

School Protocols for Staff and Students with Symptoms of COVID-19

Identified student/staff with COVID-19 symptoms



At home

Student

Parents/guardians of students with symptoms refer to **My Student Did Not Pass COVID-19 Screening**.

- Contact school to report absence.

School staff

Staff member should:

- Stay home
- Report absence to school
- Get tested for COVID-19
- Isolate at home and follow directions from the assessment centre and KFL&A Public Health

* Schools must **designate a staff member** to care for students identified at school with COVID-19 symptoms.

** The **isolation room** should be an enclosed space separate from other people that is equipped with hand sanitizer, tissues, and a lined garbage bin. It should be cleaned and disinfected after use.

Please note:

If an ill student or staff is tested, household members (family and roommates who live with the ill person) should monitor for symptoms and be tested, if symptoms develop. They are not required to isolate at this time.



At school or on bus (upon arrival)

Alert school staff designated to care for symptomatic student* in **isolation room**** and follow school protocol for caring for symptomatic individual.

Contact parent/guardian for immediate pick up. Symptomatic staff are to notify school administration, get tested for COVID-19, isolate at home and follow directions from the assessment centre and KFL&A Public Health.

School is prepared to provide KFL&A Public Health with the information needed pending a positive COVID-19 test result for staff/student(s).

Maintain accurate records of staff and students for the last 30 days including:

- Attendance records
- Class/cohort lists and seating charts
- Before/after school child care lists
- Transportation lists and seating charts
- Current contact information for students/staff
- Special assignments/programs/activities (e.g., Special Education)
- Records of essential visitors

School administration to arrange for supervision of students for ill staff member, if required.

Provide parent/guardian with **My Student Did Not Pass COVID-19 Screening information sheet**.

Caring for a symptomatic individual at school

- Student is brought to the isolation room.
- Staff caring for student uses personal protective equipment (PPE) kit – to be put on before entering the room with the student.
- Student to wear PPE as tolerated.
- Staff supervise student while maintaining physical distance, when possible.

Communication with parent regarding next steps

If the symptom is related to a **known medical condition**, seek advice from a health care provider and follow their guidance.

If the **symptoms are new**, take the student for COVID-19 testing and follow advice from the assessment centre.

Encourage the parent to share the results with the school as soon as possible. Thank the parent for picking up their child and for taking the necessary steps to protect the school and larger community – we are all doing our part!

Communication with parent regarding return to school

See **Return to School Protocols** for more details.

Communication with parent if there is a resistance to having their student tested

Acknowledge the parent's concern (e.g., inconvenience, fear, etc.) and encourage parent to contact health care provider for further assessment and guidance while highlighting the importance of keeping other students, families, and staff in the school community safe.

See **Return to School Protocols** for more details.

Reminder to administrators

For LDSB

Contact school board COVID-19 lead to make them aware of the situation and to discuss next steps.

For ALCDSB

Contact school board COVID-19 lead to make them aware of the situation and to discuss next steps.

For all other schools

There is no need to contact KFL&A Public Health to inform of an ill student unless COVID-19 is suspected due to a suspected or confirmed exposure. For assistance, call 613-549-1232 or 1-800-267-7875, ext. 1102. After hours or on weekends contact KFL&A Public Health manager on call.

For all

Debrief or share with school staff, as appropriate. Be prepared to access appropriate line lists that KFL&A Public Health may request if student tests positive.