



Heritage Christian School Board Policy	
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COVID-19 OUTBREAK RESPONSE

Triggering an Outbreak Assessment

When at least one child or staff has presented with new symptoms compatible with COVID-19, Heritage will immediately trigger an outbreak assessment and take the following steps:

1. If a child or staff becomes sick while at school, they should be isolated immediately and family members contacted for pick-up. If the sick person is a child, a school staff should remain with the child until a parent/guardian arrives. Siblings of a sick child should also be taken home. If tolerated, the child should wear a surgical/procedure mask. The isolation room will be the room across from the staff room, which will have disinfectant, sanitizer, and a COVID-19 emergency kit. The school will have at least two COVID-19 emergency kits at school for employees to use for personal protection while caring for a child exhibiting symptoms (see COVID-19 Personal Protection Kit below)

One of the office staff/principal will be responsible for monitoring the child. As soon as the child is isolated from others, the staff member caring for the child should perform hand hygiene and put on a surgical/procedure mask, face shield/goggles, and gown/gloves if there is risk of exposure to infectious droplets. The staff member should avoid contact with the child's respiratory secretions. The staff member must perform hand hygiene after any contact with the ill child. If the designated room is not available, the ill child should be kept at a minimum of 2 metres from others. This may be achieved by using physical barriers, floor markers, etc. The ill child should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues (See also Student Exclusion due to Illness Policy)

2. All items used by the ill person should be cleaned and disinfected (with outbreak-level disinfectant). Any items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days. Any items belonging to the symptomatic child should be immediately placed in a securely tied plastic bag and sent home with the child. Soiled items must not be rinsed and or washed at the school.
3. The school will communicate suspected or confirmed cases of COVID-19 to the HKPR Region Health Department: (866) 888-4577 ext. 1508. HKPR staff will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.



4. Staff and children who have been in contact with a suspected COVID-19 case should be monitored for symptoms and further cohorted (grouped together) until test results are received or until directed by HKPR.
5. Following a suspected or confirmed case, enhanced screening measures among children and staff will be implemented, such as, screening upon arrival and more frequent monitoring of staff/children throughout the day.

Communication

In the event that a possible or confirmed case of COVID-19 is identified at Heritage, the school will:

- Inform all parents and staff via email and explain the protocol being undertaken and extra measures being implemented (ie. Increased screening, enhanced cleaning, etc.)
- Visitors to the school will be informed via clear signage at the school's main entrance.

Exclusion

When a child or staff has shown symptoms of COVID-19, he/she must either be evaluated by a health care provider, or provide a negative COVID-19 test before returning to school. If COVID-19 is ruled out the child may return to school once symptoms have cleared.

If a COVID-19 positive case is identified in the school, a COVID-19 outbreak will be declared by the HKPR Region Health Department. Further direction will be provided by the HKPR Region Health Department on who else in the school may need testing and/or monitoring/isolation at that time.

Staff/ children who are being managed by the HKPR Region Health Department (e.g. confirmed cases of COVID-19, household contacts of cases) must follow instructions from public health to determine when to return to school.

Management of a Single Case in a Child/Staff. A single positive case in a child/staff results in an outbreak being declared at the school. All members of the cohort are to be excluded from the school for 14 days. In consultation with HKPR, cohort members may be referred for testing.

Required Steps in an Outbreak. If an outbreak is declared at the school, the following measures must be taken:

1. Consult with and follow directions from HKPR
2. Notify all family, staff, and essential visitors of the school's outbreak status. (i.e. phone, email, letters and signage)
3. Enhance cleaning and disinfecting procedures
4. Enhanced screening procedures
5. More frequent hand hygiene with children and staff.
6. Review staff training on proper PPE use.



Management of cases in multiple cohorts. If there are additional positive cases in other cohorts, the school will close. In consultation with HKPR, all staff and children in the school may be referred for testing.

Declaring an Outbreak Over. HKPR staff will communicate regularly with school staff during an outbreak and will determine when the outbreak can be declared over.