	Lloydminster Catholic School Division – Administrative Procedures	
	AP 137 – Illness In Care	
Related LCSD AP's	AP 160 – Health and Safety of Students and Staff AP 165 – Safe Schools AP 310 – Student Safety and Supervision	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 168, 175, 231 Reopening LCSD Schools Saskatchewan Health Authority, COVID-19 Guidance for Schools	
Received by the Board: August, 2020	Update: October 2020	

Background

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 have COVID-19, but processes to mitigate the risk of transmission of COVID-19 must be followed.

Each school Principal in Lloydminster Catholic School Division shall designate space to temporarily sequester an ill student while waiting for a parent/guardian to pick them up to be taken home.

1. Procedures

- 1.1. Each school will plan to have two (2) spaces as isolation rooms.
- 1.2. Staff member and student will perform hand hygiene prior to entering and exiting the room.
- 1.3. Staff member will wear a mask, face shield, and gloves when accompanying the child in the isolation room.
- 1.4. Each isolation room should have:
 - 1.4.1. disinfectant supplies including hand sanitizer
 - 1.4.2. paper towels
 - 1.4.3. garbage can with plastic bags
 - 1.4.4. signage to indicate if clean or needs to be cleaned
- 1.5. Remove any plush or upholstered furniture from the designated room. Furniture should be non-porous and easy to clean.
- 1.6. Each isolation room will be thoroughly cleaned by caretaker after each use. Signage will be posted to indicate if room has been cleaned or needs to be cleaned.
- 1.7. Only 1 symptomatic person per Isolation Room. The student in the room is to be monitored by a staff member.
- 1.8. Dedicated staff members for Isolation Room will be identified for each school. These dedicated staff will be trained in best practices for working with a student who exhibits COVID-19 symptoms.
- 1.9. Staff members designated to provide care in the isolation room should have a spare set of clothes on hand.

- 1.10. If the staff members clothing becomes soiled in anyway the clothing should be removed and placed in a plastic bag and laundered at home. Staff may want to consider an extra change of clothes available for these unforeseen circumstances.
- 1.11. 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.

2. Referral to the Isolation Room

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:

- 2.1. 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:
- 2.2. Immediately notify the office to request a designated staff member to remove the student from the classroom to a designated isolation area:
 - 2.2.1. in a respectful manner that protects the privacy of the student; and,
 - 2.2.2. in a manner that is as safe as possible for the staff members and other students and staff.
- 2.3. Notify the principal or designate.

3. Caring for those Referred to the Isolation Room

- 3.1. At no time should an ill person be left unattended.
- 3.2. 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 to accompany them.
- 3.3. Upon the office receiving a notification of a person with illness in the school, the designated isolation person staff member will don their PPE (mask, gloves, face shield) as per protocols and go to the locale of the ill person to accompany the ill person to the isolation room.
- 3.4. 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.
- 3.5. If not vomiting, after the ill person has performed hand hygiene, he or she will don a mask.
- 3.6. 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 transportation has arrived. Under no circumstances are ill children (under 18 years old) to leave the school alone. If caring for an adult, adults next of kin will be notified, prior to leaving the school.
- 3.7. If the ill person needs to leave the isolation room for any place other than home (ie., bathroom), they will perform hand hygiene before exiting the area. They will also need to perform hand hygiene upon re-entering the isolation room.
- 3.8. Once a responsible adult for the ill person arrives, that person will be requested to call 1-877-800-0002 COVID-19 help line for an assessment or seek further advice from their healthcare provider on behalf of the ill person for further follow up.

4. Contacting the Home

The principal or designate shall, as soon as reasonably possible:

- 4.1. 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 1-877-800-0002 as soon as possible;
- 4.2. After pickup arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible, 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,

4.3. Advise the Director or designate.

5. After Caring for the Ill Person

5.1. Each isolation room will be thoroughly cleaned and disinfected after each use.

5.2. If a staff member's clothing becomes soiled with bodily fluids, the clothing should be removed and placed in a plastic bag, sealing the bag by tying it, and taking the sealed bag for laundering.

5.3. Upon arrival at home, the clothing will be washed in a washing machine and dried in a dryer.

5.4. 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 individual's hands, clothing or bag, and let air dry.

6. 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.

Appendix A – COVID-19 Symptoms –Saskatchewan.ca/covid19

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:

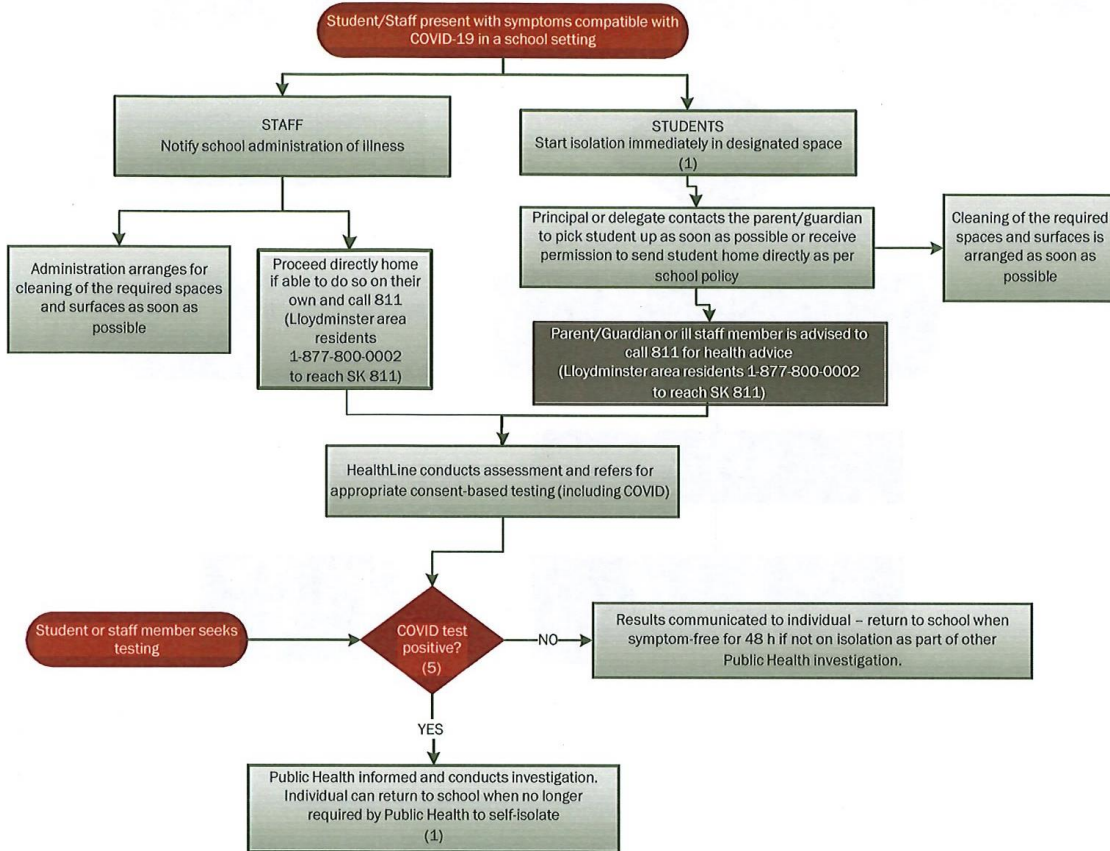
- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite (difficulty feeding for children)
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty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

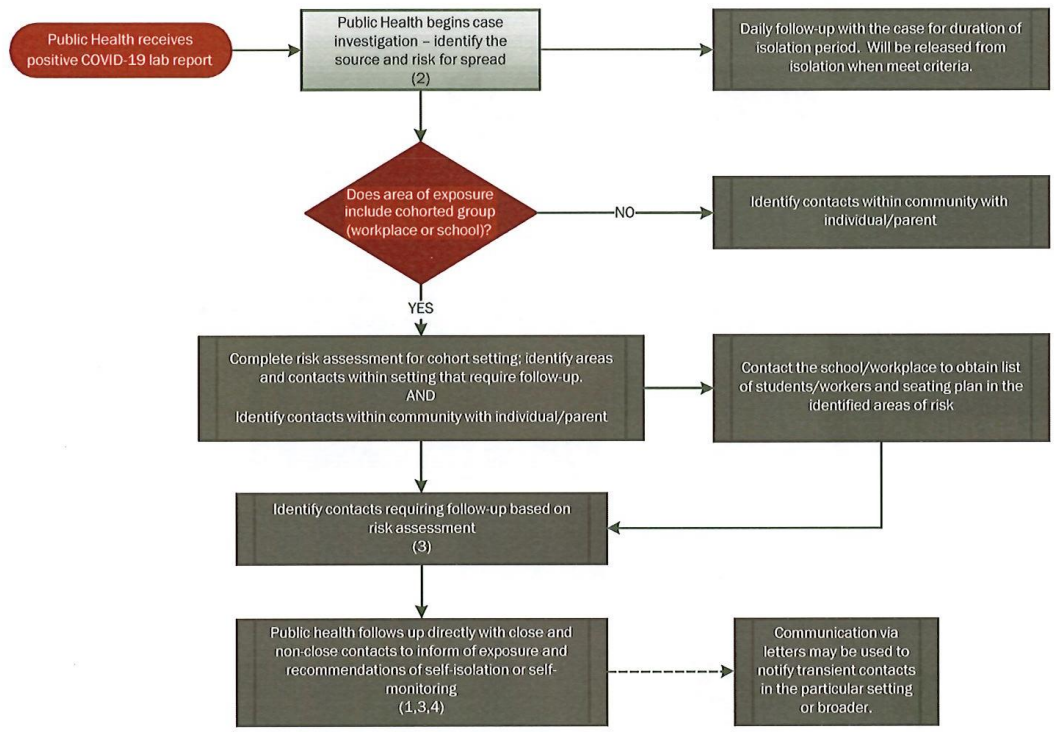
Note: This will change when symptoms change.

Appendix B – Saskatchewan Health Authority – Illness in School Process

Illness in School Process

(Source: Saskatchewan Ministry of Health and SHA-North West)





COVID-19 GUIDANCE FOR SCHOOLS
APPENDIX

Note: Superscript numbers refer to those on the flowchart.

- ⁽¹⁾ Self-isolation is an important way of preventing COVID-19 from spreading in Saskatchewan. It means staying at home and avoiding situations where there is a potential to spread the infection to others: work, school, sporting events, social, cultural and religious gatherings, and public places such as restaurants and malls. You should also avoid public transportation. People should not visit you. If you have an emergency and need to leave home, please wear a surgical mask while you are out.
- ⁽²⁾ The purpose of case investigation is to identify people who may have been exposed to a COVID-19 case. Public Health will require collaboration from school authorities and community members to conduct contact tracing.
- ⁽³⁾ Close contacts can include persons who provided care for a person with COVID-19 without consistent and appropriate use of recommended personal protective equipment (PPE), or lived with or had otherwise close prolonged contact (within two metres) with a probable or confirmed case, or had direct contact with infectious body fluids of a person with COVID-19 (e.g., was coughed or sneezed on) without the appropriate use of recommended personal protective equipment, or shared personal items such as eating utensils or drinking cups with a person who has COVID-19, or was a school bus passenger seated within two metres of a symptomatic case.
- ⁽⁴⁾ Self-monitoring means watching closely for symptoms in yourself or your dependents including taking your temperature twice daily. You do not have restrictions on attending work or school, but should avoid crowded public spaces and vulnerable people (those with weakened immune systems or individuals over 65 years of age). You should have a plan on how to quickly self-isolate if you develop symptoms consistent with COVID-19 (e.g. fever, cough or difficulty breathing).
When there are no symptoms, continue with your daily activities like attending school or work. At the first sign of symptoms, such as increase in body temperature or development of a cough or sore throat or shortness of breath, you should self-isolate and call HealthLine 811 for assessment and direction.
- ⁽⁵⁾ Regarding testing:
 - Always follow instructions from Public Health and/or HealthLine 811.
 - The test may be done before symptoms appear. In this case, if negative, it should be repeated after onset of symptoms.
 - A negative test does not necessarily rule out COVID-19. If required, self-isolation must continue despite a negative result.
 - Testing of students is done with consent from parents or guardians and is arranged through 811 or Public Health.