

SCHOOL SITE PROCEDURES

What to Do if a Student or Staff Member Develops Symptoms at *Insert School Name*

Phone extension for main office:

Do you have a mask?



If a student develops symptoms at school, staff must take the following steps:

1. Immediately separate the symptomatic student from others in the designated area. Identified as *enter room number or area location*. Report to *enter name / location here*.
2. *Enter name* will ask the student to put on their mask. If the student does not have a mask they will be provided with a disposable mask or tissues to cover their coughs or sneezes. Used tissues will be disposed of as soon as possible and hand hygiene performed.
3. *Enter staff name* will contact the student's parent or caregiver to pick them up as soon as possible.
4. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff supervising the student will wear a mask or face covering. *Enter name* will be responsible for supervising the student
5. Staff must avoid touching the student's body fluids (e.g., mucous, saliva). If staff do, practice diligent hand hygiene.
6. Once the student is picked up, all staff supervising the student must practice diligent hand hygiene. *Enter name* will communicate to custodian team.
7. The custodian must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas).

Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill. *Enter name* will provide parents with expectations for students safe return to school

Expectations of Parents / Caregivers

Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved. Parents/Caregivers are expected to follow advice from their healthcare practitioners on when it is safe to return to school.

If staff develop symptoms at school:

Staff should go home as soon as possible.

If unable to leave immediately:

1. Symptomatic staff should separate themselves into an area away from others, outside if practical. Area identified as *enter location or room number*.
2. Maintain a distance of 2 meters from others.
3. Use a mask to cover their nose and mouth while they wait to be picked up. *Enter name* will communicate to custodian team.
4. The custodian must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).

Expectations of Staff

Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved. Staff are expected to follow advice from their healthcare practitioners on when it is safe to return to work.

When a person is confirmed by public health as positive for COVID-19, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific public health measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe.

If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified.

Schools should **not provide notification** to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

Scan here to view the
full SD61 COVID-19
Exposure Control Plan
for School Sites

