

# Executive Briefing Note (COVID-19): Teacher Candidates in B.Ed Program – Reopening Request Summary

<b>Executive Action/Decision Requested</b>	1. For Decision re: Approval of the Teaching Candidate Safety Guidelines for Bachelor of Education Program
<b>Endorsement</b>	EOC Directors: Rae Ann Aldridge and Pam Ratner COVID-19 Safety Planning Steering Committee
<b>Authorship</b>	Faculty of Education
<b>Date</b>	September 1, 2020
<b>Decision required no later than</b>	September 8, 2020

## Reopening Facts

<input checked="" type="checkbox"/> Under current Provincial Restart BC Phase	<input checked="" type="checkbox"/> Safety Plan complete
<input type="checkbox"/> Revenue-generating entity	<input type="checkbox"/> Feedback from students/parents received
<input checked="" type="checkbox"/> Teaching/Learning outcome	<input type="checkbox"/> External Approval received: _____ (e.g. external regulatory entity, such as VCH)
<input type="checkbox"/> Community Engagement & Service	<input type="checkbox"/>

## Reopening Rationale and Scope

### Rational

This plan pertains to all our teacher candidates enrolled at UBC Vancouver, and includes those enrolled in the Indigenous Teacher Education Program (NITEP), the Cariboo Field Centre, and the West Kootenay Teacher Education Program (WKTEP) as well as those enrolled in the regular program. In order to engage in mandatory 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.

### Operational Model

- Teaching candidates will be asked to assess their health before arriving at the school site
- All teacher candidates and faculty will be expected to complete any required training developed by the host school district as the courses become available
- Specific protocols for physical distancing will vary somewhat depending on the school but general strategies have been outlined in the plan
- Teacher candidates and faculty should be familiar with the hand hygiene stations at the school site
- During full-time practicum and field experiences, teacher candidates 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)
- Procedures are in place for UBC B.Ed faculty advisors to 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. Masks will be worn at all times while on school grounds and in school buildings

## Considerations

- To meet the requirements of the certification body (Teacher Certification Branch) learning opportunities cannot be offered completely online.

# HEALTH & SAFETY PROTOCOLS<sup>1</sup> FOR TEACHER CANDIDATES

in the UBC Bachelor of Education (BEd) Program  
during Field Experiences  
(August 2020)

The UBC Teacher Education Office is committed to the health, safety, and well-being of our teacher candidates, faculty, staff, and our partners in the community. This document provides guidelines for teacher candidates enrolled in the Bachelor of Education program who will be teaching at public and independent school sites during practicum, field experiences and/or place-based learning events during the 2020/21 academic year. This plan pertains to all our teacher candidates enrolled at UBC Vancouver, and includes those enrolled in the Indigenous Teacher Education Program (NITEP), the Cariboo Field Centre, and the West Kootenay Teacher Education Program (WKTEP) as well as those enrolled in the regular program. Students enrolled in the Okanagan School of Education Teacher Education Program are not considered in this plan.

To meet the requirements of the certification body (Teacher Certification Branch) learning opportunities cannot be offered completely online. 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 UBC Teacher Education Office has taken direction on infection prevention from the Provincial Health Office (PHO), the [BC Centre for Disease Control \(BCCDC\)](#) and [UBC's COVID-19 Response](#), the [Ministry of Education](#) and [WorkSafeBC](#) 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 UBC BEd teacher 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 practicum, field experience or place-based learning event teacher candidates are expected to:

- Stay up-to-date on the guidelines and procedures as they are made available by the school district and school-site.
- Complete the online module offered by [UBC Safety & Risk Services - Preventing COVID-19 Infection in the Workplace](#).
- 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.
- Have health insurance.
  - All UBC teacher candidates are enrolled automatically in the UBC Students' Union 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 UBC student health insurance please refer to this website: <https://students.ubc.ca/health/health-insurance>
  - Teacher candidates completing their practicum or field experience portion of their studies are automatically covered by the Ministry of Advanced Education's WorkSafe BC policy. In addition, as part of their student fees BED teacher candidates purchase accident insurance through UBC (\$7).
- If a teacher candidate requires an accommodation during a practicum or field experience, please refer to Appendix C for more information.
- Indigenous Communities: Faculty and staff are expected to respect and follow any precautions being taken to avoid carrying the virus into Indigenous communities. Also, leaving the community may not be an option for some students, in particular Indigenous students coming from communities that prohibit travel in and out during the COVID-19 crisis.

During a practicum, field experience or place-based learning event. Teacher candidates are expected to:

### Complete a 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.
- Teacher candidates: Please refer to Appendix A: Guidelines for Teacher candidates who need to self-isolate.

Entering and Exiting the School Site

All teacher candidates and faculty advisors 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 teacher candidates and faculty will be expected to complete any required training developed by the host school district as the courses become available. Additionally, teacher candidates are required to complete an onsite safety orientation, signed by the school administrator. This also includes the completion of the WorkSafeBC Health and Safety checklist.

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

Teacher candidates 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.

## **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 sanitizing<sup>2</sup>**

Teacher candidates and faculty should be familiar with the hand hygiene stations at the school site.

Teacher candidates and faculty should frequently wash hands with soap and water. Where this is not possible, 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 taking medication
- After using the washroom
- 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 Etiquette<sup>2</sup>

Teacher candidates 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

Teacher candidates and faculty should follow procedures regarding shared spaces or equipment. This may include cleaning with disinfectant after use.

## Personal Protective Equipment<sup>2</sup>

During full-time practicum and field experiences, teacher candidates 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)

**(New)** During full-time practicum and field experiences, teacher candidates are strongly encouraged to wear a mask, a face covering or a face shield within their classroom or learning group.

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.

**(New)** During school visits, teacher candidates must wear a non-medical mask while moving through high traffic and common areas at the 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 practicum and field experiences teacher candidates should use their own re-usable masks, if possible. For school visits, faculty and teacher candidates should bring and wear their own non-medical masks.

## Personal Items<sup>2</sup>

Teacher candidates and faculty may 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. Teacher candidates and faculty are encouraged to use personal water bottles.

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

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

## Food and beverages<sup>2</sup>

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

Teacher candidates are encouraged to discuss safety concerns with their faculty advisor, Program Coordinator/Manager or the Director of the Teacher Education Office.

## End Notes:

<sup>1</sup> The information in this document has been widely adapted from the Safety Protocols for UBC Faculty of Medicine Learners (June 27, 2020) and the Health & Safety Protocols for Interns/Candidates in the Okanagan School of Education During Field Experiences and Place-Based Learning Events (August 2020)

<sup>2</sup> 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 TEACHER CANDIDATES WHO NEED TO SELF-ISOLATE

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 <b>AT HOME</b>	If you have developed any symptoms of illness while <b>AT SCHOOL</b>	If you have been identified as a 'close contact' of a confirmed case of COVID-19 and are instructed to self-isolate <b>BY PUBLIC HEALTH</b>	If you have a confirmed case of COVID-19
<p style="text-align: center;"><b>(New)</b></p> <p>Notify your school advisor(s), administrator and FA immediately that you are experiencing symptoms of illness</p> <p style="text-align: center;"><b>STAY AT HOME</b></p>	<p style="text-align: center;"><b>(New)</b></p> <p>Notify your school advisor(s), administrator and FA ASAP that you are experiencing symptoms of illness</p> <p>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.</p>	<p style="text-align: center;"><b>(New)</b></p> <p>Notify your school advisor(s), administrator and FA ASAP that you have been instructed to self-isolate by Public Health</p> <p>Follow your school's protocol and the direction from the public health authority which may include : wear a mask, restrict movement in school building, notify admin of spaces you've used recently etc.</p>	<p style="text-align: center;"><b>(New)</b></p> <p>Notify your school advisor(s), administrator and FA ASAP you will not be attending due to illness.</p> <p>Follow direction from the public health authority.</p>
<h3 style="margin: 0;">Self-Isolation Guidelines</h3> <p style="margin: 0;">(Minimum 10-14 days depending on date of exposure and/or symptom development)</p>			
<p><u>Priority #1:</u> Take care of your health</p> <p>If you have symptoms:</p> <ul style="list-style-type: none"> <li>• Call 811 or your physician for advice</li> <li>• Complete the online <a href="#">COVID Self-Assessment Tool</a></li> <li>• Go to a <a href="#">testing centre</a> to have a COVID-19 test</li> <li>• Follow the <a href="#">BCCDC Guidelines for Self-Isolation</a></li> </ul> <p><u>Priority #2:</u> Continue your practicum by working from home during your self-isolation period</p> <ul style="list-style-type: none"> <li>• If possible, work remotely and collaborate with your mentor(s) to support the continuity of quality learning for the students in your learning cohort.</li> <li>• Suggestions remote teaching and learning resources school advisor(s) can be found on the <a href="#">Scarfe Digital Sandbox site</a>.</li> <li>• Develop a plan with your school advisor(s) in consultation with your FA.</li> </ul>			
<h3 style="margin: 0;">Ending Self-Isolation/Returning to on-site teaching</h3>			

Step 1: The following criteria are met:

- 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.

Step 2: Consult with a health care provider by either calling 811 or contacting your physician to verify that you have met the criteria.

Step 3: Contact your faculty advisor and discuss your return to on-site teaching, including contacting your administrator and finalizing plans with your school advisor(s). All plans for returning to on-site teaching must comply with the school district's return-to-work policies.

### In the event of a severe illness and/or prolonged self-isolation

- Discussions regarding practicum continuation and/or learning priorities for a teacher candidate who has been off-site for longer than 14 days will be addressed on a case-by-case basis.
- In all cases, maintaining support for the teacher candidate's wellness/recovery, acknowledging school advisor 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

## UBC BEd Faculty Advisors

As per BCTF, WorkSafeBC, and the Provincial Health Office mandates, all UBC BEd faculty advisors 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 UBC BEd 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. UBC BEd faculty will have their own Health and Safety Kit (sanitizer, masks, wipes).

### General Hygiene Procedures

Vehicle Hygiene: <ul style="list-style-type: none"><li>• Hand sanitizer is used upon entry and prior to leaving vehicle</li><li>• Steering wheels and door handles are wiped down on a regular basis</li></ul>
Mask Hygiene: <ul style="list-style-type: none"><li>• Masks will be worn at all times while on school grounds and in school buildings</li><li>• A new mask will be worn in each new site</li><li>• Used masks will be collected in re-sealable bags and laundered and sanitized each day</li></ul>
Coughing and Sneezing Hygiene: <ul style="list-style-type: none"><li>• 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</li></ul>

### School Visit Procedures

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

Post-classroom visit:

- 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: ACCOMMODATIONS DURING FIELD EXPERIENCES

Teacher candidates seeking accommodations during coursework or field experiences should consult with a program coordinator/manager in the Teacher Education Office. In this case, candidates must self-identify, provide appropriate documentation of disability, and register with UBC's Centre for Accessibility, in order to be eligible to receive academic accommodations. Teacher candidates must also present the letter outlining academic accommodations, issued by the Diversity Advisor at the Centre for Accessibility, to each of their instructors at the beginning of term. Teacher candidates receiving academic accommodations should consult Bachelor of Education Program Policies and Guidelines. In many instances, an academic accommodation for coursework does not extend to the practicum. A practicum coordinator/manager should, therefore, be consulted prior to practicum if accommodation is sought.

### Procedure for requesting accommodation

*Source: Centre for Accessibility*

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

In preparation for coursework:

- Consult with the UBC Centre for Accessibility and book an appointment with an Accessibility Advisor.
- Additionally, teacher candidates are encouraged to determine if registering with the Centre is appropriate by learning about the following topics:
  - [Academic accommodations for students with disabilities](#)
  - [Types of academic accommodations](#)
  - [Exam accommodations](#)
  - [Impact of COVID-19 on exam accommodations](#)
- The Centre for Accessibility staff will review the documentation provided and, in consultation with the teacher candidate, a range of reasonable academic accommodations will be determined. These will be summarized in a letter from the Centre For Accessibility. *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, advisors and administrators to ensure proper implementation of the appropriate accommodation.
- Teacher candidates with an academic accommodation are responsible for sharing the letter from the Centre For Accessibility letter with their faculty advisor and/or instructors prior to the start of a course. The instructors, faculty advisor and Centre For Accessibility liaison person will collaborate with the teacher candidate 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 practicum & field experience, or the sustainability of the program, for example by requiring excessive financial costs and/or excessive human or other resources.

In preparation for the practicum or field experience:

In many instances, an academic accommodation for coursework does not extend to the practicum or field experiences. The teacher candidate should consult with the faculty advisor and the program coordinator/program manager at the start of the program.

Determining reasonable accommodations during practicum and field experiences may require consultation with the host school administrators and the school advisor(s). Further consultation with the Teacher Certification Branch (TCB) may also be required, particularly if accommodations are requested for the certifying practicum. The program coordinator/program manager and faculty advisor will work collaboratively with the teacher candidate to determine the consultation process and the information shared with these organizations.

*Note:* While accommodations may be made to help facilitate a teacher candidate'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 practicum or field experience, the educational environment, including the timing of the practicum, field experience, or the sustainability of the program, for example by requiring excessive financial costs and/or excessive human or other resources.

## **ADDENDUM (October 5, 2020)**

### **Non-Medical Masks Not Mandatory When Physical Distancing or Approved Barriers are in Place**

A COVID-19 Safety Plan may provide additional exceptions to the non-medical mask requirement if physical distancing or approved barriers are in place throughout the workplace. Below are some sample statements that may apply to your workspace.

#### **Office Spaces**

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus.

#### **Regarding use of non-masks in office spaces:**

- Non-medical masks are not required when working in a sole occupant office or enclosed room.
- Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
- Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
- As per UBC's policy, non-medical masks must be worn:
  - When travelling through building corridors and shared spaces
  - Any other time that 2m physical distancing cannot be maintained [September 17, 2020].

#### **General Teaching Spaces**

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus.

#### **Regarding use of non-medical masks in classrooms:**

- Classrooms capacities have been reduced so that designated seats are 2m apart. Therefore, while in classrooms, students and other classroom users have the option to remove their non-medical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement is met.
- Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
- As per UBC's policy, non-medical masks must be worn:
  - When travelling through building corridors and shared spaces
  - While entering or exiting classrooms
  - Within classrooms while moving to a seat, or at any other time that 2m physical distancing cannot be maintained [September 17, 2020].