

HEALTH & SAFETY PROTOCOLS¹
FOR INTERNS, CANDIDATES
FACULTY ADVISORS & INTERN OBSERVERS
IN THE OKANAGAN SCHOOL OF EDUCATION
DURING FIELD EXPERIENCES
AND PLACE-BASED LEARNING EVENTS
(September 2020)

The Okanagan School of Education (OSE) is committed to the health, safety, and well-being of our interns/candidates, faculty, staff, and our partners in the community. This document provides guidelines for OSE candidates/interns, faculty advisors, and intern observers who will be working at school sites during field experiences and/or place-based learning events during coursework. These guidelines must be followed to prevent and control the spread of infectious agents such as COVID-19.

Throughout the current COVID-19 pandemic, the OSE has taken direction on infection prevention from the Provincial Health Office (PHO), the [BC Centre for Disease Control \(BCCDC\)](#) and the [UBC/UBCO administration](#), the [Ministry of Education](#) and [Work Safe BC](#) and continues to do so. This guidance is expected to evolve as these agencies continually monitor accumulating scientific evidence to determine how best to prevent the spread of COVID-19.

This document can be disseminated electronically to all OSE interns/candidates, faculty, staff and relevant field partners.

SAFETY PROTOCOLS

In order to engage in field experiences and/or place-based learning in a safe and conscientious manner, we are implementing protocols to ensure we can safely learn and work in school settings while doing our part to limit the spread of COVID-19.

Prior to commencing a field experience or place-based learning event:

- Ensure that you stay up-to-date on the guidelines and procedures as they are made available by the school district and school-site.
- Develop a personal wellness plan that includes ways to manage stress, maintain a healthy work/life balance and support your physical health and mental well-being.
- Maintain social connections in ways that align with public health guidelines.
- Ensure that you have up-to-date insurance
 - All UBCO students are enrolled automatically in the UBC Students' Union Okanagan (UBCSUO) Health & Dental Plan when registering for classes. There is an opt-out option for students who have other health insurance plans. For more information about UBCO student health insurance please refer to this website: <https://students.ok.ubc.ca/health-wellness/health-insurance/>
 - All BEd students are required to have accident insurance either through UBCO or through another benefit plan. To pay for UBCO accident insurance (\$7) please select "Reinstatement into the Bachelor of Education Teacher Program" from the dropdown menu. You can then select accident insurance on its own. Link to pay: <https://cbm.ok.ubc.ca/education/undergrad-fees/registration.php>
Link to accident insurance information: <https://srs.ubc.ca/insurance/insurance-programs/practicum-clinical-placement-insurance-for-ubc-students/british-columbia-2/>
- If you have concerns regarding your fitness to practice and/or require accommodations during field experience, please refer to Appendix C for more information.

During a field experience or place-based learning event:

Daily self-assessment

Assess your health before arriving at the school site using the [BC COVID-19 Symptom Self-Assessment Tool](#).

- Do not go into the school if you feel unwell, if a member of your household has symptoms of COVID-19, or if you have been in close contact with a person who has been diagnosed with COVID-19.
- Interns: Please refer to Appendix A: Guidelines for Interns who need to self-isolate.
- Candidates:
 - If you cannot participate in a place-based event or school visit day due to illness, please complete an absence form (accessed on the OSE website: https://ubc.ca1.qualtrics.com/jfe/form/SV_b1OvpnUREmMII5P)
 - If you are ill during field experience, please complete an attendance form (same link as above) and follow the guidelines in Appendix A.

Entering and Exiting the School Site

All candidates, interns and faculty must follow the sign in/sign out procedures at the school site. This may include providing personal information such as: name, contact information, and verification that a personal health check has been completed.

Orientation and Training

All candidates, interns and faculty will be expected to complete any required training developed by the host school district as the courses become available.

With the approval of the school administrator, when teaching full-time at a school site candidates and interns will participate in all staff information sessions and collaborative planning pertaining to COVID-19 guidelines and procedures.

Candidates, interns and faculty are responsible to stay up to date, understand and follow all school-based guidelines and procedures.

For faculty who are visiting multiple school sites, please refer to Appendix B: Health & Safety Protocols for Faculty Advisors, Intern Advisors and Intern Observers.

Physical distancing

Specific protocols for physical distancing will vary somewhat depending on the school and/or learning community context and/or the composition of students within a learning community.

To support physical distancing requirements, the following strategies should be implemented where possible:

- Limit close contact by keeping at least two metres (six feet) away from one another
- Avoid close greetings (e.g. hugs, handshakes). Greet people with a wave.
- Be aware of visual supports, signage, prompts and follow the directional markings on floors and doors.
- On-site attendance should be limited to required teaching responsibilities only. Preparation and other tasks should be done from home, whenever possible.
- Avoid crowded places and non-essential gatherings.

Hand sanitizing²

Candidates, interns and faculty should be familiar with the hand hygiene stations at the school site.

Candidates, interns and faculty should frequently wash hands with soap or use a hand sanitizer:

- When arriving at school
- Before and after any breaks (e.g. recess, lunch)
- Before and after removing a face mask or face shield
- Before and after eating and drinking
- Before and after handling food or assisting students with eating
- Before and after giving medication to a student or self
- After using the toilet
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning tasks

- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty.

Respiratory Etiquette²

Candidates, interns and faculty should:

- Cough and sneeze into their elbow, sleeve, or a tissue
- Throw away used tissues and immediately perform hand hygiene.

Maintain a sanitized environment

Candidates, interns and faculty should follow procedures regarding shared spaces or equipment. This may include cleaning with disinfectant after use.

Personal Protective Equipment²

During full-time field experiences, candidates and interns are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield)

- in high traffic and common areas (e.g. hallways)
- anytime outside of their learning group
- whenever physical distancing cannot be maintained
- when interacting with multiple learning groups (e.g. faculty advisors, intern observers)

During full-time field experiences, candidates and interns can also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference.

Wearing a non-medical mask, face covering, or face shield in schools outside of the circumstances outlined above is a personal choice for all students and adults. It is important to treat people wearing masks with respect.

During school visits, faculty and candidates must wear a non-medical mask at all times when at a school.

Schools and school districts will have non-medical masks available for staff and students, including anyone who becomes ill while at school. For full-time field experiences, interns and candidates should use their own re-usable masks, if possible. For school visits, faculty and candidates should bring and wear their own non-medical masks.

Personal Items²

Candidates, interns and faculty can bring personal items to school, but they should be encouraged to only bring items that are necessary (e.g. backpacks, clothing, school supplies, water bottles) and store them in designated spaces.

Water fountains can continue to be used, as access to water should not be restricted.

Candidates, interns and faculty encouraged to use personal water bottles.

- If using water fountains, candidate, interns and faculty should practice hand hygiene before and after use, and should not place their mouth on the fountain.

As much as possible, candidate/interns/faculty should not share personal items with school colleagues or students (including electronic devices, writing instruments, etc.)

Food and beverages²

Individual food and beverages are not to be shared.

Homemade food items should not be shared with students at this time (e.g. home-baking, birthday treats, bake sale items). Please note that different guidelines apply to food that is prepared in schools (e.g. as part of a culinary program) or for school food services (e.g. cafeteria).

Safety Concerns

Candidates and interns are encouraged to discuss safety concerns with their faculty advisor, intern observer, Field Experience Coordinator or the Director of Undergraduate Programs.

End Notes:

¹ The information in this document has been widely adapted from the Safety Protocols for UBC Faculty of Medicine Learners (June 27, 2020)

² Details in these sections have been adapted from the [BC Ministry of Education's Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#) (Updated August 17, 2020)

APPENDIX A: GUIDELINES FOR INTERNS & CANDIDATES
WHO NEED TO SELF-ISOLATE DURING FIELD EXPERIENCES:

Steps to take if you are exposed to COVID-19 and/or if you develop symptoms of illness

If you have developed any symptoms of illness while AT HOME	If you have developed any symptoms of illness while AT SCHOOL	If you have been identified as a 'close contact' of a confirmed case of COVID-19 and are instructed to self-isolate BY PUBLIC HEALTH
Notify your mentor, administrator and FA immediately STAY AT HOME	Notify your mentor, administrator and FA ASAP PREPARE TO GO HOME Follow your school's protocol to separate yourself from others at the school as you prepare to go home. Steps might include: wear a mask, restrict movement in school building, notify admin of spaces you've used recently etc.	Notify your mentor, administrator and FA ASAP PREPARE TO GO HOME Follow your school's protocol to separate yourself from others at the school as you prepare to go home. Steps might include: wear a mask, restrict movement in school building, notify admin of spaces you've used recently etc.
Self-Isolation Guidelines (Minimum 10 days depending on date of exposure and/or symptom development)		
<p>Priority #1: Take care of your health If you have symptoms:</p> <ul style="list-style-type: none"> • Call 811 or your physician for advice • Complete the online COVID Self-Assessment Tool • Go to a testing centre to have a COVID-19 test • Follow the BCCDC Guidelines for Self-Isolation <p>Priority #2: Continue your field experience by working from home during your self-isolation period</p> <ul style="list-style-type: none"> • If possible, work remotely and collaborate with your mentor(s) to support the continuity of quality learning for the students in your learning cohort. • Suggestions for online/remote teaching are listed on page 12 & 13 in your Field Guide. • Develop a plan with your mentor(s) in consultation with your FA. 		
Ending Self-Isolation/Returning to on-site teaching		
<p>Step 1: The following criteria are met:</p> <ul style="list-style-type: none"> • At least 10 days have passed since any symptoms started, and... • Your fever is gone without the use of fever-reducing medications (e.g. Tylenol, Advil), and • You are feeling better (there is improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue). Coughing may go on for several weeks, so a cough alone does not mean you need to continue to self-monitor and self-isolate. Or... • You were self-monitoring and never developed any symptoms. <p>Step 2: Consult with a health care provider by either calling 811 or contacting your physician to verify that you have met the criteria.</p> <p>Step 3: Contact your FA and discuss your return to on-site teaching, including contacting your administrator and finalizing plans with your mentor(s). All plans for returning to on-site teaching must comply with the school district's return-to-work policies.</p>		
In the event of a disrupted field experience, severe illness and/or prolonged self-isolation		
<ul style="list-style-type: none"> ➤ Discussions regarding continuation and/or learning priorities for an intern or candidate who has been off-site for longer than 10 days will be addressed on a case-by-case basis. ➤ In all cases, maintaining support for the intern's wellness/recovery, acknowledging mentor needs, considering the teaching context & the best interests of students in the learning cohort will inform potential outcomes. 		

APPENDIX B: COVID-19 Health and Safety Protocol:

Okanagan School of Education (OSE) Faculty Advisors, Intern Advisors, and Intern Observers

As per BCTF, Work Safe BC, and the Provincial Health Office mandates, all OSE faculty (faculty advisors, intern advisors, and/or intern observers) will follow school-site protocols in terms of physical/social distancing, following traffic flow patterns in hallways, and maintaining occupancy limits in areas throughout the school building and property.

All OSE faculty will self-assess before entering a building and will not enter if they are feeling ill or presenting symptoms such as a cough or fever. OSE faculty will have their own Health and Safety Kit (sanitizer, masks, wipes).

General Hygiene Procedures:

Vehicle Hygiene: <ul style="list-style-type: none">• Hand sanitizer is used upon entry and prior to leaving vehicle• Steering wheels and door handles are wiped down on a regular basis
Mask Hygiene: <ul style="list-style-type: none">• Masks will be worn at all times while on school grounds and in school buildings• A new mask will be worn in each new site• Used masks will be collected in re-sealable bags and laundered and sanitized each day
Coughing and Sneezing Hygiene: <ul style="list-style-type: none">• Any coughs and/or sneezes are into the crook of elbow or tissue. If a tissue is used, it will be thrown away immediately and hands will be washed/sanitized

School Visit Procedures:

Prior to entering the building: <ul style="list-style-type: none">• Hands are sanitized• Fresh face mask is put on• Only essential materials will be brought into the school building• Visits will be made by appointment only• Sign-in procedures will be strictly followed
In classroom: <ul style="list-style-type: none">• Work area is wiped down with sanitizer (with a wipe or spray and paper towel)• Face masks are worn for the entire duration of classroom visit• Hands are washed and/or sanitized before the handling of shared documents• Social distancing is in effect• No food or drink will be shared (e.g. mints, cough drops)• Appropriate behaviours modeled and adhered to Class-to-class travel: <ul style="list-style-type: none">• If faculty advisors, intern advisors, and/or intern observers need to visit another classroom or location in the school building, they will repeat the previous steps
Post-classroom visit: <ul style="list-style-type: none">• Sign-out procedures will be strictly followed• Hands are washed and/or sanitized• Mask is worn out of the building and then placed into a bag for laundering• Conduct lesson debriefs via Zoom or by phone

**APPENDIX C: INFORMATION RE: FITNESS TO PRACTICE
AND ACCOMMODATIONS DURING FIELD EXPERIENCES**

Fitness to Practice

Source: [Okanagan School of Education Academic Regulations](#) in the UBC Okanagan Academic Calendar

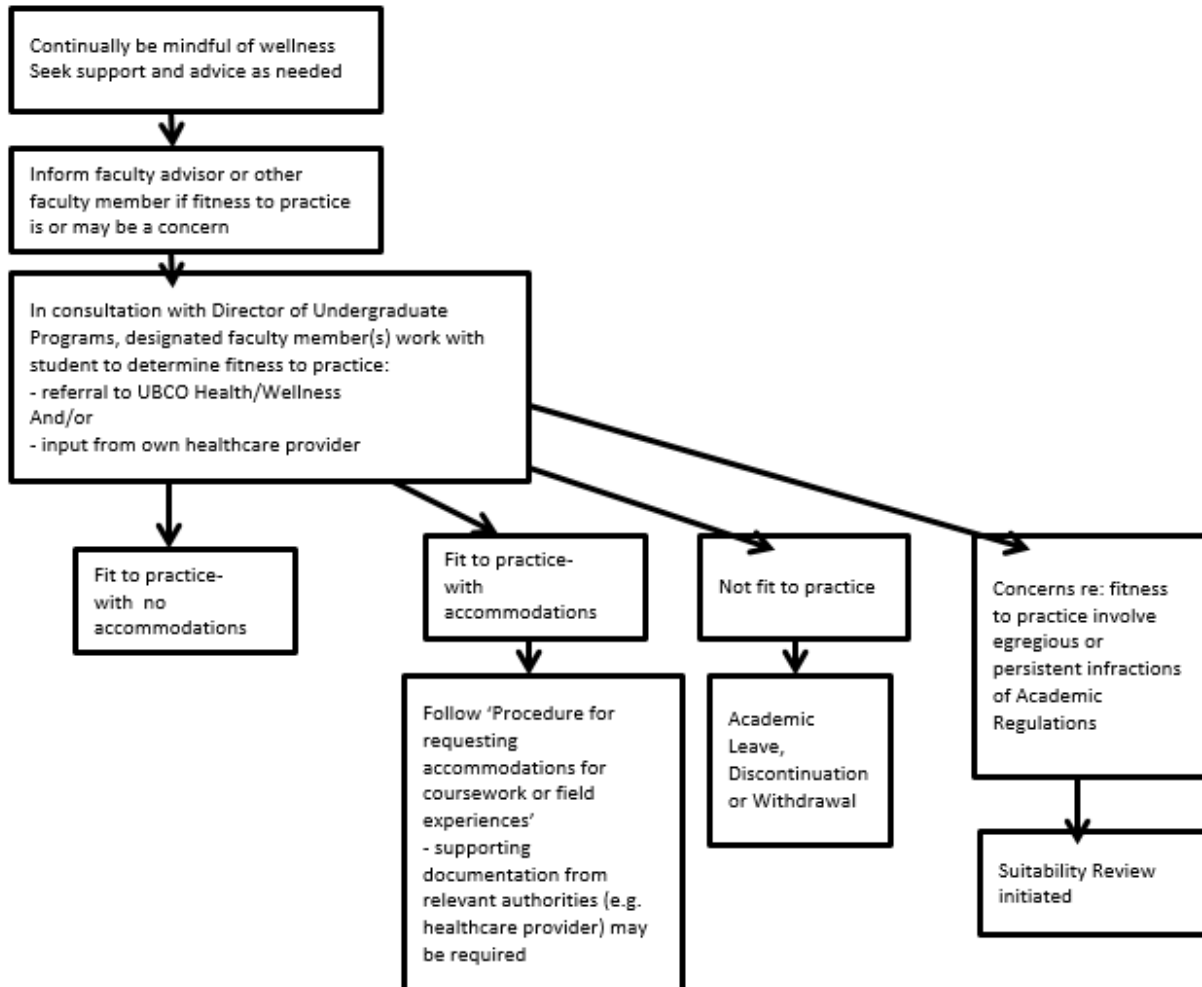
Students are expected to recognize their own limitations, act responsibly at all times, and take responsibility for ensuring continuing competency and learning.

Students are responsible to notify the Okanagan School of Education in a timely manner if they determine that they are not fit to practice.

While accommodations may be made to assist a student’s further learning, such accommodation cannot compromise the safety and well-being of students or the academic and professional integrity of the Bachelor of Education program.

A student may be discontinued or withdrawn from the Bachelor of Education program or may be subject to a suitability review if health-related and/or other problems render the student incapable of fulfilling the requirements of the program.

Fitness to Practice Procedure



Academic Accommodation for Students with Disabilities

Source: [Okanagan School of Education Academic Regulations](#) in the UBC Okanagan Academic Calendar

Students seeking accommodations during coursework or field experiences should consult either with the UBCO Disability Resource Center (DRC) directly or with the DRC faculty liaison person in the Okanagan School of Education. Students must self-identify, provide appropriate documentation of disability, and register with the DRC in order to be eligible to receive academic accommodations. Students must also share the letter outlining academic accommodations, issued by the DRC, to each of their instructors at the beginning of term. In many instances, an academic accommodation for coursework does not extend to the field experiences, including practicum. The Field Experience Coordinator should be consulted prior to practicum if accommodation is sought.

Procedure for requesting accommodation

Source: [Okanagan School of Education website](#)

After accepting your offer of admission and prior to beginning the BEd program:

In preparation for coursework:

- Consult with the UBCO Disability Resource Center (DRC) and/or with the Faculty of Education DRC liaison person. Appropriate documentation of the disability will be required. *Note: It is the responsibility of the student to initiate the request for accommodations in a timely manner to allow for arrangement of accommodations.*
- DRC staff will review the documentation provided and, in consultation with the student, a range of reasonable academic accommodations will be determined. These will be summarized in a letter from the DRC. *Note: While sensitive personal information related to a request for accommodation will be treated with confidence, it may be necessary to share some information with instructors, mentors and administrators to ensure proper implementation of the appropriate accommodation.*
- With support from the Faculty of Education DRC liaison person, the student will share the DRC letter outlining academic accommodations with the faculty advisor and instructors prior to the start of a course. The instructors, faculty advisor and DRC liaison person will collaborate with the student to determine how the accommodations will be implemented. *Note: Accommodations cannot compromise the learning purposes for a course or field experience, the educational environment, including the timing of course and/or field work, or the sustainability of the program, for example by requiring excessive financial costs and/or excessive human or other resources. Please refer to the section entitled 'Personal/Professional competencies for teaching' for more information.*
- The student will inform the DRC liaison person and/or the faculty advisor in a timely manner if the disability and/or accommodation need changes significantly during the term.

In Preparation for field experiences:

In many instances, an academic accommodation for coursework does not extend to the field experiences. The student should consult with the faculty advisor and the Field Experience Coordinator prior to beginning the program if accommodation is sought for field experiences.

Determining reasonable accommodations during field experiences may require consultation with the host school administrators and the mentor teacher(s). Further consultation with the Teacher Regulation Branch (TRB) may also be required, particularly if accommodations are

Okanagan School of Education- Health & Safety Protocols/Field Experience & Place-based Events (Aug 2020) - page 9

requested for the certifying field experience/internship. The Field Experience Coordinator and faculty advisor will work collaboratively with the student to determine the consultation process and the information shared with these organizations.

Accommodations may be noted in the final report for a field experience

Note: While accommodations may be made to help facilitate a student's learning, such accommodation cannot compromise the safety and well-being of pupils in schools or the academic and professional integrity of the Faculty of Education program. Additionally, accommodations cannot compromise the learning purposes for a field experience, the educational environment, including the timing of the field work, or the sustainability of the program, for example by requiring excessive financial costs and/or excessive human or other resources.