



Pandemic Health and Safety Plan

Background

KTCEA is committed to maintaining the health and safety of children, staff and students, and to maintaining the continuity of a child's educational program as much as possible during health risks of a national or global scale.

Guidelines

Due to the vulnerabilities of certain students, staff and families, KTCEA will establish health measures and pandemic protocols that meet or exceed provincial measures. It is expected that all families and staff will play key roles in maintaining and preserving the health of the broader KTCEA community during high-risk contagion events.

#	Procedure	Roles & Responsibilities
1.	The Superintendent, in consultation with senior staff, will prepare a Pandemic Health and Safety Plan in response to a Health Canada or World Health Organization communication or directive relating to an imminent or actual pandemic condition that could affect the KTCEA community. The Superintendent will immediately report such measures to the Board.	Superintendent
2.	The Pandemic Health and Safety Plan will include information relating to: <ul style="list-style-type: none"> 2.1 the timing and duration the safety measures will be in effect, 2.2 options for distance or at school learning, 2.3 masking protocols and requirements, 2.4 screening or travel restrictions for students, staff and visitors exhibiting symptoms or signs of illness, 2.5 staff and student testing requirements, 2.6 isolation or close-contact requirements, 2.7 household contact requirements 2.8 building cleaning and ventilation protocols 2.9 person-to-person distancing, instructional groupings, movement and circulation, crowds and gathering protocols 2.10 student transportation requirements and protocols, 2.11 food service protocols, 2.12 physical activities, intramural activities and field trips, 2.13 staff training and confirmation of commitment. 	Associate Superintendent Facilities & Operations, Health and Safety Coordinator
3.	During a pandemic condition, and in the event of a confirmed case of an infected student or staff member, the following steps will be taken: <ul style="list-style-type: none"> 3.1 Immediate isolation of the individual and notification of 	Superintendent, Principals, Site Managers, Health and Safety

	<p>parents/guardians,</p> <p>3.2 Principals and or site managers will contact the Superintendent immediately,</p> <p>3.3 the Health and Safety Coordinator will provide support to Principals with the process (for example providing information for contact tracing)</p> <p>3.4 The Superintendent's Office will provide notification to the First Nation Chief and Council, KTCEA Board Chair, First Nations Health Centre, Alberta Health Services, Director of Emergency Management and Environmental Health Officer (ISC).</p> <p>3.5 If contact was made between the individual and other students and employees, the Superintendent will initiate a meeting with the Nation's Chief and Council to determine the next steps regarding potential school closure.</p>	Coordinator
4.	The Health and Safety Coordinator will monitor compliance with the Pandemic Health and Safety Plan, and will conduct periodic audits regarding compliance and adherence to all protocols and measures.	Health and Safety Coordinator

Definitions:

Incidents are circumstances involving accidents, personal injury, psychological trauma, assaults, property loss, damage or theft.

References:

- Policy 3 – Respectful, Caring and Safe Schools and Workplaces
- Alberta Occupational Health and Safety Act
- Alberta Occupational Health and Safety Code
- Alberta Occupational Health and Safety Regulation

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.