

Protocol When Staff, Students or Children Test Positive for COVID-19



Individuals who test positive for COVID-19, as well as any close contacts who are not fully vaccinated, are required to remain in isolation until they have met clearance conditions as advised by public health, based on the most current guidance. While close contacts who are fully vaccinated* do not typically need to isolate unless they develop symptoms, they should still get tested.

Staff/students/children do not need clearance testing or medical notes to return to school/child care if they have met the required conditions.

HPEPH will provide guidance and conduct follow-up with the family of a positive case.

Hastings Prince Edward Public Health receives a positive lab report and contacts the identified positive case. Case and contact investigation is initiated.



HPEPH staff contacts the school/child care COVID Lead or administrator to ensure the school/child care is notified and to request cohort/close contact information of positive person.



COVID Lead/administrator provides contact information to HPEPH about person who tested positive for COVID-19 as soon as possible.



HPEPH will:



1. Assess cohort information, review vaccination status of close contacts, and identify high risk contacts.
2. Provide school/child care with list of individuals who are considered high-risk contacts.
3. Request that school/child care distribute initial communication to cohort and high risk contacts (if possible).
4. Conduct follow-up notification of all high-risk contacts within 48 hours to ensure each family has all necessary information.
5. Provide school/centre with recommendations for infection prevention and control measures.
6. Monitor the situation and determine if further action is required.

School/child care distributes communications to staff/families on behalf of HPEPH and conducts infection prevention and control measures as directed.



Information needed may include:

- Attendance records
- All class and extracurricular cohort lists
- Before and after school child care lists
- Transportation lists and seating charts
- Current contact information (cell phone is required for electronic contact tracing)
- Special assignments/programs/activities (special education, supply teachers)
- Records of visitors to the school

Contacts of a case will be notified by HPEPH and provided further instructions regarding testing and isolation.

Cohort contacts who are fully vaccinated* (14 days since their last dose) and do not have symptoms are not typically required to isolate, but should still get tested and must monitor for symptoms. If symptoms develop, they must isolate immediately and should seek testing again. **Cohort contacts and other high risk contacts who are not fully vaccinated** are required to isolate for a minimum of 10 days.

*Public health will assess risk for all close contacts, and provide appropriate guidance. In some situations, individuals who are fully vaccinated may be advised to isolate.



Administrator responsibilities

In the event of a positive COVID-19 diagnosis for staff/students/children, it is essential that the COVID lead/administrator make key information pertaining to staff and students/children available to HPEPH quickly for the purposes of contact tracing. When possible, schools will provide an initial notification to families of impacted cohorts/contacts to facilitate dismissal from school/child care when required, and ensure they isolate, seek testing, and/or monitor for symptoms as appropriate. Cohort information needs to be accessible by school administrators on short notice, both during and outside of school hours. This should include:

- Attendance records for the specific dates that HPEPH requests.
- Line lists for every class/room/extracurricular and recess cohort.
- Names, date of birth, and address for each student/child.
- Up-to-date contact information for the parent/guardian of each student/child, and for staff. Please request up to date cell phone numbers and email addresses to facilitate prompt notification and electronic contact tracing
- Name and contact information for any staff or outside visitors who are not on the class list, that interacted with the class on the dates provided (e.g. rotary teachers, service providers).
- Before and after program child care lists.
- Transportation lists and seating charts (regular and after school program bussing)
- Special assignments and programs.
- Records of visitors to the school.



Please note:

*Personal health information may be disclosed to schools/child cares for the purpose of contact tracing, and should only be used for that purpose.

Schools/child cares have an obligation to protect the personal information of their students. Do not further disclose the identify of the positive case, except to those other school/child care employees who require it as part of their job function.

The identity of the positive case should not be disclosed to other students/children or their parents unless deemed necessary by public health or unless permission is given by the positive case or their guardian.



Public health responsibilities

HPEPH will be responsible for conducting case management activities. After initial notification is distributed by school/child care, HPEPH will follow up with contacts directly, to ensure all contacts are notified. Measures will be taken to ensure privacy and avoid disclosure of details to the community that would lead to the identification of a laboratory confirmed COVID-19 case. In certain complex or urgent situations, disclosure of impacted cohorts may be required in order to ensure all contacts are notified in a timely manner.

School boards and schools/child care will be asked to post information if there is a confirmed case of COVID-19 that involves a staff/student/child or in a school/child care setting.

In the interest of privacy, information provided to school/child care communities will not identify the student or staff member that has received a positive COVID-19 test.

HPEPH will provide guidance to schools/child cares to communicate with their community stakeholders.



Declaring an outbreak

HPEPH will be responsible for determining if an outbreak exists, declaring an outbreak, and providing direction on outbreak control measures to be implemented. HPEPH will assist in determining which cohort(s) may be sent home, or if a partial or full school/child care closure is required. HPEPH will also determine when an outbreak can be declared over.