

## Administrative Procedures

<b>AP-432</b>  ILLNESS IN CARE	<b>Date of implementation:</b> Fall 2020 <b>Date of update:</b>
	<b>Related Administrative Procedures:</b> <a href="#">AP-410 Safety</a> <a href="#">AP-413 Administering Essential Medication and Procedures to Students</a> <a href="#">AP-428 Temporary Exclusion of Students for Safety or Medical Reasons</a>

**Purpose:** To provide guidance to employees ensuring safe care for students who become ill while in our care.

Parents are expected to keep students home when they are sick. We recognize that students may become ill while in our care.

### Procedures:

- 1) If a student presents with symptoms of being ill, check to see if they have underlying health conditions that may need medication/medical attention (i.e. anaphylaxis, life threatening condition, etc.). Follow instructions on medical forms (refer to AP-413 Administering Essential Medication and Procedures to Students).
- 2) If the illness appears to be life threatening, phone 9-1-1.
- 3) Potential or confirmed communicable disease procedures:
  - a) Staff members and students are required to comply with the provisions of *The Public Health Act, 1994*, and the *Communicable Diseases Regulations*.
  - b) When a teacher or principal is made aware that a student, staff member or contractor may be infected with a communicable disease as defined in the *Communicable Diseases Regulations*, the following action shall be taken.
    - i) Arrange for the isolation and/or return home of the student or staff member as prescribed in the *Communicable Diseases Regulations*. A student in isolation must be carefully and continuously visually monitored.
    - ii) Public Health has a list of communicable diseases for which they need to be notified.
    - iii) If you are required to notify Public Health of the communicable disease, also notify your school Learning Superintendent via email by end of the school day.

- iv) School divisions will follow communication directions by Saskatchewan Health Authority. Other communications from the school will be governed by privacy legislation.
- c) Once the student leaves, staff must wash their hands and ensure all areas that the sick student touched are cleaned and disinfected. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three (3) days.
- 4) The Director and/or designate may develop protocols from time to time to address specific illnesses and diseases.

*Reference:*

[\*The Public Health Act, 1994\*](#)

[\*Communicable Diseases Regulations\*](#)

[\*Report Communicable Diseases\*](#)

[\*Prairie Spirit - Return to School Planning Document 2020-21\*](#)

[\*COVID-19 Protocols\*](#)



## COVID-19 Protocols for AP-432 Illness in Care

Prairie Spirit School Division is committed to ensuring the health and safety of all its employees. On June 9, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020/21 school year. To help Division staff prepare for the return of students and staff, provincial guidelines have been put in place. Please refer to Return to School Planning Document 2020/21. These procedures have been created to ensure a safe return to the workplace for all staff. These protocols will continue to be adjusted as necessary following the direction of the Chief Medical Health Officer of Saskatchewan. COVID-19 is a communicable disease.

- Promote proper hand hygiene practices for staff and students. Practices must include using soap and water when hands are soiled and hand sanitizer when visibly clean. Although general use containers need to be available, where possible, students and staff should have their own hand sanitizer. Supervise the use of hand sanitizer with young children. Please refer to Return to School Planning document 2020/21 for more information on preventative measures.
- Based on current evidence, checking temperatures, detailed screening or requiring COVID-19 testing of students and staff are not required or recommended at this time.
- Students and staff who are sick should be advised to stay home. Not all symptoms of illness need to be subject to this requirement (i.e. headaches, cramps, etc.).
- All parents, guardians, students and staff who are confirmed to be COVID-19 positive and/or under mandatory self-isolation must not enter the school. Instead, they must stay home and self-isolate. Self-isolation requirements are determined by Saskatchewan Health Authority (SHA) guidelines. Schools should include a link to these [guidelines](#) on their website.

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:

- 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:
  - a) Start self-isolation immediately: student's teacher notifies the Designated School Official (DSO) to accompany the student from the classroom to the school's pre-identified isolation space where the student will be supervised at all times.
- 2) In all interactions with the student, staff members shall:
  - a) Maintain physical distancing from the student as much as possible;
  - b) Wear a medical mask and face shield;
  - c) Avoid contact with the student's respiratory secretions;
  - d) Provide the student with a face shield and request the student to wear it;

- e) Provide the student with a face mask if the student is not wearing one, and request the student to wear it provided the student is not in respiratory distress;
  - f) Wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student; and
  - g) Dispose of disposable Personal Protective Equipment (PPE) and arrange for non-disposable PPE (i.e. face shield) to be cleaned and disinfected.
- 3) The principal or designate shall, as soon as reasonably possible:
- a) 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 811 as soon as possible;
  - b) 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,
  - c) DSO or designate will record any necessary student information and share with the Saskatchewan Health Authority (SHA) as required.
  - d) Advise the Director or designate.
- 4) If a case of COVID-19 is confirmed by the SHA, the Director or designate will arrange for any other steps that may be required by SHA Public Health.
- 5) Any and all communications regarding the student or further action that might need to be taken by the staff, students or school must be done only by or with the approval of the Director or designate in consultation with Public Health.
- 6) In consultation with the Learning Superintendent, each school shall:
- a) Set up a designated isolation room in the school;
  - b) Ensure that appropriately sized medical face masks, face shields and hand sanitizer are readily available in all classrooms in the school;
  - c) Keep accurate and up-to-date records of attendance and seating arrangements to support public health investigation and contact tracing;
  - d) Establish standardized procedures for cleaning and disinfecting classrooms and high touch surfaces and student work stations, including designating the employees who shall be responsible for these tasks, noting that all requirements associated with the increased sanitization and disinfection of facilities including common areas will be completed by custodial staff throughout the day; and
  - e) Establish standardized procedures for the disposal of PPE.



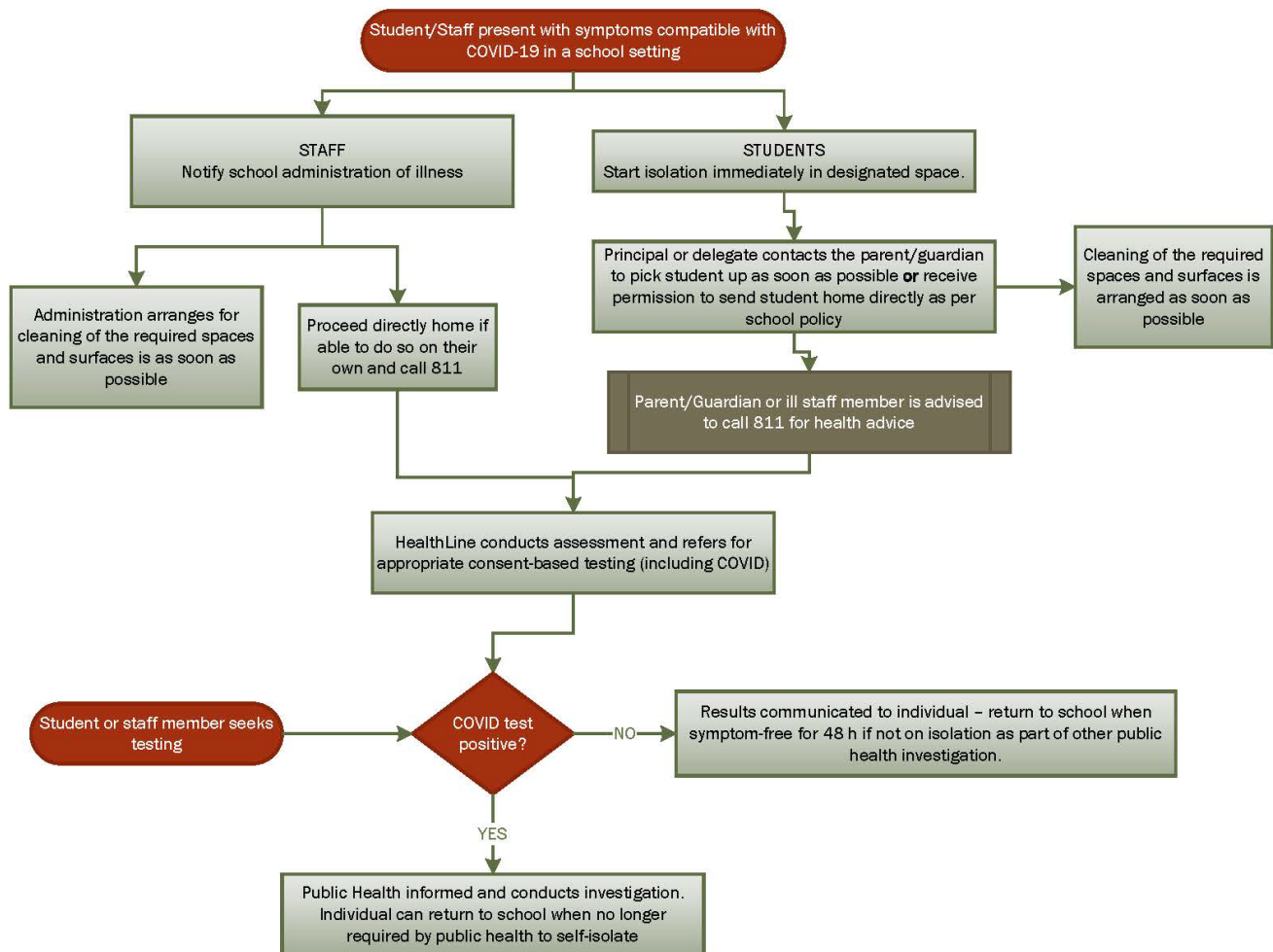
## Appendix A – [COVID-19 Symptoms](#)

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

## Appendix B – COVID-19 Guidance for Schools

Parents and caregivers must monitor and assess their children daily for any signs or symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease before sending them to school. Anyone exhibiting any [symptoms](#) must remain home and call 811 for direction. For those who are unsure if they present symptoms or need to be tested for COVID-19, they should call 811 for direction or refer to the [Saskatchewan COVID-19 Self-Assessment tool](#).



Source: Ministry of Health