

Mandatory COVID – 19 Testing of Staff and Visitors Procedures

This Administrative Procedures outlines procedures related to COVID-19 testing of staff, volunteers or visitors. These procedures apply in situations where an employee, volunteer or visitor is required to submit COVID-19 test results under Policy HD, “Mandatory COVID – 19 Testing of Staff and Visitors. In accordance with **GUIDELINE G** of the aforementioned policy, these procedures are subject to change based on the advice of public health officials.

1. Prior to the commencement of the workday and/or prior to entering into direct contact with a pupil, an employee or volunteer that has not provided proof that they are fully vaccinated must self-administer a COVID-19 rapid test, or other test as specified by the Division, up to three times per week according to the schedule determined by the Division. At the discretion of the Division, employees and/or volunteers may be provided all testing supplies.
2. When rapid testing is specified by the Division as the testing method, three rapid tests must be self-administered each week for all persons who work or volunteer on a full-time basis, of which a minimum of one rapid test must be self-administered on-site with designated test supervision. The schedule of on-site self-administration will be determined by the Division/Supervisor. Sample schedules for employees working or volunteers being engaged daily:
 - i. On-site – Monday; at home – Wednesday & Friday
 - ii. On-site – Tuesday; at home – Thursday & Monday
 - iii. On-site – Wednesday; at home – Friday & Monday
 - iv. On-site – Thursday; at home – Monday & Tuesday
 - v. On-site – Friday; at home – Monday & Wednesday
 - vi. On-site – two or more days per week.

As per 2 (vi) above, at the discretion of the Division, employees and/or volunteers may be required to undergo supervised on-site self-administration on a more frequent basis.

3. The period of time between the self-administration of tests will not exceed 48 hours during the week, and self-administration of tests will not exceed 48 hours prior to engaging in direct contact with pupils, whichever is applicable to every employee or volunteer.
4. Should an employee or volunteer fail to undergo rapid testing within 48 hours prior to engaging in direct contact with pupils, they must not attend the workplace or facility and, for all employees and volunteers, must immediately notify their principal/supervisor or other person designated by the Division.
5. Appointments for on-site self-administered testing must be made in advance. Appointments must be scheduled prior to the beginning of the employee’s workday or volunteer’s engagement and, when applicable, allow for travel time from the test site to the school facility.
6. Employees and/or volunteers are to arrive at scheduled appointment times, not earlier. Employees and/or volunteers will observe physical distancing while waiting, don a medical

mask upon entering, perform hand hygiene upon entering, self-monitor for COVID-19 symptoms before attending the onsite supervision, and self-isolate when sick.

7. An employee who is not at work, or a volunteer who is not on site, on a day that they are scheduled to self-administer the rapid test on-site, must cancel their appointment as far in advance as possible and notify the test supervisor. The employee and/or volunteer is required to schedule another appointment on the day of their return to the BPSD facility, prior to entering the school facility and/or prior to entering into direct contact with a pupil.
8. Testing will not occur during periods of extended leave (one-week duration or longer), but testing must resume no more than 48 hours prior to returning to the workplace and/or facility.
9. The results of self-administered tests conducted at home may be subject to verification by the Division/Supervisor. Home test results must be recorded on the form provided under Part IV of the September 11, 2021 memorandum issued by the Manitoba School Boards Association or any other attestation or verification form that a Division may have developed and provided for purposes of verification.
10. The Division will designate test supervisors for supervision of self-administered on-site rapid testing of employees and volunteers.
11. At all times, on-site rapid testing is to be self-administered by those employees or volunteers who are subject to mandatory testing requirements. Test supervisors must not themselves administer tests.
12. The test supervisor will:
 - i. monitor on-site self-administration of rapid tests by employees;
 - ii. ensure that the sampling and testing procedures are completed effectively and in keeping with guidelines;
 - iii. verify and witness rapid test results;
 - iv. respect employee or volunteer privacy and confidentiality;
 - v. provide direction to supervised employees or volunteers regarding the safe, on-site disposal of completed test units;
 - vi. receive training on and implement applicable workplace safety and health protocols, including those related to handling and disposal of hazardous and/or medical waste; and
13. Should a rapid test yield positive results—whether conducted at home or on site, the employee or volunteer must leave their workplace as soon as it is operationally safe to do so, if they are tested at their workplace or must not attend their workplace, if they are tested at a location that is not their workplace.
14. The employees or volunteer bears the responsibility to immediately self-isolate and seek confirmation of test positivity by completing a Polymerase Chain Reaction (PCR) COVID-19 test at the nearest Provincial testing site, at the earliest possible time.

To be clear, the Division is not responsible for reporting positive test results to Public Health, based on an at-home or on-site rapid test. If the employee's or volunteer's PCR test confirms positivity, public health notification and contact tracing measures will be operationalized.

15. An employee or volunteer who has tested positive must not return to their workplace until:
 - i. They provide proof of a negative PCR test, or
 - ii. Written notice from public health official that authorizes them to return to their workplace; or
 - iii. Ten (10) days have passed since they tested positive on a rapid COVID-19 test.

16. The Division will provide for secure retention, retrieval and destruction of all records, in compliance with privacy, confidentiality and all safeguards concerning the protection of personal health information.

Approved: October 19, 2021