



Greater Essex County District School Board COVID-19 Confirmed Case and Outbreak Plan

Windsor Essex County Health Unit (WECHU) was consulted in the making of this plan and it complies with the Ontario's [Operational guidance: COVID-19 management in schools](#) and WECHU's *COVID-19 School Board Guidance*.

Prevention:

Staff members/students/parents & guardians for their children/visitors must:

- conduct a daily self-assessment prior to entering the school/workplace and be deemed able to attend the school;
- engage in frequent hand hygiene practices: hand washing with soap for 20 seconds or use of hand sanitizer;
- physical distance of 2 metres;
- wear facial mask that covers mouth and nose;
- engage in respiratory etiquette practices, and,
- follow school protocols.

If anyone is experiencing symptoms of COVID-19, either new or worsening, they must follow the guidance of the [Province self-assessment tool](#).

When ill person is waiting for COVID-19 results, they must self-isolate until results are communicated to them.

Exhibiting symptoms at school:

There are many symptoms associated with COVID-19. If the individual has a preexisting condition, then the symptoms may not be new or worsening. For example, if the individual has seasonal allergies, sneezing and runny nose are not new or worsening symptoms.

The [Province self-assessment tool](#) is helpful in distinguishing pre-existing conditions:

- Fever
Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
- Chills
- Cough that's new or worsening
Continuous, more than usual, not related to other known causes or conditions (for example, COPD)
- Barking cough, making a whistling noise when breathing
Croup, not related to other known causes or conditions
- Shortness of breath
Out of breath, unable to breathe deeply, not related to other known causes or conditions (for example, asthma)
- Sore throat
Not related to other known causes or conditions (for example, seasonal allergies, acid reflux)
- Difficulty swallowing
Painful swallowing, not related to other known causes or conditions



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- Runny nose
Not related to other known causes or conditions (for example, seasonal allergies, being outside in cold weather)
- Stuffy or congested nose
Not related to other known causes or conditions (for example, seasonal allergies)
- Decrease or loss of taste or smell
Not related to other known causes or conditions (for example, allergies, neurological disorders)
- Pink eye
Conjunctivitis, not related to other known causes or conditions (for example, reoccurring styes)
- Headache that's unusual or long lasting
Not related to other known causes or conditions (for example, tension-type headaches, chronic migraines)
- Digestive issues like nausea/vomiting, diarrhea, stomach pain
Not related to other known causes or conditions (for example, irritable bowel syndrome, anxiety in children, menstrual cramps)
- Muscle aches that are unusual or long lasting
Not related to other known causes or conditions (for example, a sudden injury, fibromyalgia)
- Extreme tiredness that is unusual
Fatigue, lack of energy, not related to other known causes or conditions (for example, depression, insomnia, thyroid dysfunction)

In this case, it would be up to the discretion of the principal on the use of the Isolation room.

In some cases, students/staff member may be sent home to self-monitor symptoms. They are to take the on-line self-assessment tool which will guide their next actions. The student/staff member is welcome back at school/work, providing there is no direction from the WECHU to self-isolate, after 24 hours of being symptom free.

If an ill person tells the school that they are waiting for COVID-19 test results, then they are to be marked ill (or call into TESS as personal illness) and are to self-isolate at home at home until the results are communicated to them.

As per Ministry direction, we are not to ask for medical notes for students.

Procedure for use of Isolation Room:

If a staff member, student or any other person in the school/workplace exhibit the symptoms of COVID-19 while at school/workplace that are new or worsening, and there is no pre-existing condition, the following procedure must be strictly followed:

- Ill person is to be immediately directed to the Isolation Room to self-isolate.
- The ill person should be given a mask to wear if not already wearing one and must continue to wear their mask while in the isolation room. Those exempt from wearing a mask will not need to wear one.



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- Designated staff person(s), with first aid training, will assist ill person.
- If it is an emergency, then call “911” immediately. Notify parent/guardians/staff member directly. Designated staff member will wait with student/staff member until EMS arrives.
- The ill person must be isolated and physically distanced from any other person by two metres.
- Tissues, touch-less garbage pail, and hand sanitizer must be available in the Isolation Room.
- Designated staff member will supervise students.
- Designated staff member will wear all PPE in the Isolation Kit and are to physically distance from the ill person.
- Respiratory etiquette and hand washing must be followed.
- There will be a checklist for the designated staff member to complete as they engage with the ill person. This checklist will be provided to the parent/guardian/student/staff member upon leaving.
- The locations of [COVID-19 screening facilities](#) will be provided to the person who picks up.
- The Principal may contact their school nurse for screening and advice on next steps.
- Parent/guardian will be contacted to pick up their child. Emergency contacts will be called if parent/guardian cannot be reached.
- Staff members are to determine if they can drive home safely. If not, other arrangements must be made for transportation.
- If there is more than one ill person, then all ill people must be physically distanced from each other, and from the designated staff member. Ideally, there will be more than one isolation room, but if not available, then the additional ill person must be isolated and physically distanced from any other person by at least two metres.
- After the ill person leaves the premises, then the Isolation Room will be cleaned and sanitized based on health and safety guidelines.
- Privacy and confidentiality are essential for the ill person.

Isolation Kit:

Every school/workplace will have a designated Isolation Kit that will be available for the designated staff member, who is trained in First Aid, to use. The items, as outline in the Windsor Essex County Health Unit *Toolkit*, consists of the following stored in a plastic container.

- ✓ Instructions on its proper use on the outside or inside of the kit,
- ✓ Alcohol-based hand rub,
- ✓ Disposable gloves,
- ✓ Disposable surgical/procedural mask,
- ✓ Eye protection, and,
- ✓ Disposable gown.

Staff are to wear the gown, eye protection, mask, and gloves when speaking to the student or staff member. Items are to be replenished directly to ensure that the kit is always ready.



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If the ill person tests **negative** for COVID-19:

- The staff member or student can return to school once they are symptom-free for 24 hours.
- The staff member is to print result and send to their Human Resources Officer.

If the ill person tests **positive** for COVID-19:

- WECHU will contact the parent/guardian or staff member if they test positive and will follow up with the principal with further information.
- If the family or staff member notifies the school first, then the principal is to contact their school nurse.
- Principal/supervisors are to fully cooperate with the WECHU to provide information to conduct contact tracing which may include, but is not limited to, lists of all persons whom have been in and out of their school/facility, class lists with student names, seating plans, parent/guardian names, and contact information, summary of the steps taken when the ill person came to the attention of the principal/supervisor, and timetable.
- WECHU will assess potential exposures within 14 days prior to symptom onset and will determine potential transmission among close contacts.
- All staff is to fully comply with any WECHU investigation to the source of the outbreak.
- WECHU will provide medical exclusion letters for students and staff members with date of return. Student exclusion letters to be filed in Ontario Student Record. Staff documentation to be forwarded to Human Resources.
- WECHU will direct any communication that is to be sent from the school/workplace to families.
- As per privacy legislation, the ill person's name is to be held confidential and not be shared with staff, students, nor the school community. WECHU will conduct their investigation and will identify close contacts for appropriate advice on self-isolation.
- There will be areas required for cleaning and disinfecting based on where that ill person has been or has been in contact with, for example desk, chair, learning materials. If the materials cannot be cleaned, such as paper, books, then they are to be sealed in a container for 7 days. These items are to be stored in a secured confidential area with the date clearly marked.
- If there are two or more confirmed cases that are related in a school within 14 days and one or more are acquired at school, it will be deemed as an outbreak.

Absences:

- Parent/guardians are to call in their child's absence when ill or if awaiting test results. Students will be marked ill.
- Staff are to report their absence through TESS and notify their Human Resources Officer who will monitor the situation.
- All principals are to continue to report absences to the WECHU of over 10% of the school's population. If schools are in the "adapted" learning model, then it would 10% of Cohort A or B's population. The WECHU will direct principal on next steps.



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School work:

- School work will be provided to the student/cohort to complete.
- If there is a cohort or a school that is self-isolating, teachers will pivot to on-line learning for the duration of the self-isolation period.
- The teacher will keep in contact with the medically excluded student which will ease the transition back to school.
- Each case may be different in terms of the length of time for recovery, so it is essential to communicate with family.

Child care:

Child care facilities have an additional time period that a child can return to school symptom-free of 48 hours as opposed to school boards of 24 hours as per *WECHU COVID-19 Guidelines for Child Care Centres, Before and After School Programs, and EarlyON Programs in Windsor and Essex County-Version 4-September 2020*.

If a child does not pass screening:

At Child Care Before School Program:

- Children should not return to the Child Care program until they have been assessed and advised by their health care provider.
- Symptomatic children, staff or parents/guardians who test negative for COVID-19 must be excluded from before and after school and child care programs and services until 48 hours after symptom resolution.
- Using the Information Sharing consent, Child Care staff will inform the school administrator prior to the start of the school day, that a child has not passed screening and will not attend school.
- Child Care staff will inform the parent/guardian of the child who did not pass screening that they will be sharing the information with the school, as per the Information Sharing consent.
- Parents/guardians should be advised to call and report absence to the school, as per the school attendance reporting procedures.

During the School Day

- Child is sent to School's Isolation Room or informs the school that they are sick
- Using the Information Sharing consent, school staff will inform the Before and After School supervisor prior to the start of the Before and After School program, that a child has become ill or informed the school that they are sick, and will not attend the Before and After School program.
- School staff will inform the parent/guardian of the child who was sent to the Isolation room that they will be sharing the information with the Before and After School program, as per the Information Sharing consent.
- Parents/Guardian should be advised to call and report the absence to the Before and After School program, as per the Before and After School program attendance reporting procedures.



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Child sent to Isolation Room or informs that they are sick during the After School Program

- Using the Information Sharing Consent, Child Care staff will inform the school administrator prior to the start of school of the next school day, that a child has become ill or has become sick and that they have advised the parents/guardian that their child should not return to the After School program, until they have been assessed and advised by their health care provider.
- Please note: Symptomatic children, staff or parents who test negative for COVID-19 must be excluded from before and after school programs and services until 48 hours after symptom resolution.
- Child Care staff will inform the parent of the child who was sent to the Isolation room or became ill during the After School program, that they will be sharing the information with the school as per the Information Sharing consent.
- Parents/guardians should be advised to call and report their child's absence to the school for the following day, as per the school attendance reporting procedures.



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Principal responsibilities:

- The principal is responsible to contact the Health Unit if they are in the opinion that a student has a suspected case of COVID-19 (as in any communicable disease), as per protocol.
- Upon receiving communication on a confirmed case of COVID-19 from the WECHU, the principal is to follow the COVID Flowchart and immediately call COVID-19 board lead (S. Pyke). She will lead principal through the overall process.
- School nurse/supervisor will lead principal through the information collection process. The principal is to access/send paperwork from/to the WECHU through dropbox. The following is to be sent:
 - Class lists and contact information for students in all cohorts/classes in school
 - All staff members information
 - Updated student list for all buses – for each cohort
 - Seating plan
 - Location of classes/students in school in addition to room numbers
 - Attendance records
 - List of OTs who may have been in the class
 - List of teachers who have provided any type of supervision or coverage
 - Washroom schedules
 - Any volunteers in the room (eg. Nutrition programs)
- Ensure that principal's and vice-principal's dropbox is functional.
- Principal is to have information accessible to them especially if they receive a weekend call.
- School nurse or principal will contact families, depending on the situation. Script will be provided by T. Del Papa if the principal is to call the students. If the school nurse is calling, there is a letter that can go home.
- Principal to notify staff members that there was a confirmed case(s) and the people (students, staff, etc.) were contacted. Also, they are to let staff know about the status of school opening.
- The community letter is already prepped and will be sent to principal from T. Del Papa for consultation.
- Sending communication to the school community through the website after all families have been contacted. A banner on the school webpage will be developed by Public Relations Office with the principal letter attached.
- Principal to report confirmed case(s) to the Ministry of Education, through Go-Secure platform.
- Absence recording:
 - If the student is a confirmed case of COVID -19 then mark MD.
 - If there is a medical exclusion letter for student(s), then mark MD.
- It may be days later, but the WECHU may notify the board that COVID was contracted at school. If so, there are additional steps needed:
 - For our employee, then the Occupational Illness Report must be completed so contact our Health and Safety officer in addition to completing an On-Line Incident Report.
- For our students and visitors, then an OSBIE report is to be completed.



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GEC Virtual School

Students who attend GEC Virtual School or staff members who have not been in the school in person will not be posted on the school/board website as confirmed cases. They are considered to be community cases.

However, if a staff member teaches from a school and is confirmed, the GEC Virtual principal will be the lead in conjunction with the home school principal.



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Supervisor (non-school) responsibilities:

- The supervisor is responsible to contact the Health Unit if they are in the opinion that an employee has a suspected case of COVID-19.
- Upon receiving communication on a confirmed case of COVID-19 from the WECHU, the supervisor is to follow the COVID Flowchart and immediately call COVID-19 board lead (S. Pyke). She will lead supervisor through the overall process.
- School nurse/supervisor will lead the supervisor through the information collection process. The following may be asked to be sent:
 - All staff members information
 - Seating plan
 - Location of office in addition to room number
 - Attendance records
 - Any volunteers to the building
- School nurse or supervisor will contact families, depending on the situation. Script will be provided by T. Del Papa.
- Supervisor to notify location's staff members that there was a confirmed case(s) and the affected staff were contacted.
- COVID lead to report to the Ministry of Education through Go-Secure that there was a confirmed case(s).
- It may be days later, but the WECHU may notify the board that COVID was contracted at the work location. If so, there are additional steps needed:
 - For our employee, then the Occupational Illness Report must be completed so contact our Health and Safety officer in addition to completing an On-Line Incident Report.
 - For our visitors, then an OSBIE report is to be completed.

The Ministry of Education will be providing further information on reporting of staff in non-school roles.