



Cooperative Education
Work Education Placement During COVID-19 Pandemic
PROTOCOL & INHERENT RISKS

Student Name: _____

School Arranging Placement: _____

Employer Name: _____

Employer Address: _____
(“Employer’s Facility”)

Term of Student Placement: _____
(Date - From/To)

As a condition of the above noted Work Education Placement during the COVID-19 pandemic and in addition to the provisions of the Work Education Agreement and Work Education Consent forms, the parties signing below agree as follows.

1. Self-Screening and self-assessment by Student:

In order to reduce the spread of germs, including the flu and the novel coronavirus (COVID-19), all co-op students must assess themselves for symptoms of COVID-19 by using this questionnaire ([self-screening questionnaire](#) provided by OPH) before entering the workplace.

Co-op students may not come into or remain at the workplace if:

- They have COVID-19 or related symptoms (including cough, fever, sore throat, shortness of breath or difficulty breathing or sudden loss of smell);
- They have had close contact with a person(s) that has or is suspected of COVID-19; or
- They have traveled outside Canada within the past 14 days

If a co-op student has answered yes to any questions on the self-screening questionnaire, the co-op student can do a self-assessment provided by Ontario Public Health [COVID-19 Self-Assessment](#) and follow the suggested course of action provided.

If any of these conditions apply, then the student **MUST NOT** attend the Employer’s facility and the recommendations of the Public Health authorities must be followed. Contact your school supervisor and the Employer to discuss other arrangements that may be made. If, at any time, the Student informs his/her school supervisor and Employer that he/she has been diagnosed or presumptively diagnosed

with COVID-19, the Employer must inform the Health and Safety Department and the co-op student must follow the recommendations of the Public Health authorities. Students who test positive for COVID-19 will not be permitted to go to their co-op placement or school for 14 days after the test, as per direction from Ottawa Public Health and the OCSB. Students who tested positive for COVID-19 must bring medical clearance before being allowed to return to in-person instruction (co-op placement).

Note: [Employer Duty to Report COVID 19 Protocol](#)

2. The Student agrees to:

- Follow the [COVID-19 protocols that the Employer has put in place](#), including, but not limited to, the use of approved Personal Protective Equipment, face coverings, and sanitization of equipment.
- Maintain a 2 metre distance at all times from all persons in the Employer’s Facility and must limit group gatherings in accordance with provincial regulations. The Employer will ensure that the Student’s work area allows for the required physical distancing.
- Enter and exit the building through an Employer designated access point. Upon arrival will proceed directly to designated work area and avoid touching building fixtures (door handles, etc.) as much as possible.
- Use hand sanitizer or wash with soap and water immediately upon entering and exiting the Employer’s Facility and avoid touching eyes, nose or mouth. The Employer will ensure that sufficient hand sanitizer and hand soap is available on site.

3. Student is reminded to:

- Wash your hands well and often with soap and water (don’t forget to wash your wrists, under your nails and between your fingers).
- Cough or sneeze into your sleeve or cover your mouth and nose with a tissue and throw the tissue out immediately. Wash your hands afterwards.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Report any unsafe work conditions immediately to your teacher.

Inherent Risk

The parties acknowledge that even with the above safety protocols and any additional Employer COVID-19 related protocols in place there remains the risk that he/she/they or persons may be exposed to the COVID-19 virus. The risk of contracting the virus can be reduced by carefully following the workplace safety protocols in place and following Public Health Guidance. The parties are aware and accept the risks.

The Ottawa Catholic School Board does not provide accidental death, disability, dismemberment, or medical expense insurance on behalf of the students participating in this activity and will not be held liable.

Student Signature

Date

Parent/Guardian Signature

Date

Employer’s Signature

Date

Co-Op Teacher Signature

Date