Protocol for School When COVID-19 Outbreak is Declared

An outbreak in a school is defined as two or more lab-confirmed COVID-19 cases in students/staff in a school with an epidemiological link, within a 14-day period, where at least one case could have reasonably acquired their infection in the school (including transportation and before or after school care).







HPEPH declares a COVID-19 Outbreak



HPFPH

School Board



School

Notifies School Board contact of outbreak declaration.

HPEPH posts outbreak on website and issues media release (if required).

Determines which cohort(s)/students must isolate and indicates school-wide dismissal if appropriate. Communicates cohort isolation requirements and infection prevention and control measures requiring immediate improvement to school board.

Conducts contact tracing of determined close contacts of positive case and provides guidance on testing and isolation. Notifies School Board when safe return to school is indicated

Notifies school principal of outbreak and requests staff/student cohort information.

Issues communication linking to outbreak posting.

Provides list of cohorts to be sent home to school and appropriate communications for parents.

Compiles information needed in relation to staff/student cohort(s) and provides to HPEPH and School Board, including:

- Attendance records
- · Line lists for class, extracurricular, and recess cohorts
- Before/after school child care lists
- · Transportation lists and seating charts
- Current contact information for students/staff (cell phone numbers are required whenever possible for electronic contact tracing).
- Special assignments/programs/ activities (e.g., Special Education)
- · Records of essential visitors

Distributes communications to families as directed by School Board.

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