School Protocols When a 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).

KFL&A Public Health declares a COVID-19 Outbreak

**KFL&A Public Health**
- Notifies school board COVID-19 lead of outbreak declaration.
- KFL&A Public Health posts outbreak notice on website and issues media release.
- Determines which cohort(s) must isolate and indicates school-wide dismissal or closure, if appropriate.
- Communicates cohort isolation requirements and cleaning requirements 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.

**School Board**
- Notifies school administration of outbreak and requests staff/student cohort information.
- Issues communication linking to outbreak posting and media release.
- Provides list of cohorts to be sent home to school and appropriate communications for parents.

**School**
- Compiles information needed in relation to staff/student cohort(s) and provides to KFL&A Public Health and school board, including:
  - Attendance records
  - Class/cohort lists and seating charts
  - Before/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
- Schools distribute communications to families as directed by school board.

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