

School Protocol When COVID-19 Outbreak is Declared

***Note: The following process is intended as a general guide and may be adapted based on the circumstances under which the outbreak is declared.**

The Local Public Health Unit (LPHU) determines two or more lab-confirmed COVID-19 cases in students/staff/visitors 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 and after school care), or as determined by public health.

LPHU declares a COVID-19 Outbreak

LPHU



Notifies School Board COVID-19 Lead, school principal and child care operator of outbreak declaration and request further information

Determines which cohort(s) must isolate and indicates partial or full school dismissal

Communicates cohort isolation requirements and outbreak measures and enhanced cleaning requirements to the School Board COVID-19 Lead, school principal and child care operator

Posts outbreak on LPHU website

Conducts contact tracing of determined close contacts of positive case and provides guidance on testing and isolation

Notifies School Board COVID-19 Lead, school principal and child care operator when safe return to school is indicated

School Board



Notifies School Principal of outbreak

Considers communication linking to outbreak posting on school board website

School Board or School



Compiles information needed in relation to staff/student cohort(s) and provides to LPHU, including:

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

Distributes parent communications as directed by School Board and in collaboration with LPHU and child care operators (as applicable)

Implements any/all outbreak measures recommended by LPHU including:

- Posting outbreak signage at entrance and affected areas
- Coordination of communications to the school community
- Informing outside agencies that use the school of the outbreak.
- Only allowing essential visitors into the school.
- Further minimizing the movement of staff between cohorts.
- Limiting student activities to their required cohorts and discontinuing extra-curricular activities, as much as possible.
- Where possible, restricting staff (including school, transportation, staff from home care agencies or others that provide medical services to those in school) from working in other schools.
- For social settings outside of the school recommend to staff, students and their families, adherence to the social bubble (size based on current provincial recommendations).



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