

## Administrative Procedure 326

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### STUDENTS WITH COVID-19 SYMPTOMS IN SCHOOL

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

#### Procedures – Student with Potential COVID-19 Symptoms

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. In consultation with the Superintendent, each school shall:
  - a) set up a designated isolation room in the school;
  - b) ensure that appropriately sized 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 equipment.
2. 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) immediately remove the student from the classroom to a designated isolation area:
    - i) in a respectful manner that protects the privacy of the student; and,
    - ii) in a manner that is as safe as possible for the staff members and other students and staff.
  - b) notify the principal or designate.
3. In all interactions with the student, staff members shall:
  - a) maintain physical distancing from the student as much as possible;
  - b) wear a mask and face shield, if a face shield is available;
  - c) avoid contact with the student's respiratory secretions;
  - d) provide the student with a face shield (if available) 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 PPE and arrange for non-disposable PPE (i.e., face shield) to be cleaned and disinfected.

4. 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) advise the Superintendent.
5. 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.
6. 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.

Reference: Section 85 (1)(d) *The Education Act, 1995*  
Approved: August 31, 2020