen for symptoms using the Substitute Teacher and Casual Support Staff COVID-19 screening questionnaire (found at the end of this document).
- If YES is answered to any of the questions, the casual support 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 the [Alberta Health Services Online Assessment Tool](#) does not require the casual support to self-isolate or require them to undergo a COVID-19 Test, they are free to go to work.

Again, casual support staff screening shall be applied to all support 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 attached form.**

Screening Requirements for School or Site Entry – Parkland School Division

- Staff members who visit a school or site that is not their regular place of business must also complete and sign the COVID-19 Self-Screening Form for Substitute Teachers and Casual Support Staff (attached).
- A copy of the completed COVID-19 Self-Screening Form shall be kept on file.
- 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.

If you have answered "Yes" to any of the below questions, please DO NOT enter the school at this time UNTIL YOU USE the [Alberta Health Services Online Assessment Tool](#) to determine whether you 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 - (Substitute Teacher – Casual Staff) Fit for School Declaration.

COVID-19 Alberta Health Services Daily Checklist (Adults 18 years and older)

If you have traveled outside Canada in the last 14 days, follow the [Government of Canada Travel, Testing, Quarantine and Borders](#) instructions, including any requirements for exempt travelers related to attending high-risk environments.

1.	Do you have any new onset (or worsening) of the following symptoms	CIRCLE ONE	
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Runny nose	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO

If you answered "YES" to any symptom:

- Stay home.
- Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation.
- Individuals with fever, cough, shortness of breath, runny nose, sore throat or loss of sense of taste or smell are required to isolate for 10 days as per CMOH Order 39-2021 OR receive a negative COVID-19 test and feel better before returning to activities.

If you answered "NO":

- You may attend work, school, and/or other activities.

Reason for entering the school (include location, name of staff you are subbing for, etc.). Your details help us in the event of an outbreak:

NAME	SIGNATURE	DATE