

# Protocols for Staff, Students or Children With Symptoms of COVID-19



## At home

Student/Child

Parents/guardians of students with symptoms refer to **Ontario COVID-19 School and Child Care Screening**

- Contact school/child care to report absence.

School/Child Care Staff

Staff member should:

- Stay home and isolate.
- Report absence to school/child care.
- Contact an assessment centre or your health care provider.

\* **Designate a staff member to care** for students identified at school with COVID-19 symptoms. Staff must wear appropriate PPE.

\*\* 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:

HPEPH is unable to provide clinical assessment. If testing has been recommended, and is being completed, household members (family and roommates who live with the ill person) must isolate until negative results are received. Household members should monitor for symptoms and be tested if symptoms develop.



## At school, child care or on bus (upon arrival)

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

Contact parent/guardian to pick up child. Symptomatic staff are to notify administration, isolate, and seek testing or contact a health care provider for further advice or assessment.

Prepare to provide HPEPH with the information needed pending a positive COVID-19 test result for staff/children/student(s).

Maintain accurate records 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

Arrange for supervision of children/students or ill staff member, if required.

Provide parent/guardian with **Return to School Protocols for Children, Staff and Students When Testing is Recommended.**

**All household members must isolate until symptomatic individual receives negative test result.**

## Caring for a symptomatic individual

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

## Communication with parent regarding next steps

If the **symptoms are not part of a known cause or condition**, parent should seek testing for the child or contact a health care provider for further advice or assessment. All household members of the symptomatic individual must isolate until the symptomatic individual receives a negative test results or alternate diagnosis from a health care provider.

Encourage the parent to share test 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/Child Care Protocols for Children, Students and Staff When Testing is Recommended** for more details.

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

Acknowledge the parent's concern (e.g. inconvenience, fear, etc.) and encourage parent to contact health care provider for further assessment. If testing does not occur all household members must isolate for 14 days following last contact with child. If isolation cannot occur, all household members must isolate for 14 days after child's symptom onset.

**Information about testing centres is available at [hpePublicHealth.ca/getting-tested-for-covid-19/](https://hpePublicHealth.ca/getting-tested-for-covid-19/) or testing centres can be contacted directly:**

- Bancroft - 613-961-5544 or 613-969-7400 ext. 6222
- Belleville and Trenton - 613-961-5544 (pre-register online through the QHC website)
- Picton - 613-813-6864

## Reminder to school administrators

### For HPEDSB

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

### For ALCDSB

Contact Carey Smith-Dewey (ALCDSB) to make them aware of the situation and to discuss next steps.

### For all other schools

There is no need to contact HPEPH 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. After hours or on weekends, contact on-call HPEPH staff by calling 613-966-5500 and following prompts.

### 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.