



TDSB Response Plan COVID-19 Case Management for Schools and Administrative Sites

Ensuring the health and safety of students and staff is a priority. The Toronto District School Board follows direction from the Government of Ontario, who has provided a recommended [process](#) for school boards to follow in the event of a suspected or confirmed case of COVID-19 in a school. The TDSB also works together with Toronto Public Health who is responsible for determining if an outbreak exists, declaring an outbreak, and providing direction on outbreak control measures to be implemented as well as supporting contact tracing efforts.

The following outlines the processes in place and responsibilities of key individuals.

Self-Assessment

Employees, students and parents are expected to be familiar with and recognize the signs and symptoms of COVID-19. Before coming to work or school each day, they are required to perform a [self-assessment](#) prior to entering any TDSB location and remain home if they have any signs or symptoms of COVID-19. The Service Now Health Screening App is now available online at <https://tdsb.service-now.com/tswp> for staff and students to complete the verification of their self-assessment.

It is recommended that employees, students, parents and visitors self-isolate and stay home and seek testing if they are demonstrating any symptoms of COVID-19 or if they do not pass the self-health assessment for any other reason. These individuals are not permitted to enter the school and cannot return until they have been symptom-free for 24 hours.

Employees, students, parents and visitors will be expected to report the results of their COVID-19 test to their Supervisor/Principal as soon as they are available so additional action may be taken if necessary so public health can be notified.

Employee or Student Tests Positive for COVID-19

When an employee or student has tested positive for COVID-19:

- Supervisor/Principal to:
 - Notify:
 - Their Manager/Superintendent
 - Sr. Manager - Facility Services
 - Sr. Manager Occupational Health & Safety including the appropriate Union/Federation member through the Worker Co-Chair-Joint Health & Safety Committee
 - Appropriate Sr. Manager of Employee Services
 - Communications Department



- Disability Claims Management (Employees Only)
- Update the Ministry of Education COVID-19 School Absence Online Reporting Tool
- Determine:
 - If Employee/Student was in the building 48 hours prior to and including the day of onset of symptoms, or, 48 hours prior to positive specimen collection if asymptomatic at the time of specimen collection.

If determination is that **NO** the Employee/Student was not in the building 48 hours prior, Principal/Supervisor to notify parties as stated above.

If determination was that **YES**, the Employee/Student was in the building 48 hours prior:

- Supervisor/Principal to:
 - Verbally inform all employees who have been in the building on those days of a confirmed case of COVID-19 (do not share personal information).
 - Contact TPH at: CovidSchools@toronto.ca
 - Monday to Friday, 8 a.m. to 6 p.m.
 - Saturday, Sunday and Stat Holidays, 8 a.m. to 8 p.m.
 - After hours, call 311
 - Record this information including attendance of staff, students and visitors; cohort (s) information of employee and students including seating charts of classroom, bus and any before and after school programs and extra-curricular activities, contact information and visitor sign-in logs in the event Toronto Public Health requests information for contact tracing purposes.
 - Discuss with the Sr. Manager – Facilities any enhanced cleaning protocols that may need to be performed. These area(s) will be closed until this enhanced cleaning is completed.
 - Assist employee with “Employee Report of Accident/Incident” form, if necessary.
- Sr. Manager – OH&S to report name of employee or student to TPH. Appropriate Union/Federation member of JHSC will be notified through the Worker Co-Chair.
- Sr. Manager – Facility Services to notify itinerant staff of various building affected by positive case.
- TPH will investigate to identify individuals with a high risk of exposure to the case (close contacts – for example, someone who has spent 10-15 minutes or more with close proximity, of less than 6 feet). TPH will collaborate with the Supervisor/Principal to obtain contact information of close contacts within the school setting, will contact close contacts directly to provide guidance and will follow up with the Employer through the Sr. Manager – OH&S, if needed. TPH will contact cases directly and provide letter directly to the staff/student identified to have a high risk of exposure.
- Communications Department to work with TPH on any letter/correspondence to the school or community, as determined by TPH.



- Employee/Student to self-isolate for 14 days in accordance with TPH protocols after a positive COVID-19 test result.

If a close contact is also a TDSB employee or student, they will need to follow the direction from TPH including self-isolation. Employees must notify their Supervisor/Principal.

Additional direction will be taken from TPH and is based on Ministry of Education and Ministry of Health guidance for school.

If an employee lives outside of Toronto, their local health unit (e.g. York, Durham or Peel) will complete the case investigation for the staff, but TPH will do the assessment in the school.

Employee or Student Showing Symptoms of COVID-19

If an Employee/Student shows symptoms of COVID-19 or they are a close contact of someone with COVID-19:

- Employee/Student is to stay home and cannot return until they are symptom-free for 24 hours.
- If they have symptoms, they should be encouraged to go for testing
- If symptoms appear at school, they must wait in the Wellness Room until picked up or arrangements can be made with the direction to self-isolate and seek testing for COVID-19. Call 9-1-1 for severe illness.
 - Anyone providing care or supervision of ill employee or student must maintain a distance of at least two meters and use appropriate PPE from the kit.
 - The ill individual will be required to wear appropriate PPE while in Wellness Room where possible.

Supervisor/Principal to:

- Notify:
 - Their manager/superintendent
 - Sr. Manager – Occupational Health and Safety
 - Sr. Manager – Facility Services
 - Appropriate Sr. Manager – Employee Services
 - Communications Department
 - Disability Claims Management (employees only)
- Investigate activities of employee or student to determine nature of activities (e.g. if physical distancing guidelines were maintained), identify potential contacts and determine if PPE was worn.
- Follow up with Employee/Student regarding their well-being and test results.
- Notify the above parties on the outcome.

If test results are negative,



- And the individual has not had a high risk exposure to COVID-19, person may return to school 24 hours after symptom free.
- But if they are a close contact of someone who tested positive for COVID-19, they must remain in self-isolation for 14 days and monitor for symptoms.
- No communication is sent to other site employees.
- No Accident/Incident Report for employee is to be forwarded to Disability Claims Management; and no report to JHSC is needed.

If Employee/Student test results are positive, follow protocol “Employee or Student Tests Positive for COVID-19.”

If an employee or student has a household family member (close contact) that is waiting for COVID-19 test results, all household contacts should self-monitor but can continue to attend work/school if not symptomatic.

Symptomatic Employee or Student Who Does NOT Get Tested

An Employee or Student who is symptomatic with COVID-19 symptoms and does NOT go for testing, must self-isolate for 14 days from start of symptoms. They should be encouraged to go for testing.

After 14 days, if well (no fever, no symptoms) they can stop self-isolating, but do have to practice physical distancing.

After 14 days, if unwell, contact Telehealth or primary health care provider. They must inform anyone who they have been in close contact with to self-monitor for 14 days from the last day they had contact. This includes persons who live in the same household. In the absence of testing or an alternative diagnosis, TPH recommends ill individuals self-isolate for 14 days from symptom onset (even if symptoms resolve).

Any household members of the ill individual are to self-monitor for 14 days. These household contacts can continue to attend work/school, as long as they have not developed symptoms themselves and their ill household member has not been diagnosed with COVID-19.

Employee/Student must inform Supervisor/Principal of this condition.

Outbreak of COVID-19

An outbreak in a school is defined by Toronto Public Health (TPH) as:

- Two lab-confirmed COVID-19 cases in a student and/or in a school with an epidemiological link, within a 14 day period;
- Where at least one case could have reasonably been acquired their infection in the school (including transportation and before and after school care).



TPH is responsible for determining if an outbreak exists, declaring an outbreak, and providing direction on outbreak control measures to be implemented. The TDSB response will be based from TPH as they determine epidemiological links such as cases in the same class, cases that are part of the same before/after care school care cohort and cases that have assigned bus seats in close proximity to each other. TPH will determine which cohorts are high risk contacts requiring isolation.

An outbreak will be declared *over* by TPH when:

- At least 14 days from the last outbreak associated case including staff, students, essential visitors or anyone else in the school during the outbreak.
- No further symptomatic individuals with tests pending.

If TPH identifies an employee illness is work related, the illness will be treated as an Occupational Illness as per section 52 of the Occupational Health and Safety Act. If a claim is made to the Workplace Safety and Insurance Board, by or on behalf of the staff member, notice will be given to the Ministry of Labour, the Joint Health & Safety Committee and staff member Federation/Union, if applicable.

When an Employee or Student Can Return to Work/School

A **non-test based** approach is used to clear cases. The exception is for serious cases of COVID-19 that require hospitalization. Based on TPH /Ministry of Health guidance, an employee or student may return to work when:

- Mild to moderate case of COVID-19 are considered recovered 14 days after symptoms started, no fever and symptoms improved. This will be confirmed by TPH. RE-TESTING IS NOT REQUIRED.
- Asymptomatic (no symptoms) cases of COVID-19 are recovered 14 days after positive test was taken. This will be confirmed by TPH. RE-TEST IS NOT REQUIRED.
- Employee cleared by Toronto Public Health to return to work without additional testing.
- Individuals who have travelled outside Canada must isolate for 14 days. If symptoms free after this period, they may return to work/school. No testing is required.

Records Management

Principals must be prepared to provide the following information or have access to the following records within 24 hours of request:

- Attendance records
- Class lists (should include name, birthdate and contact information; and seating charts for each cohort)
- Before and after child care lists

RETURNING TO SCHOOL



- Transportation lists and seating charts
- Staff lists, attendance record and schedule including information if teachers/staff move from classroom to classroom or school to school
- List of students in each cohort for any extracurricular activity indicating the type of activity
- Up-to-date contact information for parents, staff and students
- Records of essential visitors including name; company name; contact information; date/time of in and out; areas visited
- Special assignments and programs including Education Community Partner Program and Special Education