

# School and Child Care Protocols for Children, Students or Staff, with Symptoms of COVID-19

**Updated**  
December 9, 2020

Identified child/student/staff with COVID-19 symptoms



## At home

Child/Student

Parents/guardians of child/student with symptoms contact child care or school to report absence.

- Follow directions in **COVID-19 School and Child Care Screening Tool**

School/Child Care 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



## At school or on bus (upon arrival)

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

Contact parents/guardians 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 child/student/staff.

Maintain accurate records of staff and children/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

Arrange for supervision of child/student for ill staff member, if required.

Provide parents/guardians with directions from student screening tool (i.e., get tested or seek advice or assessment from health care provider and **Return to Child Care or School Protocols for Children/Students when Testing is Recommended.**

\* **Designate a staff member to care** for child/student identified at child care or school with COVID-19 symptoms.

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

### Please note:

It is recommended that household members isolate when child/student has a primary symptom or has more than 2 secondary symptoms.

## Information applies to school settings:

### 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 parents/guardians regarding next steps

If the symptoms are not part of a known cause or condition, parent/guardian should contact their student's health care provider for further advice or assessment, including if the student needs a COVID-19 test or other treatment.

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

### Communication with parents/guardians regarding return to school

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

### Communication with parents/guardians if there is a resistance to having their student tested

Acknowledge the parents/guardians concern (e.g., inconvenience, fear, etc.) and encourage parents/guardians 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.

### How do I get my student tested for COVID-19?

Visit [kflaph.ca/AssessmentCentre](https://kflaph.ca/AssessmentCentre) for information on locations and hours of operation for assessment centres in Kingston, Frontenac and Lennox & Addington Counties.

## 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.