

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 178
PROCEDURE:	ILLNESS IN CARE - STUDENTS		

BACKGROUND

The Division is committed to providing a safe and healthy study and work environment for its students, staff members, volunteers, and the general public. The Division is committed to the compassionate care and responsible treatment of individuals, and recognizes that the Chief Medical Health Officer has the sole responsibility for identifying a situation as one of risk. When such a situation is identified by the Chief Medical Health Officer or the Local Medical Health Officer, the Director or designate will work with him/her to determine an appropriate course of action.

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, this administrative procedure is intended to provide guidance in the event that a student or staff member exhibits signs and symptoms (<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/about-covid-19#symptoms>) consistent with COVID-19 under the Saskatchewan Safe Schools Plan. 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.

PROCEDURES

1. All schools must identify a designated isolation area for any student presenting COVID-19 symptoms who are not able to immediately leave their school facility. Each isolation area is to be supplied with disinfectant supplies, paper towels, hand sanitizer, and a garbage can with plastic bags. Isolation areas should have minimal furniture. Furniture should be non-porous and easy to clean.
2. As a preventative measure, self-monitoring practices will be encouraged. Parents and caregivers are asked to monitor their children for any signs or symptoms of illness. If a student or staff member exhibits any symptoms, they are to remain home and self-isolate. For those who are unsure if they present symptoms or may need to be tested for COVID-19, they should refer to the Saskatchewan COVID-19 Self-Assessment Tool at <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment>
3. If a student is exhibiting symptoms suggestive of COVID-19 at school, the following steps should be taken in order to minimize the risk of exposure to others:
 - 3.1. If, while at school, a staff member identifies a student exhibiting one or more of the symptoms of COVID-19, a staff member shall:
 - 3.1.1. Immediately remove the student from the classroom to a designated isolation area:
 - 3.1.1.1. In a respectful manner that protects the privacy of the student; and,

3.1.1.2. In a manner that is as safe as possible for the staff members and other students and staff.

3.1.2. Notify the principal or designate.

4. Physical distancing between the student who is exhibiting symptoms of COVID-19 and the staff member should be maintained as much as feasible at all times. Staff must wear a medical mask, face shield, and gloves during all interactions with the student to avoid contact. Gowns will also be available for use. The student will also be provided with a medical mask, and requested to wear it if safe to do so.
5. The staff member and the student will perform hand hygiene prior to entering and exiting the isolation area.
6. If the student needs to leave the isolation area for any reason, the staff member will remove all PPE, perform hand hygiene, don new PPE, and accompany the student out of the room.
7. The student will be supervised at all times.
8. The designated school official will call parents or caregivers immediately to pick up and remove their child from the school. School staff will not transport the student home.
9. Once a responsible adult for the ill person 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. Once the student has exited the school facility, staff must wash their hands adequately with soap and water.
10. The school designate will then call their Public Health contact to provide notification of the student being removed from school.
11. The school's isolation area must be cleaned and disinfected by non-teaching staff. The designated school official will arrange for the timely cleaning and disinfection of the student's classroom and, in particular, the student's desk and surrounding desks as well as any other common touch items in the classroom and/or other school facilities to which the student would have had access that school day, such as washrooms.
12. If a case of COVID-19 is confirmed by the Saskatchewan Health Authority, the school will be notified by the Saskatchewan Health Authority Public Health on the next steps that would be required. These may include self-isolation or self-monitoring, contact tracing, testing, and appropriate communication.
13. The school shall have record keeping of attendance and seating arrangements to support public health investigation and contact tracing. School divisions will have alternative learning opportunities in place for students who are unable to attend school for medical reasons. This will ensure students have continued delivery of education.

Reference: Sections 85, 87, 141, 175, 178, 231 Education Act
Public Health Act

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