

# COVID-19 Frequently Asked Questions

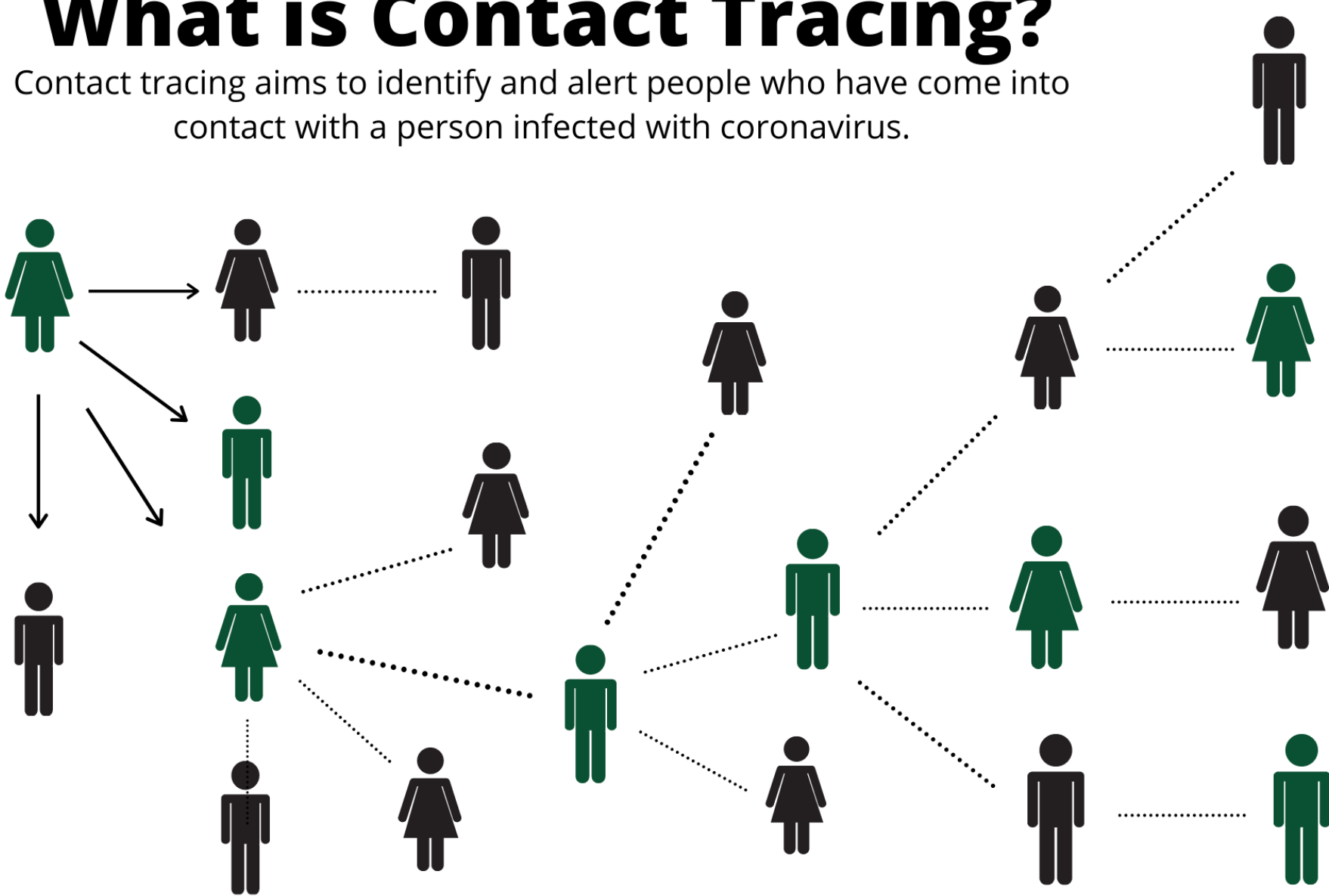


## What is the process for when a school in SECPD has a reported positive case of COVID-19?

After the notification from Public Health and/or the student's caregivers, school division and school-based administration staff initiate processes to collect information that is provided to Public Health officials as quickly as possible.

## What is Contact Tracing?

Contact tracing aims to identify and alert people who have come into contact with a person infected with coronavirus.



The contact tracing process attempts to narrow down where the student or staff member was on the days that they were contagious and who they may have been near during that specified time.

For example:

- Was the student/staff member in one classroom or several?
- What is the seating plan for the classroom? Is there more than one seating plan?
- Does the student ride the bus? Was he/she on the bus while contagious? What is the seating plan for the bus?

**To keep all employees and families informed, we follow these steps:**

### 1. Notification of Positive COVID-19 Case

### 2. School Staff Members Notified

**3. Possible Close Contacts are Notified:** School staff / division office staff telephone families who may be considered close contacts and provide them with the information they need to know. Typically, Public Health will follow up and provide further direction.

- Do they need to quarantine/self-isolate for 14 days?
- Do they need to self-monitor?
- Review processes and direction for the upcoming school days. Will classes continue as per usual or will schedules be altered in some way?

### 4. School Families are Informed via School Messenger (email):

Once close contacts and staff have been called and informed, an email is sent from the school division to inform school families about what is happening.

- The message identifies that close contacts will be called directly.

**5. Remote Delivery:** It may be deemed, by Public Health and the school division, that based on contact tracing a class, several classrooms or a school may be moved to remote delivery for safety reasons.

- Often there will be a transition day between the notification and the initiation of remote, online learning. Staff use this time to prepare for the change.
- Occasionally a class may be suspended for a day to provide adequate time for the contact tracing to be completed safely.

**6. School Division Social Media:** The school division's social media is used to inform families, the public, and news media after hours and on weekends of updated information if required.

**7. Parent Updates @ Impacted Schools:** The school and/or school division staff will send updates to families at affected schools as needed.

### 8. Email Updates:

- General Schoolwide Update(s): A general update letter to the school population will be issued as needed following the contact tracing and initial responses.
- Class Specific Update(s): Specific letters with instructions will be sent to the students and parents in affected class(es).

## Why might the response be different in each school situation?

Sometimes schools are moved to remote, sometimes it is only a classroom and at other times, only some affected people are asked to self-isolate.

The response is dependent on close contacts as determined by Public Health. Our local response plans attempt to limit close contacts as much as possible and Public Health looks at our contact data and makes decisions based on that data.

- If the individual who has COVID-19 was out of the school while contagious, there is no follow-up through the school as no risk was incurred. There will be no change in process and no formal communication in these instances
- If the individual attended one classroom (one cohort) and there was one seating plan, then it is possible that there would be few close contacts. Those individuals identified as close contacts will be informed and advised to self-isolate, however the class may remain face to face for the remainder of the students.
- If there were many close contacts in one or several classrooms, we may move the classrooms to remote learning for up to 14 days as directed by Public Health.
- Due to the extensive demands on Health workers tasked with contact tracing and school staff exposure, dependent on the situation, classes may be automatically moved to remote delivery.

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## Reminder to update your contact information.

Please call your school and update your contact information if it has changed. Please ensure you are on the list for School Messenger messages. These messages are important, not only during the pandemic, but always.

## Why do whole schools move to remote learning?

If there are many close contacts, or the potential for further infection and disruption to learning is too significant, we may move to Level 4, remote learning for all. If many staff members are deemed close contacts, and the school cannot operate without these employees or there is a shortage of staff, then we move to Level 4 remote learning.

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## Is the school division providing updated COVID-19 information, such as regarding transmission?

More is being learned about COVID-19 every day. However, all information shared with families regarding the COVID-19 virus is provided to the school division from the SHA. When it is updated from the SHA, this will be reflected in the letters shared through schools.