

School Protocol When Staff or Students Test Positive for COVID-19

Updated
February 10, 2021



Students/staff who test positive for COVID-19 will remain in isolation until they have met clearance conditions as advised by public health, based on the most current guidance.

Students/staff do not need clearance testing or medical notes to return to school if they have met the conditions above.

KFL&A Public Health will provide guidance and conduct follow-up with the family of a positive case.

KFL&A Public Health receives the positive test result and contacts the staff, student (or student's parent/guardian) to conduct case management.



KFL&A Public Health staff contacts the school administration COVID-19 Leads to ensure notification of the school and request cohort information of positive person.



School provides information to KFL&A Public Health on student/staff who tested positive for COVID-19 as soon as possible.



KFL&A Public Health will:



1. Perform risk assessment of contacts (cohorts) of positive person.
2. Provide school with list of individuals who are considered high-risk contacts and low-risk contacts.
3. Contact all high-risk contacts.
4. Provide instructions to school/school board on family communication.
5. Provide school with recommendations for infection prevention and control measures.
6. Determine if an outbreak will be declared.

School distributes communications to parents, guardians, and staff and conducts infection prevention and control measures as advised by KFL&A Public Health.



Information needed may include:

- Attendance records
- Class/cohort lists
- Before and after school child care lists
- Transportation lists and seating charts
- Current contact information for students/staff
- Special assignments/programs/activities (e.g., Special Education)
- Records of essential visitors

High-risk contacts will be required to

- Self-isolate at home and follow direction from public health. High risk contacts will be contacted directly by KFL&A Public Health with recommendations for isolation and testing.
- Household members of these contacts must follow Public Health guidance.

Low-risk contacts will be required to

- Self-monitor for symptoms for 14 days. If any symptoms appear follow **School and Child Care Protocols for Children, Students or Staff, with Symptoms of COVID-19.**

Symptomatic students/staff should be tested.

Asymptomatic students/staff who are identified as high-risk contacts (e.g., children in the same class as positive case), will be contacted by KFL&A Public Health and provided direction about testing.





School administrator responsibilities

In the event of a positive COVID-19 diagnosis for staff or students, it is essential that the school administrator make key information pertaining to staff and students available quickly for the purposes of contact tracing. This information needs to be accessible by school administrators on short notice, both during and outside of school hours.

- Attendance records for the specific dates that KFL&A Public Health requests.
- Class lists and seating charts for every class.
- Names, date of birth, and address for each student.
- Up-to-date contact information for the parents/guardians of each student, and for staff.
- 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 essential visitors.

Please note:

Personal health information may be disclosed to schools and this is for the purpose of contact tracing and should only be used for that purpose. Schools have an obligation to protect the personal information of their students. Do not further disclose the identity of the case except to those other school board employees who require it as part of their job function.

The identity of the case should not be disclosed to parents, or to other students unless deemed necessary by public health or unless given permission to do so by the case or their guardian.



Public health responsibilities

KFL&A Public Health will be responsible for conducting case and contact management activities. Measures will be taken to ensure privacy and avoid disclosure of details to the school community that would lead to the identification of a laboratory confirmed COVID-19 case.

School boards and schools will be asked to post information if there is a confirmed case of COVID-19 that involves a student or staff member in a school setting. In the interests of privacy, information provided to school communities will not identify the student or staff member that has received a positive COVID-19 test.

KFL&A Public Health will provide guidance to schools to communicate with their school community.



Declaring an outbreak

KFL&A Public Health will be responsible for determining if an outbreak exists, declaring an outbreak, and providing direction on outbreak control measures to be implemented.

KFL&A Public Health will assist in determining which cohort(s) may be sent home, or if a partial or full school closure is required.

KFL&A Public Health will also determine when an outbreak can be declared over.