

COVID-19 FAQ'S

FOR STAFF

March 12, 2020

What should I do if I think I have COVID-19?

If you have symptoms such as fever, cough and difficulty breathing and have travelled outside Canada or have been exposed to someone who has COVID-19, stay home and call **Health Link 811**. If you are not seriously ill, do not go to a physician's office, a health care facility or a lab without consulting with **Health Link 811** first. Call 911 if you are seriously ill and need immediate medical attention and inform them that you may have COVID-19.

Will I get paid if I am off work due to COVID-19?

Yes. Contractually agreed paid sick leave will be provided to employees who are sick or absent for medical reasons. If you are experiencing symptoms of COVID-19 or if you have been advised by a qualified health practitioner that you must stay home for medical reasons, time away from work with pay will be granted in accordance with accumulated sick leave.

In self-isolation, as symptoms of your illness subside and you are able to work from home, we expect teachers to prepare lessons and substitute teacher plans, and use technology to provide continuity for students (see "How Can I Minimize Disruption for My Students" below).

If the decision is made to close schools, staff will continue to be paid in accordance with contracts.

When should I stay home?

Stay home if you develop a fever and/or cough or shortness of breath AND meet any of the criteria below:

In the 14 days before illness onset, you:

- Travelled to anywhere outside of Canada; OR
- Had close contact* with a confirmed or probable case of COVID-19; OR

- Had close contact* with a person with acute respiratory illness who has travelled anywhere outside of Canada within 14 days prior to illness onset.

Should I notify LRSD if I am traveling outside Alberta?

Yes. Tell your Principal if you plan to travel outside Alberta. Before booking or embarking on travel outside the province of Alberta, all LRSD staff are strongly encouraged to evaluate all associated risks, which may include the risk of becoming ill, falling under the restrictions of a foreign government, or forfeiting travellers cancellation or medical coverage.

If you are planning travel outside of Canada, consult the:

- [Public Health Agency of Canada's Travel Health Advisories page](#)
- [World Health Organization's bulletin for travel advice](#)

Anyone returning from any international location should consult the Info for Travellers section on the [Government of Alberta website](#) for more information about precautions to follow upon return to Alberta.

What about PD and work travel?

Effective immediately, Principals and staff are strongly encouraged to reconsider all non-essential travel, conferences, and professional development out of province and within Alberta.

What if my family member is sick with COVID-19?

Stay home and let your Principal know. Anyone with close contact* with a confirmed case of COVID-19 in the last 14 days is asked to self-isolate and limit your contact with others for 14 days, and call **Health Link 811** for additional advice.

What is my school and the Division doing to prevent COVID-19 infection?

We receive regular updates from Alberta Health Services and follow their guidelines for infection prevention and control. In addition, LRSD has a Pandemic Management Plan in place to prepare for and respond to COVID-19.

We are carefully monitoring the situation daily and have implemented strategies to minimize spread and prepare for absences, such as increasing custodial staff hours, increasing disinfecting frequency, cross-training staff for essential services, and using technology to provide learning continuity when staff or students are absent.

Will extra-curricular student events still go ahead as planned?

As of March 12, the Alberta government is banning all gatherings of more than 250 people. Student sports and events may be cancelled or postponed. We will review each situation with careful consideration and with as much advance notice as possible.

How can I minimize disruption for my students?

Teacher and student absences have the potential to cause great disruption for student learning. Using technology is one strategy to help provide continuity of education. Teachers are encouraged to be comfortable using LRSD's virtual learning tools, including:

- Google Classroom, Hangouts, Meet
- Classroom web pages
- Enhanced Learning Model
- OverDrive
- Emailed lessons

In advance of potential illness of yourself or your students, plan to ensure students have access to online learning tools as appropriate.

For those students with limited internet access, teachers and Principals should work with families on a case-by-case basis to help provide materials and instruction.

How do I talk to students about COVID-19?

COVID-19 can be scary and worrisome for everyone. You can help your students feel more safe and empowered as you:

- Limit exposure to sensational news and social media
- Encourage discussion with facts and age-appropriate information
- Practice proper hand hygiene and cover your mouth with an elbow or tissue when you sneeze or cough
- Discourage sharing food, water bottles, pens, etc.

Your FSL has more information to share. See also the "Talking to Kids About COVID-19" document from LRSD.

Where can I get more information?

LRSD will post regular COVID-19 updates and information at www.lrsd.ca.

Visit the following websites if you have further general questions about what COVID-19 is, how it is spread, or how many cases there are in the world at present.

You can call **Health Link 811** if you have additional questions about what you need to do to protect yourself and your family against getting a COVID-19 infection.

- [Alberta Health](#)
- [Public Health Agency of Canada](#)
- [World Health Organization](#)

*A close contact is defined as a person who provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact with the person without consistent and appropriate use of personal protective equipment OR who lived with or otherwise had close prolonged contact (within 2 metres) with the person while they were infectious OR had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment.