



LESTER B. PEARSON
West Island Career Centre

WEST ISLAND CAREER CENTRE **COVID-19 PANDEMIC PROTOCOL**

The safety of the West Island Career Centre's (WICC) students, staff, guests and visitors is always our primary focus. Members of the WICC community are, expected to treat one another with dignity and respect.

Until further notice, due to the Covid-19 pandemic, in consistency with the West Island Career Centre's Code of Conduct, the Lester B. Pearson School Board's 'Safe School Policy', its health verification directives and the *CNESST's Workplace Sanitary Standards Guide – COVID-19*, anyone entering WICC must follow the sanitary regulations stated in this document.

ENTRY

-A person who presents themselves at the Centre exhibiting symptoms of the Covid-19 virus such as fever or cough, loss of senses of taste/smell, extreme fatigue etc. will be asked to leave the Centre.

-Anyone entering the Centre may have their temperature taken.

ADMINISTRATION OFFICES

-The WICC administration offices will not be accessible to guests or visitors unless they have taken an appointment with the office agent or the administrator they wish to contact in person.

-Before presenting themselves to the Centre, all guests must contact the Centre by email:

- Starting a Business and Professional Sales: kfisher06@lbpsb.qc.ca
- Auto Mechanics: mdavis03@lbpsb.qc.ca
- Accounting, Secretarial and Medical Office Specialist: cyamamoto03@lbpsb.qc.ca
- Licensed Practical Nurse and Institutional Home Care: hvoutsiotis@lbpsb.qc.ca
- Other: clasorsa@lbpsb.qc.ca
- You may also reach the Centre at 514-620-0707

-Guests or visitors that arrive at the Centre without an appointment, will only be granted entry if administration deems it to be necessary.

BREAKS/LUNCH/BATHROOMS/SHOPS/LABS/TOOL CRIB:

-All staff, students, guests and visitors must thoroughly and frequently clean their hands using the sanitizers found throughout the Centre.

-While in the Centre, everyone must respect social distancing rules.

-All students, guests and staff must wear a mask in the halls, in common areas and in areas where social distancing of 1 meter is not possible.

-Students should try to only access the bathroom closest to their shop/lab/classroom, preferably one person at a time.

-Only one Auto student per group can be at the tool crib.

-All students at the tool crib must follow the social distancing guidelines that have been put in place.

PERSONAL PROTECTIVE EQUIPMENT/COMPUTERS/LAB EQUIPMENT/TOOLS

- Anyone who wishes to wear a face shield while in the Centre may do so.
- Auto students must wear safety glasses while they are in the shops.
- Disinfectant spray bottles will be available in all shops, labs and classrooms.
- Students must disinfect all equipment and tools before and after use.
- Exams cannot leave the Centre under any circumstances; therefore, they must be corrected in a classroom at the Centre.

ATTENDANCE

As of November 2021, the Ministry of Education has adjusted how school boards must treat COVID-19 related absences

Employees:

Scenario	Unvaccinated	Vaccinated
Awaiting COVID-19 test result asymptomatic	Authorized absence without pay	May return to work
Awaiting COVID-19 test result, symptomatic	Sick days	Covid absences until negative result
Contact with COVID-19 case Isolation	Vacation days or authorized absence without pay	May return to work if asymptomatic
Family member has tested positive	Isolation family responsibility days followed by authorized absence without pay	May return to work if asymptomatic

Students

Scenario	Unvaccinated	Vaccinated
Awaiting COVID-19 test result asymptomatic	Unauthorized absence	May return to Centre/place of stage unless unauthorized by place of stage
Awaiting COVID-19 test result, symptomatic	Unauthorized absence	Covid absences until negative result
Contact with COVID-19 case Isolation	Unauthorized absence	May return to Centre/place of stage if asymptomatic
Family member has tested positive	Unauthorized absence	May return to Centre/place of stage if asymptomatic

N.B. To effectively manage the pandemic, we need to constantly adapt to evolving situations. We continue to work in collaboration with public health and the ministry of education, and it is critical that action is taken promptly when the epidemiological situation changes.