

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

Identified student/staff with COVID-19 symptoms



## At home

Student

Teacher

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

- Contact school to report absence.

Staff member refers to **COVID-19 Communication Protocol for School Staff**.

- Contact school to report absence.

**\* 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 disinfected after use.

### Please note:

If student is waiting for test results, 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 principal, go home immediately and refer to **COVID-19 Communication Protocol for School Staff**.

School is prepared to provide Hastings Prince Edward 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 info 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 Child 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 medical care provider and follow their guidance.

If the **symptoms are new**, take the child 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

**If a child tests negative or the child's health care provider diagnoses them with an illness that is not COVID-19 and it is established that the student does not need to be tested for COVID-19**, the student can return to school 24 hours after their last symptom has resolved. If the child has vomiting or diarrhea, they can return to school 48 hours after their last symptom has resolved.

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

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

If COVID-19 testing is advised and not completed, the family (child and household contacts) is required to isolate for a minimum of 14 days from the onset of their symptoms.

Acknowledge the parent's concern (e.g. inconvenience, fear, etc.) while highlighting the importance of keeping other children, families, and staff in the school community safe.

## Reminder to administrators

### For HPEDSB

Contact Tabatha Leonard (HPEDSB) to make them aware of the situation and to discuss next steps.

### For ALCD SB

Contact Terri Slack (ALCD SB) to make them aware of the situation and to discuss next steps.

### For all other schools

There is no need to contact Hastings Prince Edward Public Health to inform of an ill student unless COVID-19 is suspected due to a suspected or confirmed exposure. For assistance, call 613-966-5500 or 1-800-267-2803 x 349.

### For all

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