

# CESD COVID-19 Rapid Screening Test Program

Updated January 4, 2022



## Background

Since October 2021, Chinook's Edge School Division (CESD) has been participating in Alberta's free asymptomatic COVID-19 screening program that supplies thousands of rapid tests to the Division at no cost. The temporary program, funded by the government, is voluntary and available to all CESD staff. It is important to note that the masks and rapid test kits for home use being provided by the government beginning later in January 2022 are separate from this rapid screening test program.

## Screening Locations

Each school and CESD building will identify individuals (minimum 2 per site) who are responsible to supervise the self administration of the rapid tests. These individuals honour the privacy of staff who participate and maintain confidential records required by the Division. Each school or site will identify a private location where the tests can be administered confidentially.

## Voluntary and Free for All CESD Staff

The free COVID-19 rapid screening tests are available at no charge to any **asymptomatic** CESD staff member who chooses to participate. This may include, but is not limited to, staff who:

- Feel that regular screening helps provide peace of mind for themselves or their families;
- Are responding to increased COVID-19 cases in the province or in a community setting;
- Have increased vulnerabilities to the risks of COVID-19;
- Would like to use the rapid tests to meet the requirements of [AP 4-33 COVID-19 Harm Reduction Procedure for Employees, Contractors and Volunteers](#).

Staff who are interested in receiving a rapid screening test, but do not wish to access this free 'in house' option, are encouraged to explore rapid screening test options at a laboratory or pharmacy at their own cost. CESD rapid screening tests may not be used for students, parents or community members.

## Pre-Screening

Prior to conducting a Screening Test on an individual, the designated test supervisor is required to pre-screen the individual to ensure that:

- a. they do not have symptoms of COVID-19;
- b. to the best of their knowledge, they are not a close household contact of someone who has tested positive for COVID-19; and
- c. they have not been diagnosed with COVID-19 in the six weeks prior to the date of the Screening Test.

Only individuals who sign a [CESD Rapid Testing Consent Form](#) will be administered a test.

## Use of PPE by Staff

These guidelines must be followed:

- The test supervisor will wear a mask and gloves and keep the testing area sanitized.
- Staff will be asked to wear a mask, maintain physical distancing and use hand sanitizer before and after the self-administration of a test.
- All biohazardous material will be disposed of in the container provided and the collection of the material will be coordinated by the CESD safety officer.

## NEW - Results and the Protection of Personal Information

The trained staff test supervisor will communicate **in confidence** with the individual regarding the results of the test if the result is positive.

Where the result of an individual's Screening Test is positive, the test administrator who administered the test on behalf of CESD will provide the individual with the following information:

Following the positive result, they must isolate immediately. 24 hours after the initial positive result, they will take a second rapid test.

- o If the second test is positive, they must stay isolated for a full 5 days (if fully vaccinated) 10 days (if partially or unvaccinated) from the first positive test.
- o If the second test is negative, and they are still asymptomatic, they can cautiously resume regular activities while continuing to follow all public health guidelines.

Staff members will be sent home with one rapid test so that they can do the second test safely at home. The staff member is expected to report the results of the second test to the testing supervisor so that it can record it on the record sheets.

Negative Results: Where the result of an individual's Screening Test is negative, the test supervisor who administered the test on behalf of the Division will record the result as required.

### **Recording Results**

The trained test supervisor will record the required information at the end of each week. The following will be recorded and stored in a secure manner.

- i. Number of Screening Tests used;
- ii. Number of invalid Screening Test results;
- iii. Number **and names** of individuals who tested positive with a Screening Test;
- iv. Number **and names** of individuals who tested negative with a Screening Test; and
- v. Number of any known positive Screening Tests that were:
  - Confirmed positive for COVID-19 through a follow-up lab-based AHS Diagnostic Test;
  - Confirmed negative for COVID-19 through a follow-up, lab-based AHS Diagnostic Test; and
  - Unconfirmed through a follow-up, lab-based AHS Diagnostic Test because results are pending or unknown.

Records involving screening tests will be reported and stored in a secure manner and only individuals who need to know the information will have access to it. The Division would like to thank you for going this extra mile to support our staff and to help keep our schools and buildings safe during this challenging time.

Each work site will maintain a record of rapid testing completed on the sheet provided by Corporate Services. The weekly summary sheet will be completed by each school like it has since October 12, 2021.

### **Making Arrangements for Participation in the Program**

Regardless of the reason, the rapid screening tests are available at no charge to any **asymptomatic** CESD staff member who chooses to participate. It is important to note that:

- It is up to each individual staff member to make arrangements with schools, departments and offices to access the rapid screening program at the times made available by each site.
- Breaks, holidays, and non-instructional days could impact the actual day of the week the tests are available.

- Tests are generally to be completed outside of regular working hours for the staff who choose to participate.
- Options may exist for staff to participate at different sites at different times, with prior approval of that site's principal or supervisor.

### **Information for Staff Who Wish To Access the Program as part of AP 4-33**

CESD recognizes that we have some staff who will make the choice to access the voluntary rapid testing program to fulfill a requirement as a part of AP 4-33. The following information is designed to help support our staff who choose to do so.

- **Rapid Testing Results Form:** To fulfill the requirements of AP 4-33, all staff, including substitute teachers and casual support staff, must complete this [COVID-19 Test Results Form](#) for each rapid test taken in addition to the other steps outlined above.
- **School Based Staff** (teachers, educational assistants, admin support, custodians and any other support staff at the school) accessing the program as part of AP 4-33 will be tested prior to starting their work day on Mondays and after the completion of the work day on Wednesdays.
- **Bus Drivers** who would like to access the program as part of AP 4-33 are asked to inform the Director of Transportation by January 4, 2022 which school or work site they wish to have their rapid tests completed at. Bus drivers can be tested on Mondays immediately following completion of their morning run and prior to starting their afternoon run on the Wednesday of each week.
- **Division Office Staff** (dos, facilities, transportation, LAN Tech, FSW, REST, YES, CLC) as a general rule will be tested at their usual place of work prior to starting their work day on Mondays and after the completion of the work day on Wednesdays. As noted above, arrangements may be made for a few individuals to have their tests completed at a school site. Staff wishing to have testing done at a school site must make contact with that school prior to January 4, 2022.
- **Substitute Teachers and Casual Support Staff** can be tested at schools and should make arrangements with those sites. It is the responsibility of each substitute teacher or casual support staff member to ensure that they provide proof of a negative test.
- **NEW - Testing from home** is an option for staff to meet the requirements of AP 4-33. The following guidelines must be followed for those wishing to use this option:
  - Watch this [training video](#) before self administering a rapid screening test the first time.
  - Use the Division provided test kits to complete the rapid test;
  - Using a sharpie, write the date on the rapid test results device and take a picture ([sample picture](#)) of the results to upload when completing [COVID-19 Test Results Form](#) for each rapid test taken; and
  - Any staff wishing to test from home to meet the requirements of AP 4-33 are asked to confidentially email our Health and Safety Coordinator Rod MacLean at [rmaclean@cesd73.ca](mailto:rmaclean@cesd73.ca) (prior to January 10th) to let him know whether they would like a 12 week supply of testing kits delivered to their school on the next van run, or if they will be picking them up at Division Office during normal business hours.

### **Visitors, Volunteers, Contractors, and Student Teachers**

Volunteers and contractors cannot access the rapid tests provided to schools by the Division. The normal sign-in procedure for any volunteer or contractor in the school will serve as a record of who was in the school. Prior to signing the school form, the school will confirm the proof of vaccination or negative rapid test. If the volunteer or contractor is not able to provide the proof of vaccination or negative rapid test, they will not be permitted to sign the visitor sign in sheet and cannot enter the

building. No other documentation is required to be kept for volunteers or contractors. Students and staff of CESD are not considered volunteers, and will not be required to show proof of documentation each time they enter a Chinook's Edge building. Parents who are dropping off items or participating in a meeting at the school are not required to supply proof of vaccination or a negative rapid test. The AP 4-33 only applies to parents that are in the school as a volunteer.

We thank all Chinook's Edge staff, as we work together to keep our buildings safe and our schools open.