

<p>Safety and Emergency Measures 10220</p> <p>Illness in Care - Students with COVID-19 Symptoms in School</p>	Administrative Application	
	Last Reviewed / Approved on:	August 26, 2020
	References:	Ministry of Education Saskatchewan Health Authority COVID-19 Policy 2 – Role of the Board Policy 12 - Role of Director Administrative Application 10210 – Category 1,2 and 3 Communicable Diseases
	Status:	Operational

Preamble

The Saskatchewan Re-Open Plan's Primary and Secondary Educational Institution Guidelines have been developed to inform local planning on the resumption of in-classroom learning from students in the 2020-21 school year. Under these guidelines, local administrative procedures are required for students that are exhibiting signs and symptoms consistent with COVID-19 (refer to appendix A). It is important to note that not all students with symptoms consistent with COVID-19 will actually have the disease, but processes to mitigate the risk of transmission of COVID-19 must be followed.

Application

If a student is exhibiting symptoms suggestive of COVID-19 (see Appendix A), the following steps should be taken in order to minimize the risk of exposure to others:

1. If, while at a school, a staff member identifies a student exhibiting one or more of the symptoms of COVID-19 (as set out in Appendix A), a staff member shall:
 - a. immediately remove the student from the classroom to a designated isolation area: only one (1) symptomatic person per Isolation room/space, where possible:
 - i. in a respectful manner that protects the privacy of the student; and,
 - ii. in a manner that is as safe as possible for the staff members and other students and staff.
 - b. notify the principal or designate.
2. In all interactions with the student, staff members shall:
 - a. maintain physical distancing from the student as much as possible;
 - b. wear a medical mask and face shield, if a face shield is available;
 - c. avoid contact with the student's respiratory secretions;
 - d. provide the student with a face shield (if available) and request the student to wear it;

- e. provide the student with a disposal medical face mask, if the student is not wearing one, and request the student to wear it provided the student is not in respiratory distress,
 - f. wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student; and,
 - g. dispose of disposable PPE and arrange for non-disposable PPE (i.e., face shield) to be cleaned and disinfected and allowed to air dry after being sprayed with disinfectant.
 - h. If the student needs to leave the isolation room for any reason, the staff member will remove all PPE, wash hands, put on new PPE and accompany the student out of the room.
3. The principal or designate shall, as soon as reasonably possible:
- a. call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate, and instruct them to call 811 as soon as possible;
 - b. arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible after the student's departure, the student's classroom and, in particular, the student's desk and surrounding desks and any other common touch items in the classroom and/or other school facility (i.e., washroom) to which the student would have had access that school-day by custodial staff; and
 - c. advise the Director or designate that the cleaning and disinfection was thoroughly done at the end of the day.
4. If a case of COVID-19 is confirmed by the Saskatchewan Health Authority (SHA), the Director or designate will arrange for any other steps that may be required by SHA Public Health.
5. Any and all communications regarding the student or further action that might need to be taken by the staff, students or school must be done only by or with the approval of the Director or designate in consultation with Public Health.
6. In consultation with the Superintendent, each school shall:
- a. set up and preparing of a designated isolation room in the school; (See Appendix B)
 - b. ensure that appropriately sized medical face masks, face shields and hand sanitizer are readily available and stored outside the isolation space.
 - c. keep accurate and up-to-date records of attendance and seating arrangements to support public health investigation and contact tracing;
 - d. establish standardized procedures for cleaning and disinfecting classrooms and high touch surfaces and student work stations, including designating the employees who shall be responsible for these tasks, noting that all requirements associated with the increased sanitization and disinfection of facilities including common areas will be completed by custodial staff throughout the day; and,

- e. establish standardized procedures for the disposal of PPE equipment which include depositing soiled items in a biobag or triple bagged, tied and put in regular garbage disposal containers outdoors.
7. Caring for those Referred to the Isolation Room:
- a. At no time should an ill person be left unattended.
 - b. In the event of someone becoming ill at school, the office will be notified immediately for the designated staff member to come and attend to the person. Under no circumstances is the ill person to leave the room without the designated personnel.
 - c. Upon the office receiving a notification of a person with illness in the school, the designated isolation person staff member will don their PPE (medical mask, gloves, gown and face shield) as per protocols and go to the locale of the ill person to accompany the ill person to the isolation room.
 - d. Upon arrival at the isolation room, both the designated staff member and ill person will perform hand hygiene as per protocols prior to entering and exiting the isolation room.
 - e. If the ill person does not have nausea or vomiting, after the ill person has performed hand hygiene, he or she will don a medical mask.
 - f. Designated staff member will direct the ill person into the isolation room and direct them to the chair, placing the waste bin close to the ill person, before taking their place two meters away so as to still be able to observe the ill person until parent or caregiver supplied transportation has arrived. Under no circumstances are ill children (under 18 years old) to leave the school alone, nor are they allowed to be transported by school bus or by the specialized transportation services. If caring for an adult, adult's next of kin will be notified, prior to leaving the school.
 - g. If the ill person needs to leave the isolation room for any place other than home (i.e., bathroom), they will perform hand hygiene before exiting the area. They will also need to perform hand hygiene upon re-entering the isolation room.
 - h. Once a responsible adult for the ill student arrives, that person will be encouraged to call 811 COVID help line for an assessment or seek further advice from their healthcare provider on behalf of the ill person for further follow up. A "Student Care Card" will be sent home with student upon departure.
8. After Caring for the Ill Person:
- a. Each isolation room will be thoroughly cleaned and disinfected after each use.
 - b. If a staff member's clothing becomes soiled with bodily fluids, the clothing should be removed and placed in a triple bagged plastic bag, sealing the bag by tying it, and taking the sealed bag for laundering. If staff member was wearing a gown, proper PPE doffing protocol shall be followed.
 - c. Upon arrival at home, the clothing will be washed in a washing machine and dried in a dryer.

- d. The sealed bag is emptied directly into the washing machine without touching the soiled clothes. The plastic transport bag is then disposed in the garbage. Hand hygiene is performed. Remember to disinfect any surfaces that came into contact with your hands, clothing or bag, and let air dry.

Appendix A

COVID-19 Symptoms

Testing is available and recommended if someone has unexplained new or worsening symptoms (even mild symptoms) that may include one or more of the following:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite (difficulty feeding for children)
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty breathing

Appendix B

Isolation Room Setup & Preparation

1. Dedicated staff member for Isolation Room.
2. The only furniture in the room is to be a chair can be either plastic or wooded, for student to be seated.
3. Make available hand sanitizer, appropriately sized medical face masks, face shields and gowns are readily available in all classrooms in the school
4. All supplies are to be stored outside the room, except for the chair and garbage can.
5. Ensure room is equipped with disinfectant supplies, paper towels and garbage can with plastic bag in each room.
6. If a staff members clothes becomes soiled in anyway the clothing should be removed and placed in a plastic bag and laundered at home. Staff member consider an extra change of clothes available.
7. One symptomatic student per Isolation space where student is monitored by a staff member, however if space is large enough an additional student can be in room following physical distancing.
8. If the student needs to leave the isolation room for any reason, the staff member will remove all PPE, wash hands, don (put on) new PPE and accompany the student out of the room.
9. Each isolation room will be disinfected after each student.