

1. After speaking with the confirmed case of COVID-19, and confirming they were at school during the period of infectivity, the Timiskaming Health Unit will inform the school board DOE or delegate.
2. The school principal will then be called, and class/cohort lists will be requested. Important to note the class lists are to include:
 - ✓ Student Name
 - ✓ Guardian Name
 - ✓ Telephone Number
 - ✓ Date of Birth

It is important to retain seating charts, movement logs for both students and staff, staff room logs, before and after school childcare lists, transportation lists/seating charts (as applicable) as well as records of essential visitors (including contact telephone numbers) as this information may be requested during case and contact investigations. Consider reviewing these lists regularly, and saving your lists electronically, as it can ease the workload, improve organization and reduce stress in the event of an outbreak.

- *Note:* *Steps 1 & 2 may be done simultaneously.

3. **A link will be sent to the principal via email to upload class lists onto SharePoint when requested. Instructions on how to upload the lists will be provided at this time.**
4. Following receipt of the list(s), the principal will be contacted and advised to forward letters from the Timiskaming Health Unit to the **close (high-risk)** contacts identified. Letters will be provided at this time from THU by email.
 - *Note:*
 - **A cohort may be dismissed immediately allowing Public Health to complete their initial investigation.**
 - There may also be a letter for other low risk contacts, depending on the situation.
 - For your information, a *close contact* is anyone who was within 2 metres or 6 feet of an infected person for a certain time frame. This includes an assessment of the personal protective equipment (PPE) used and cumulative time spent together during the infectious period. Passing a person in the hallway is low risk of spreading the virus and is not close contact. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has had any symptoms or tested positive for COVID-19. The use of personal protective equipment (PPE) such as masks and eye protection as well as vaccination status impacts this risk assessment.
5. The school/school board may decide to send a letter/email to the school community advising that there was a positive case in the school, and we will provide you with a template of key messages that may be shared.
6. Key messages for telephone calls, PA announcements have been provided to you and will assist you with communication.
7. The assigned School Public Health Nurse (PHN) will be in contact with the principal to advise them who their support team will be:

- a. The assigned School PHN will complete an Infection and Prevention and Control (IPAC) inspection/walk-through to assist with strengthening preventative measures in the school setting. A date and time will be scheduled.
 - b. THU staff such as Case and Contact Management PHN may be in touch regarding class list(s) and any other lists as mentioned above.
8. The assigned School PHN will check in regularly to answer questions, provide support, check for increases in absenteeism rates, resolution of IPAC recommendations, and to provide resources, as required.
9. Following resolution of the case, the School PHN will debrief with the principal.
- *Note:* An outbreak in a school will be declared by public health when two or more lab-confirmed COVID-19 cases in students and/or staff (or other visitors) are confirmed in a school with epidemiological link, within a 14 day period, where at least one case could have reasonably acquired their infection in the school (including transportation and before/after school care). A class, section of a school or whole school dismissal may be considered if there is evidence of potential widespread transmission.

Key Messaging when a school has a positive case:

1- Secretary / Office staff – can be shared with families calling in

Students and staff who are considered to be a contact have or will be contacted by the Timiskaming Health Unit. If you would like to speak to someone regarding your risk for COVID-19, you can call the Health Unit at 1-866-747-4305, Ext.7.

2- Educators and other staff – can be shared with families and students.

Students and staff who are considered to be a contact have or will be contacted by the Timiskaming Health Unit. It is important that you continue to follow all COVID-19 safety precautions such as washing your hands often, wearing a mask, staying home when you are sick, and maintaining 2 m distance from others.

3- School Announcements

Students and staff who are considered to be a contact have or will be contacted by the Timiskaming Health Unit. It is important that you continue to follow all COVID-19 safety precautions such as washing your hands often, wearing a mask, staying home when you are sick, and maintaining 2 m distance from others.

4- Messaging home from School to affected families

Students and staff who are considered to be a contact have or will be contacted by the Timiskaming Health Unit. If you would like to speak to someone about your risk or covid-19, you can call the Health Unit at 1-866-747-4305, Ext. 7.