

# Public Schools Branch

## OPERATIONAL POLICY

COVID-19 Vaccination Information and Testing	
<i>Policy Section</i> <b>School and Workplace Safety</b>	<i>Policy Number</i> <b>609</b>
<i>Pages</i> <b>5</b>	<i>Approved Date</i> <b>October 4, 2021</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>October 4, 2021</b>
<i>Replaces:</i>	

### 1.0 DEFINITIONS

- 1.1 Chief Public Health Officer - The Chief Public Health Officer appointed under the *Public Health Act*.
- 1.2 COVID-19 Vaccination Record - A record of information, issued to a person by a government, health authority, or licensed health care provider, to indicate that the person identified in the record has been vaccinated for COVID-19 on a certain date(s) with one of two doses of a vaccine authorized by Health Canada for use in relation to the COVID-19 pandemic, and which may include a record of vaccination from a province or territory in Canada which details:
  - 1.2.1 The person's name, address, provincial health number, and date of birth;
  - 1.2.2 The name of the vaccine and dose administered;
  - 1.2.3 Identification of the manufacturer and/or lot number of the vaccine;
  - 1.2.4 The date on which the vaccine was administered.
- 1.3 Director - The person appointed as the chief operating officer of the Public Schools Branch.
- 1.4 Staff or Staff Person - An employee (full time, part time, temporary, casual, substitute, probationary, and seasonal), staff or contractor of the Public Schools Branch who provides a front-line service to individuals and has Prolonged exposure in close proximity (within 2 meters) with those individuals and also includes Public Schools Branch employees who do not provide front-line services to individuals.
- 1.5 Employer - The Public Schools Branch.
- 1.6 Fully Vaccinated - An individual who, after 14 days, has received the final dose of a completed series of a COVID-19 vaccine authorized by Health Canada.
- 1.7 Immunization - The process of getting a vaccine to provide protection against disease. The vaccine creates an immune response and antibodies are formed to provide protection against the disease.
- 1.8 Prolonged - A period of 15 cumulative minutes over 24 hours.
- 1.9 Supervisor - A person who has supervisory responsibilities for a Staff Person within the Public Schools Branch (e.g. Directors, Principals, Managers, etc.).

- 1.10 Unvaccinated - An individual who is not Fully Vaccinated and includes an individual who does not provide proof to the Employer that they are Fully Vaccinated against COVID-19.
- 1.11 Workplace - Any school premises, including school buses, and the Public Schools Branch offices and worksites.

## 2.0 POLICY STATEMENT

- 2.1 The Public Schools Branch is committed to maintaining a safe work and learning environment and to protecting Staff, students, volunteers, and visitors from the risk of infection from, and complications associated with, the SARS CoV-2 virus, the cause of COVID-19.
- 2.2 Vaccination of all eligible PEI residents is the cornerstone for preventing or decreasing the effects of COVID-19 in the province.
- 2.3 Individuals who are not Fully Vaccinated and those with complex medical conditions are most at risk for serious impacts of COVID-19, including death.
- 2.4 Testing for COVID-19 allows for early detection and preventing transmission of the virus and protecting school environments.
- 2.5 Staff have a duty to comply with COVID-19 Immunization recommendations in order to decrease the risk of infection and complications.
- 2.6 The Public Schools Branch is required to comply with the *CPHO Vaccination Information and Testing Policy Order for Front-Line Public Service Providers*

## 3.0 SCOPE

- 3.1 This policy applies to all Public Schools Branch Staff, volunteers, and visitors.

## 4.0 LEGAL AUTHORITY

- 4.1 Education Act ("Act")
  - 4.1.1 Section 20 (2)(c) of the Act ensures that each student enrolled at a school operated by the education authority and each staff member employed by the education authority is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and a sense of belonging;
  - 4.1.2 Pursuant to section 21 of the Act the Public Schools Branch is empowered to establish a policy to ensure the effective operation of its school system.
  - 4.1.3 Section 71 (f) of the Act places a responsibility on teachers to attend to the health, comfort and safety of students under the teacher's supervision;
  - 4.1.4 Section 74 (m) of the Act places a responsibility on principals to attend to the health, comfort and safety of the students.
- 4.2 Order of the Chief Public Health Officer
  - 4.2.1 The Chief Public Health Officer has issued a Public Health Order dated September 22, 2021 which requires the collection of vaccination status from all Staff of the Public Schools Branch.
  - 4.2.2 The Chief Public Health Officer has ordered that the Public Schools Branch enact a policy which requires Staff to be Fully Vaccinated or undergo regular COVID-19 testing. Non-compliance with this policy may result in leave without pay or lead to termination of employment.

## 5.0 PROCEDURES

5.1 The Director of the Public Schools Branch shall ensure the COVID-19 Vaccination Information and Testing Policy is implemented.

### 5.2 Vaccination Information Collection

#### Staff

5.2.1 The Employer shall collect information from all Staff on whether or not they are Fully Vaccinated before the Staff Person may continue their duties at a Workplace. The information shall include a statement from the Staff Person on whether they are either Fully Vaccinated or not Fully Vaccinated. In the case of a Staff Person stating that they are Fully Vaccinated they shall provide the Employer with a COVID-19 Vaccination Record.

5.2.2 Staff who, when requested by the Employer to provide the information under section 5.2.1, do not provide the information outlined in section 5.2.1 shall be considered to be Unvaccinated for the purposes of this policy.

5.2.3 If a Staff Person is not able to be Fully Vaccinated due to medical reasons they shall be considered Unvaccinated for the purposes of this policy.

5.2.4 Staff who are not Fully Vaccinated may be subject to Workplace restrictions at the Employer's discretion.

#### Volunteer

5.2.5 A volunteer is required to be Fully Vaccinated to enter a Public Schools Branch Workplace for a Prolonged period of time.

5.2.6 A volunteer is required to provide their COVID-19 Vaccination Record upon request to the Public Schools Branch prior to providing volunteer services or upon entering the Workplace

5.2.7 A volunteer who is not Fully Vaccinated or does not provide their COVID-19 Vaccination Record to the Public Schools Branch upon request, will be considered Unvaccinated for the purposes of this policy and will be required to undergo testing in accordance with section 5.3.

#### Visitor

5.2.8 A visitor, who is 12 years of age or older, is required to be Fully Vaccinated to enter a Public Schools Branch Workplace for a Prolonged period of time.

5.2.9 A visitor, who is 12 years of age or older, will be required to provide their COVID-19 Vaccination Record to the Public Schools Branch upon entering the Workplace.

5.2.10 A visitor, who is 12 years of age or older and is not Fully Vaccinated or does not provide their COVID-19 Vaccination Record will be considered Unvaccinated for the purposes of this policy and will not be provided access to the Workplace.

5.2.11 This section does not apply to a student who is visiting another school to participate in a school activity (i.e. playing on a school sports team against another school team.)

#### Community Use of Schools

5.2.12 Where a community group uses a school after hours, the community group organizer will be required to provide assurances to the Public Schools Branch as part of the rental agreement, that each participant who is 12 years of age or older is Fully Vaccinated and has provided the organizer with proof of vaccination status.

### 5.3 COVID-19 Testing and Control Measures for Unvaccinated Staff

- 5.3.1 Effective September 27, 2021 Staff who are Unvaccinated are prohibited from entering the Workplace, unless the Staff Person complies with the following measures:
- a) Comply with the Public Schools Branch Operational Procedure 607.1- Non-medical Mask;
  - b) Undergo testing for COVID-19 by means of a rapid test at their Workplace upon entrance to their Workplace, to a maximum of three times per week. Testing will be conducted pursuant to the Chief Public Health Officer Policy on COVID-19 Rapid Antigen Testing Guidance for Congregate Settings (Appendix A), and as may be updated from time to time. The rapid antigen tests are screening tests and a positive result is considered presumptive positive and must be confirmed with a lab-based test.
  - c) Testing and the collection of information will be conducted at the Workplace.
  - d) Testing will only be available for those Staff who are not Fully Vaccinated and are asymptomatic. Any Staff Person who is symptomatic or those who have been confirmed as a close contact of a positive case of COVID-19 shall avail themselves of one of the designated testing sites.

## 6.0 POSITIVE TEST RESULT

- 6.1 Where a Staff Person or volunteer tests positive under section 5.3.1(b), they must:
- 6.1.1 Notify the Public Schools Branch, and their employer if not the Public Schools Branch, of the presumptive positive test result;
  - 6.1.2 Leave the Workplace as soon as it is operationally safe to do so;
  - 6.1.3 Arrange to have a COVID-19 lab-based PCR test as soon as possible;
  - 6.1.4 Self-isolate until they receive their COVID-19 lab-based PCR test or as advised by a public health official;
  - 6.1.5 Advise the Public Schools Branch and employer, if not the Public Schools Branch, of the result of the COVID-19 lab-based PCR test; and
  - 6.1.6 Not return to the Workplace, unless the result of the COVID-19 lab-based PCR test is negative. If the lab-based test result is positive, the individual will be contacted directly by public health and directed to follow specific isolation and testing requirements.

## 7.0 DOCUMENTATION

- 7.1 Documentation of a Staff Person's COVID-19 Vaccination Record shall be maintained by the Director of Human Resources in the employee's electronic personnel file (PeopleSoft) to facilitate Public School Branch reporting requirements pursuant to the Vaccination Information and Testing for Front-Line Service Providers Order.
- 7.2 Verification of a non-staff person's vaccination status or test result if applicable, will be kept in a confidential and secure location at the school or Public Schools Branch office or worksite.

**8.0 MONITORING**

- 8.1 Supervisors shall conduct a review of the COVID-19 Immunization status of their respective Staff as directed in order to assess and promote compliance with this policy.

**9.0 APPENDIX**

- 9.1 Appendix A - Chief Public Health Officer Policy on COVID-19 Rapid Antigen Testing Guidance for Congregate Settings  
[https://www.princeedwardisland.ca/sites/default/files/publications/vaccination\\_information\\_and\\_testing\\_policy\\_template.pdf](https://www.princeedwardisland.ca/sites/default/files/publications/vaccination_information_and_testing_policy_template.pdf)
- 9.2 Appendix B - Chief Public Health Order - Vaccination Information and Testing for Front-Line Service Providers Order, September 22, 2021  
[https://www.princeedwardisland.ca/sites/default/files/publications/vaccination\\_information\\_and\\_testing\\_policy\\_order\\_for\\_front-line\\_public\\_service\\_providers.pdf](https://www.princeedwardisland.ca/sites/default/files/publications/vaccination_information_and_testing_policy_order_for_front-line_public_service_providers.pdf)

**10.0 CROSS REFERENCE**

- 10.1 *Education Act*
- 10.2 *Public Health Act*
- 10.3 PSB Operational Procedure 607.1 Non Medical Masks
- 10.4 PSB Operational Policy 605 Safe and Caring Learning Environments
- 10.5 PSB Operational Procedure 605.1 Safe and Caring Learning Environments
- 10.6 PSB Operational Policy 702 Community Use of Schools
- 10.7 PSB Operational Procedure 702.1 Community Use of Schools
- 10.8 CPHO COVID-19 Prevention and Self-isolation Order, September 20, 2021.

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