



Please note that this document will be updated according to the evolution of ministerial instructions and those of public health authorities.

COVID-19 CASE MANAGEMENT PROTOCOL

- [School Decision-Making Guide](#) - Students with Symptoms of COVID-19 - Ottawa Public Health
- [Government operational guidelines](#) for the management of COVID-19 in schools
- CEPEO Guide: [Cases of signs or symptoms, confirmed or suspected cases of COVID-19 section](#)

INFORMATION SHEET | [sick student at school with symptoms of COVID-19](#)

1	The teacher informs the administration of the student's condition.
2	The student is escorted back to the isolation room and supervised by a member of staff wearing personal protective equipment.
3	The school communicates with the parent so that the latter can pick up the student within a reasonable time.
4	The school identifies if other family members are at school.
5	The student and other family members leave school to isolate themselves. The parent monitors their child's symptoms and contacts their health care provider as needed.
6	The school disinfects the isolation room and the classroom (e.g. desk)
7	The school ensures that it has up-to-date records of staff, students and visitors in order to be able to provide information about students and staff belonging to any class cohort (e.g. people in the classroom, on the bus, as part of before and after school care programs) to provide them to public health authorities, as needed.
8	If the symptomatic student has been screened, following the directions / recommendations of the health care provider and the test is negative, the student can return to school 24 hours after symptoms resolve. Household members may return immediately if they do not show any symptoms.
9	If the symptomatic student has been screened following the directions / recommendations of the health care provider and the test is positive, the student with a positive result, and members of their household, remain in isolation and follow the instructions of the public health unit.
10	If the symptomatic student has been screened following the directions / recommendations of the health care provider and the test is positive, the student with a positive result, and members of their household, remain in isolation and follow the instructions of the public health unit.
11	If the symptomatic student has not passed a screening test, they must self-isolate for 14 days unless they receive a medical note for an alternative diagnosis; they can then return to school 24 hours after symptoms have resolved.

COMMUNICATION

- In the event of a positive COVID-19 test or the student is identified as being at high risk, the public health unit (PHU) contacts the school to confirm this information.
- The Ontario government is posting confirmed cases of COVID-19 on its [website](#). The information is also available on the [CEPEO website](#).
- The school notifies the school community of the positive case only after receiving clearance from the public health unit.
- The people who must be in self-isolation will be identified by the PHU and will receive a communication from the PHU. If you do not receive a letter from your local PHU, it is safe for your child to return to school.
- In the name of privacy, the information provided to school communities will not identify the student or staff member who tested positive for COVID-19.
- In the event that your child has to isolate themselves, their teacher will contact you to share with you a plan of learning activities to continue at home. This plan will follow the Ontario Ministry of Education curriculum.

INFORMATION SHEET | school outbreak of COVID-19

1	Local Public health units (PHU) are responsible for determining, when an outbreak has taken place, to declare it and to issue directives for the measures that need to be put in place to control the outbreak.
2	In the event of a declared outbreak in a school, the public health unit will help determine which cohorts should be sent home, or whether there is a need for a full or partial school closure based on the extent of the outbreak.

A school outbreak is defined as: at least two laboratory-confirmed COVID-19 cases within a 14-day period among students and / or staff, with an epidemiological link, and when it can be reasonably assumed at least one case acquired the infection at school (including school transportation and before and after school childcare).

The local public health unit will work with the school to trace epidemiological links (e.g. cases belonging to the same class, cases belonging to the same cohort of before and after school childcare services, cases whose allocated seats on the bus are close to each other). The PHU will designate cohorts for which the risk of exposure is high and isolation is necessary.

COMMUNICATION

- In the event of a COVID-19 outbreak at school, that outbreak will be confirmed by the public health unit (PHU).
- The Ontario government is posting confirmed cases of COVID-19 on its [website](#). The information is also available on the [CEPEO website](#).
- The school notifies the school community of the outbreak only after receiving authorization from the PHU
- The people who must be in self-isolation will be identified by the PHU and will receive a communication from the PHU. If you do not receive a letter from your local PHU, it is safe for your child to return to school.
- In the name of privacy, the information provided to school communities will not identify the student or staff member who tested positive for COVID-19.
- In the event that your child has to self-isolate, their teacher will contact you to share with you a plan of learning activities to continue at home. This plan will follow the Ontario Ministry of Education curriculum.

INFORMATION SHEET | a parent tests positive

1	The parent is asked to inform the school of their positive result for COVID-19. If the student is at school, the school coordinates the immediate departure of the student (as well as his siblings) and escorts them back to the isolation room supervised by a staff-member wearing individual protection equipment.
2	The school checks that the information in the student's file (e.g. class list, seat allocation, transportation arrangements, etc.) is up to date and prepares to communicate these elements to the public health office (PHU) if the latter requests it.
3	The school disinfects the isolation room and the classroom. (e.g. his desk)
4	The student must stay at home in self-isolation and follow the instructions of the public health unit.

COMMUNICATION

- The people who will need to self-isolate will be identified by the public health unit (PHU) and will receive a communication from the PHU. If you do not receive a letter from your public health unit, it is safe for your child to return to school.
- In the name of privacy, the information provided to school communities will not identify the student or staff member who tested positive for COVID-19.
- In the event that your child has to self-isolate, their teacher will contact you to share with you a planning of learning activities to continue at home. This plan will follow the Ontario Ministry of Education curriculum.