

March 12, 2020

COVID-19 Letter to Parents & Staff

Subject: Employee BUSINESS & PERSONAL Travel DIRECTIVE for REPORTING

As information is made available from Alberta Health and Alberta Education, we will distribute information to you in a timely manner. Our main goal is to prevent the health care system from being overloaded, while keeping everyone safe.

Information Primarily from: College of Alberta School Superintendents, U of Alberta, & Legal

To protect the health, safety and wellness of our learning community and the greater Alberta community, Grande Prairie & District Catholic Schools has issued a new travel directive - effective immediately.

March 12, 2020 **Effective: March 12th 8:30 AM**

For all Grande Prairie & District Catholic Employees

The overarching aim of this directive is to protect the health, safety and wellness of our education community and the greater Alberta community. These directives also help ensure business continuity across our Division. These directives have been developed in conjunction with best practices established by public health authorities and are designed to protect individual members of the education community and to help reduce the spread of illness.

Travel restrictions while conducting Business for GP & District Catholic Schools

Effective immediately, all travel (staff, faculty and students) to locations designated by [Global Affairs Canada](#) as “Level 3 - avoid all non-essential travel” and “Level 4 - avoid all travel” is suspended until further notice. In addition, the Office of the Superintendent must approve all Division related travel outside the Peace Region. To seek approval, submit your request to covid@gpcsd.ca with details on why travel would be considered essential.

All travel outside Alberta not considered vital to the academic mission of the Division is also suspended. If you are uncertain or require advice about this requirement, please discuss with your Superintendent of Schools, Karl Germann.

No member of the community is expected to travel on behalf of the Division if they are not comfortable doing so, even when it could be considered vital to the academic mission of the Division.

Travellers are expected to take all reasonable precautions to minimize the likelihood of exposing the university community to increased risk upon their return.

Staff, faculty and students already abroad on Division business should contact the Office of the Superintendent of Schools to ascertain whether they should return home and what precautions they are to take once back in Alberta.

Registering Business Travel: Immediate Action Requested

Effective immediately, all employees travelling outside the province of Alberta on Division business are required to register their travel plans at covid@gpcsd.ca **as soon as possible**.

Personal Travel

Before booking or embarking on travel outside the province of Alberta, all members of the Division 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 traveller's cancellation or medical coverage.

At this time, we are requesting that all staff embarking on personal travel register their plans (location & date) with their school principal. Staff in Maintenance, CEC, or IT register with the Office of the Superintendent.

All members of the community returning from a jurisdiction with an active travel health notice from the Government of Canada, whether the travel was business or personal travel, are expected to take reasonable steps to prevent exposing our community to risk. This includes self-monitoring and, if returning from a level 3 or level 4 locations such as Hubei province, China, Italy, or Iran self-isolating for 14 days.

If a member of the household is required to self-isolate

All members of the Division who share a household with an individual who is self-isolating due to a reasonable risk of exposure to COVID-19 are expected to do likewise unless advised otherwise by Alberta Health Services. Division employees are expected to discuss the situation with their supervisor (Principal or Superintendent) and make alternate arrangements, such as telecommuting, to the extent possible.

Visitors to Grande Prairie & District Catholic Schools

All visitors and contractors are expected to take all reasonable precautions to prevent the spread of COVID-19 to members of the Division, including the precautions described above.

If a member of the Division or School Community has plans to host visitors to any school or office in the Division, they are required to assess the risk exposing the community to COVID-19. This includes confirming that any visitors who have travelled to or from high-risk locations designated by Global Affairs Canada as “Level 3” and “Level 4” have taken the appropriate steps regarding self-isolation for 14 days regardless of their current health.

Individuals in self isolation should closely watch for symptoms such as fever, cough or difficulty breathing and call Health Link (811) if any of these symptoms are noted. If the Division host is unable to attain reasonable assurance that there is no risk to the community, they should consider cancelling the visit or making alternate arrangements.

Infection control expectations

With the recent confirmation of a presumptive cases of COVID-19 in Alberta, it is vital that everyone maintain high levels of infection control. Regardless of your status as staff, student, contractor or visitor, if you are conducting Division business and/or attending any of our campuses, you are expected to follow basic precautions, and must:

- Wash your hands with soap and water often. If soap and water are not readily available, you can use alcohol-based hand sanitizer, if hands are not visibly dirty.
- Avoid touching your face with unwashed hands.
- Use a tissue when you cough or sneeze and throw it in a garbage bin lined with a plastic bag.
- If you don't have a tissue, sneeze or cough into your sleeve.
- Wash your hands immediately after coughing and/or sneezing.
- Stay home if you're sick.
- Clean and disinfect surfaces that are shared and used often.

Yours in Catholic Education,



Karl Germann
Superintendent of Schools

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Reference: CASS Memo March 11, 2020

University of Alberta Travel Memo March 7, 2020

<https://www.ualberta.ca/services/health-centre/coronavirus-info/updates/03/update-4.html>