



# »» COVID-19 MANAGEMENT AT HSC

- PG. 2 SCENARIO OVERSIGHT
- PG. 3 **SCENARIO 1** »» A STUDENT TESTS POSITIVE FOR COVID-19
- PG. 7 **SCENARIO 2** »» A STUDENT BECOMES ILL DURING THE SCHOOL DAY
- PG. 9 **SCENARIO 3** »» A FACULTY/STAFF MEMBER BECOMES ILL DURING THE SCHOOL DAY
- PG. 10 **SCENARIO 4** »» A PARENT TESTS POSITIVE FOR COVID-19
- PG. 11 **SCENARIO 5** »» A FACULTY/STAFF MEMBER HAS TESTED POSITIVE FOR COVID-19
- PG. 12 **SCENARIO 6** »» A FACULTY/STAFF MEMBER OR STUDENTS' FAMILY MEMBER TESTS POSITIVE FOR COVID-19
- PG. 13 **SCENARIO 7** »» DECLARED OUTBREAK (REFER TO HSC'S **OUTBREAK MANAGEMENT PLAN**)
- PG. 14 **SCENARIO 8** »» RESOLVED OUTBREAK



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO OVERSIGHT

TITLE	ROLE	RESPONSIBILITY
<b>Head of College, Marc Ayotte</b>	<b>Oversees all aspects of College Life at HSC.</b>	Signer of International Student Attestation Form and responsible for overall plan.
<b>Deputy Head of College, Bob Neibert</b>	<b>Oversees all aspects of student Health and Wellbeing.</b>	Oversees Health Services Team, co-ordinator of the plan.
<b>International Student Specialist, Eric Bailey</b>	<b>The ISS oversees the pastoral care for all students on study visas (International Students at HSC).</b>	Supports admissions international student recruitment, intake, communication to international students and families as well as host family programs in conjunction with Canada Homestay Network. Daily pastoral care of each international student. Executor of the plan.
<b>Health Services Manager, Cindy Lima Rivera</b>	<b>Manages HSC Health team, health and safety protocols and procedures.</b>	Manages all day to day support programs for all students, staff and faculty health at HSC. Executor of the plan.
<b>Director of Admissions, Sheriann Heath-Johnston</b>	<b>Oversees international student acceptance, registration and retention.</b>	Works with partnership agencies, Canada Homestay Network, Canadian Education Student Services Guardianship and Guard.me insurance. Executor of the plan.



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 1 » A STUDENT TESTS POSITIVE FOR COVID-19

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
<b>Notify the leadership team</b>	<b>Head of College and/or Manager of HSC Health Services</b>	The Head of College will notify the leadership team.
<b>Notify Hamilton Public Health Services (HPHS) COVID School Health Team</b>	<b>Manager of HSC Health Services</b>	<p>A positive case of COVID-19 is reported to HSC by a staff member, parent and/or student, or Hamilton Public Health Services (HPHS) COVID School Health team</p> <p>If a positive case is reported by a staff, parent, or student, the Manager of Health Services will report it to the HPHS COVID School Health team at 905-974-9848 ext. 5</p> <p>Upon confirmation of the positive result by HPHS COVID School Health team, the Manager of Health Services will inform the Head of College.</p>



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 1 » A STUDENT TESTS POSITIVE FOR COVID-19

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
<p><b>Notify parents/guardians of a confirmed case, initiate a case and contact management</b></p>	<p><b>HPHS COVID School Health team/Manager of Health Services</b></p>	<p>The HPHS COVID School Health team will conduct the initial interview with the positive case to determine their infectious period or period of communicability (POC), level of risk, and to identify next steps. The HPHS COVID School Health team will reach out to HSC ONLY when there is a risk of exposure to the HSC community. If a COVID-19 positive person is not at the College during their infectious period (POC), there is no need to isolate any contacts.</p> <p>If further action is required after the case interview, the COVID School Health team will contact the Manager of Health Services. It may take up to 24 hours for HPHS to contact the College.</p> <p>As of March 24, 2021 HPHS has directed HSC to assist with their contact tracing process by isolating the positive staff or child and determining who the staff or child had close contact with by reviewing attendance records, transportation records, class cohorts and other groups (if applicable). HPHS has provided HSC with the criteria to be used for determining a close contact vs. a casual contact.</p> <p>The Manager of Health Services will coordinate contact assessment of staff and students under the directive of HPHS.</p> <p>HPHS will request the personal information of the identified close contacts (students and staff) in order to complete the risk assessment. Any information shared with HPHS for the purpose of contact tracing, will be shared through a designated HPHS secure portal.</p> <p>HPHS will meet with the Manager of Health services and other HSC representatives to determine the course of action to be taken. HSC will act as directed by Hamilton Public Health.</p> <p>The COVID School Health team will issue a Contact Tracing letter which the College is required to share with families and staff identified as close contacts.</p>



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 1 » A STUDENT TESTS POSITIVE FOR COVID-19

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
<p><b>Considerations for International Students</b> <i>(if the child is in the country with a parent HSC will follow the domestic protocol)</i></p>	<p><b>Director of Admissions ESL and International Student Specialist (Eric Bailey)</b> <b>Director/Student Coordinator, Canadian Education Student Services (Winnie He)</b></p>	<p>For international students, HSC will:</p> <ul style="list-style-type: none"> <li>• communicate diagnosis to parents;</li> <li>• communicate diagnosis to the guardian;</li> <li>• communicate with the Homestay parent; and</li> <li>• notify Canada Homestay Network with regards to a confirmed case.</li> </ul> <p>HSC's Manager of Health Services will be responsible for checking in daily with the student and/or Homestay guardian and will liaise with Hamilton Public Health as required.</p>
<p><b>CCEYA students</b></p>	<p><b>Immediate Manager/ Supervisor or Director of HR HSC Health Services</b></p>	<p>HSC will notify CCEYA.</p>
<p><b>Notify the Ministry of Education/Ministry of Health</b></p>	<p><b>Deputy Head, Student Wellbeing</b></p>	<p>The Ministry of Education requires all educational institutions to report any confirmed cases of COVID-19.</p> <p>Private schools are required to report any confirmed cases of COVID-19 within the community via the online <b>COVID-19 reporting tool</b>.</p> <p>HSC will comply with the Ministry of Education's reporting requirements and will follow the processes the ministry develops for this requirement.</p>



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 1 » A STUDENT TESTS POSITIVE FOR COVID-19

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
<b>Notify the school community</b>	<b>Head of College Communications</b>	<p>Letter to the community will be sent by the Head of College.</p> <p>HSC is required by the Ministry of Education to inform the community whether the case is a student and/or staff, closure of a cohort and/or school closure.</p> <p>The privacy of the confirmed case is protected under privacy laws and will not be disclosed to the community.</p> <p>Information for the community will be found on the <a href="#">School website's COVID-19 Advisory Site</a>.</p>
<b>Respond to parent inquiries with an official statement and key messages</b>	<b>Head of College (official statement) Manager of HSC Health Services (Health Inquiries)</b>	<p>The email address to be used when sending an email to the community regarding COVID-19 is <a href="mailto:healthservices@hsc.on.ca">healthservices@hsc.on.ca</a>.</p>



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 2 » A STUDENT BECOMES ILL DURING THE SCHOOL DAY

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
<p><b>A student reports feeling unwell to a faculty/staff or becomes ill during the school day</b></p>	<p><b>Faculty/Staff</b></p>	<p>A faculty/staff member will contact HSC Health Services and request an assessment.</p> <p>If the student is over the age of 2 and able to tolerate a mask, a disposable child or medical mask will be provided to the student. If the student is wearing his/her own mask, it will be exchanged for a medical grade mask.</p> <p>A nurse, wearing the appropriate PPE, will come to the classroom and accompany the student to an isolation room for assessment.</p> <p>HSC Health Services will inform parents of the assessment and will request parent(s)/guardian(s) pick up the student from school as soon as possible or arrange for their emergency contact to pick up the student. The student is expected to be picked up within one hour of request.</p> <p>HSC Health Services will provide care and supervision until the parent arrives.</p> <p>Parents will be asked to follow Hamilton Public Health guidelines as outlined <a href="#">here</a>. Information on testing sites and a link to online appointment booking will be provided.</p> <p>The student must remain at home until:</p> <ol style="list-style-type: none"> <li>1. Tested for COVID-19 and result is negative; or</li> <li>2. Assessed by healthcare professional and provided with an alternate diagnosis; or</li> <li>3. If not tested or assessed by a healthcare professional, 10 days have passed since the onset of symptoms.</li> </ol> <p>If the student has siblings attending HSC, or parents that work at HSC, they will also be dismissed home at the same time even if they have no symptoms. They will be able to return to school, once the symptomatic student has been cleared to return to school.</p>



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 2 » A STUDENT BECOMES ILL DURING THE SCHOOL DAY

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
		<p>HSC Health Services will request confirmation of COVID-19 test results or a medical note from the student's physician clearing them to return to school. In cases where parents are physicians, the note must come from a third-party neutral physician that can confirm the illness is not COVID-19.</p> <p>The student (and siblings/parents if applicable) may return to school upon medical clearance or confirmation of a negative test result provided they are fever-free without the aid of medications for a period of 24-hours, symptoms have markedly improved and they are able to participate in the activities of the school day.</p>
<p><b>A student arrives at the HSC Health Service office feeling unwell</b></p>	<p><b>HSC Health Services</b></p>	<p>If the student goes directly to the isolation room, the protocols above will take place.</p> <p>If the student presents to the Health Office, a nurse will accompany the student to the isolation room for assessment.</p> <p>The same protocols as above will occur.</p>
<p><b>Another student reports that a classmate feels unwell</b></p>	<p><b>Faculty/Staff</b> <b>HSC Health Services</b></p>	<p>HSC Health Services will collect the student from the classroom or area he/she is at and take them to the isolation room.</p> <p>The same protocols as above will occur.</p>
<p><b>Follow up after student leaves campus</b></p>	<p><b>HSC Health Services</b></p>	<p>Following the student's dismissal, HSC Health Services will follow up with the parent(s)/guardian(s) by email to provide resources, information and for updates.</p>



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 3 » A FACULTY/STAFF MEMBER BECOMES ILL DURING THE SCHOOL DAY

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
<b>Faculty/staff becomes ill during the school day</b>	<b>Faculty/Staff</b>	<p>The faculty/staff member must notify his/her immediate manager/supervisor and the Director of Human Resources.</p> <p>The faculty/staff member must leave the College as soon as possible.</p> <p>HSC Health Services will provide guidance, resources and information on booking an appointment for COVID-19 testing.</p> <p>If the faculty/staff member is not able to leave campus immediately, he/she will go to the isolation room and remain there until able to leave.</p> <p>If the faculty/staff member has children attending HSC, or any other household members working at HSC, they will also be dismissed home at the same time even if they have no symptoms. They will be able to return to school, once the symptomatic faculty/staff member has been cleared to return to school.</p> <p>HSC Health Services will monitor and provide care as needed.</p>
<b>Faculty/staff becomes ill after the end of the school day</b>	<b>Immediate Manager/Supervisor Director of HR HSC Health Services</b>	<p>The faculty/staff member must inform their immediate manager or supervisor of the illness and remain home until COVID-19 has been ruled out. Children and other household members that attend or work at HSC must also stay home until the symptomatic faculty/staff is cleared to return to school.</p> <p>HSC Health Services will provide guidance, resources and information on booking an appointment for COVID-19 testing.</p>
<b>Follow up after faculty/staff leaves campus</b>	<b>Immediate Manager/Supervisor Director of HR</b>	<p>The faculty/staff member's immediate manager/supervisor will email or phone to follow-up.</p>



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 4 » A PARENT TESTS POSITIVE FOR COVID-19

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
<p><b>A parent tests positive for COVID-19 and reports it to the College</b></p>	<p><b>HSC Health Services</b></p>	<p>HSC Health Services will instruct parent(s)/guardian(s) to contact public health to self-report the positive diagnosis. HSC Health Services will not report on behalf of the parent.</p> <p>The child(ren) of the positive case must be excluded from school for a period of 14 days, as directed by public health. Testing is recommended for all close contacts upon notification of exposure and on day 10 of isolation.</p> <p>If symptoms develop in that period, testing should be done as soon as possible. Even if the COVID-19 tests are negative, close contacts must continue to isolate for the full 14-day period. A negative result does not change the amount of time the close contact(s) must isolate. If the test is positive, they must be excluded from school for a period of 10 days from the day of testing or as directed by public health.</p> <p>A negative test result is not required for return to school. After the 14-day period, students may return to school as long as symptoms have improved.</p>
<p><b>A parent tests positive for COVID-19 and chooses not to disclose this information to the College</b></p>	<p><b>No action if unknown to the College</b></p>	<p>In this case, public health would have advised the parent to keep his/her children home for 14 days from onset of symptoms or date of testing.</p> <p>Public Health Units will not notify HSC of students in self-isolation as a result of a high-risk close contact exposure.</p> <p>Public Health Units will only notify HSC if the student subsequently tests positive for COVID-19 and there is a risk of exposure to the HSC community.</p>



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 5 » A FACULTY/STAFF MEMBER HAS TESTED POSITIVE FOR COVID-19

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
Same as scenario 1 with regards to reporting to Public Health for both faculty/staff and students	HSC Health Services	Same protocols as in scenario 1.
Faculty/Staff	Director of HR	Inform the Ministry of Labour
CCEYA Faculty/Staff	Director of HR	Inform CCEYA



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 6 » A FACULTY/STAFF MEMBER OR STUDENTS' FAMILY MEMBER TESTS POSITIVE FOR COVID-19

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
<b>Same as scenario 4</b>	<b>HSC Health Services</b> <b>No action if unknown</b>	<p>The faculty/staff member would be required to remain home for a period of 14 days as a high-risk close contact exposure.</p> <p>HSC expects faculty/staff to follow public health recommendations with regards to self-isolation, monitoring of symptoms and testing. A negative test does not reduce the self-isolation period for high-risk close contacts. The 14 day isolation period must be completed</p> <p>HSC will request proof of a negative test.</p>



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 7 » DECLARED OUTBREAK (REFER TO HSC'S OUTBREAK MANAGEMENT PLAN)

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
<b>Hamilton Public Health declares an outbreak after assessment/ investigation</b>	<b>Hamilton Public Health Head of School Communications HSC Health Services</b>	Actions to be taken are directed by PHU: <ul style="list-style-type: none"><li>• initiation of contact tracing</li><li>• order for self-isolation</li><li>• testing of affected cohorts</li><li>• partial or full school closure</li></ul>



# » COVID-19 MANAGEMENT AT HSC

## SCENARIO 8 » RESOLVED OUTBREAK

NOTIFICATIONS	PERSON RESPONSIBLE	ACTIVITY
<b>Hamilton Public Health declares outbreak resolved</b>	<b>Hamilton Public Health</b>	HPHS issues declaration of resolved outbreak and order to re-open the school or return of cohorts that had been self-isolating.
<b>Notify the school community</b>	<b>Head of School Communications</b>	Distribution of letter and/or email. Informational updates on HSC website.
<b>Continued surveillance and reporting</b>	<b>HSC Health Services</b>	HSC Health Services will work with HPHS on the required ongoing surveillance, implementation of recommendations, and any other HPHS requests. HSC Health Services will liaise with Hamilton Public Health Services and the COVID-19 School team.
<b>Public Health makes recommendations to prevent future outbreaks</b> <i>(enhanced screening and practices)</i>	<b>HSC Health Services</b> <b>Director of Operations</b> <b>Head of College</b> "Covid Task Team/Committee" (LT and Manager of HSC Health Services)	HSC will conduct a risk assessment.  <b>RESOURCES</b> <b>Contact information for reporting to Public Health</b> <b>Operational guidance: COVID-19 management in schools</b> <b>Management of Cases and Contacts of COVID-19 in Ontario</b> <b>City of Hamilton Symptomatic Decision Guide</b>