



LYCÉE CLAUDEL

L'école française internationale
d'Ottawa



aefe
Agence pour
l'enseignement français
à l'étranger

PROTOCOLS AND PROCEDURES RELATING TO COVID-19 AT LYCÉE CLAUDEL

UPDATE September 30, 2020

Reference: Document by Jeff Butler, Assistant Deputy Minister, Ontario Ministry of Education.
Ontario Ministry of Education (September 8, 2020). [Operational guidelines for the management of COVID-19 in schools](#)

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1- DAILY SELF-SCREENING FOR STUDENTS AND STAFF BEFORE COMING TO SCHOOL

The Lycée Claudel recommends that all parents and staff complete the screening tool daily:

- **For students and parents**, use Ottawa Public Health's tool: <https://secureforms.ottawapublichealth.ca/School-Health-Sante-scolaire/COVID-19-Screening-Tool-for-Students>
- **For staff**, use Public Health Ontario's screening tool: <https://covid-19.ontario.ca/school-screening/>

Teachers and school staff, as well as students, are required to self-screen the symptoms of Covid-19 each day before coming to the lycée.

The result will indicate:

- if you can come to high school or if you need to stay home
- what are the next steps.

This is a self-diagnosis of the symptoms that a person with Covid-19 may present and what actions the Ontario government recommends based on each response provided.

At Lycée Claudel, we add the following:

- ✓ Remember that some symptoms are very similar to the common colds, being outside in cold weather or seasonal allergies.
- ✓ If you have one or more of these symptoms and you cannot relate them to a known condition, do not come to school today.

For students:

- ✓ Treat this condition as you normally would and if necessary, contact the family doctor or virtual medical appointment service at CHEO-HEEO and follow their instructions:
 - <https://mychart.kidshhealthalliance.ca/mychart/publicforms.asp?mode=showForm&formname=CHEOEDQuestionnaire&lang=french>
- ✓ Inform the school by email following this consultation (covid.absence@claudel.org)

For staff:

- ✓ Treat this condition as you normally would and if necessary, contact a physician to find out if a COVID-19 test is medically justified.
- ✓ Send an e-mail to the lycée following this consultation along normal channels (absence.personnel@claudel.org)
- ✓ If you need to take a test, please do so at a COVID-19 assessment centre, call Ottawa Public Health at 613-580-6744 or find a centre at: <https://www.ottawapublichealth.ca/en/shared-content/assessment-centres.aspx>
- ✓ Stay in preventive confinement at home until you get the result of the test
- ✓ Inform the lycée as soon as you receive the result of this test and along normal channels.
- ✓ If the test is negative, you can come back to the lycée 24hours after your symptoms improve.





2. IF A STUDENT PRESENT WITH ONE OR MORE OF THE FOLLOWING SYMPTOMS WHILE IN HIGH SCHOOL AND THIS CANNOT BE RELATED TO A KNOWN CONDITION

- Fever (warm at touch, temperature of 37,8C or higher, chills)
- Cough that's new or worsening (continuous, more than usual, not related to other known causes or conditions, barking cough, making a whistling noise when breathing)
- Shortness of breath (unable to breathe deeply, out of breath, not related to known causes)
- Sore throat or difficulty swallowing (not related to known conditions)
- Decrease or loss of taste or smell
- Nausea or vomiting (not related to known condition)
- Diarrhea or stomach pain (not related to known condition)
- Headache that is unusual and long-lasting (not related to known condition)
- Runny nose or congested nose (not related to known cause, e.g. being outside in cold weather or seasonal allergies)
- Extreme tiredness that is unusual (not related to a known condition)
- Muscle aches that are unusual or long lasting (not related to known condition e.g. sudden injury, fibromyalgia)
- Conjunctivitis or pink eye (not related to a known condition)
- Lack of appetite (not related to a known condition)

Teacher or staff of the Student's Life Centre

- Send the student to the health area, on the isolation room
- Report the student's departure on Pronote
- From CM1, students wear a mask.

In the absence of the health space manager, a staff from the student's Life joins the student at the health area on the isolation room.





3. UPTAKE IN THE ISOLATION AREA OF THE ESPACE SANTÉ OF THE STUDENT PRESENTING SYMPTOMS ON THE COVID SCREENING TOOL

The health space manager or the staff of the student's life who replaces her:

- Install the student on the chair in the corridor of the health area on the isolation side.
- Briefly assess the student's health condition: frontal temperature reading and discussion of symptoms with the student (onset, relationship with a known or suspected condition, duration,...).
- Take action on the required follow-up after the evaluation:
 - Confine in the isolation room for a period of rest and observation
 - Confine in the isolation room while waiting for the parents to pick up their child
 - Return the student back to class
- Note actions on Pronote after the procedure

4. IF IF A MEMBER OF THE STAFF PRESENTS WITH ONE OR MORE SYMPTOMS FROM THE SCREENING TOOL WHILE AT THE LYCÉE, NEW SYMPTOM WHICH CANNOT BE RELATED TO A KNOWN CONDITION.

- Fever (warm at touch, temperature of 37,8C or higher, chills)
- Cough that's new or worsening (continuous, more than usual, not related to other known causes or conditions, barking cough, making a whistling noise when breathing)
- Shortness of breath (unable to breathe deeply, out of breath, not related to known causes)
- Sore throat or difficulty swallowing (not related to known conditions)
- Decrease or loss of taste or smell
- Nausea or vomiting (not related to known condition)
- Diarrhea or stomach pain (not related to known condition)
- Headache that is unusual and long-lasting (not related to known condition)
- Runny nose or congested nose (not related to known cause, e.g. being outside in colkd weather or seasonal allergies)
- Extreme tiredness that is unusual (not related to a known condition)
- Muscle aches that are unusual or long lasting (not related to known condition e.g. sudden injury, fibromyalgia)
- Conjunctivitis or pink eye (not related to a known condition)
- Lack of appetite (not related to a known condition)

Action to be taken

- ✓ Notify his immediate superior of his condition
- ✓ Declare absence along usual channel absence.personnel@claudel.org
- ✓ Stay home and self-observe evolution of the condition





Observe symptoms:

- If they disappear during the day, return to work the next day
- If the symptoms remain the same and you still can't link them to a known cause, or if the symptoms get worse, contact a physician
- Inform the lycée of this consultation, by e-mail, according to the usual rules;
- If the physician recommends that you take a Covid-19 test, do so as soon as possible at a COVID-19 assessment centre (Ottawa Public Health at 613-580-6744 or visit the COVID-19 Health Ottawa Health Clinics and Assessment Centre website);
- Stay in preventive confinement at home until you get the results of the test
- Inform the lycée as soon as you receive the result of this test and along normal channels.
- If the test is negative, you can return to high school 24 hours after the symptoms improve

5. IF A STUDENT OF STAFF RECEIVES A DIAGNOSTIC OF COVID-19 FOLLOWING A POSITIVE TEST

(Ontario Ministry of Health, September 8, 2020, Case and Contact Management for Covid-19 in Ontario

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact_mngmt/management_cases_contacts.pdf)

- Parents send an e-mail at covid.absence@claudel.org if their child tests positive to the Covid-19, giving the following information : name of the student, class, phone number where to be reached promptly to obtain details for the follow-up (It is also possible that the Ottawa Public Health is calling to report a positive case within the students).
- Parents stay in confinement at home with their positive child. «The duration of the period of self-confinement or self-observation is 14 days (maximum incubation period) following the last non-protected exposure to a contagious person», Obtaining a negative result to a voluntary test doesn't change the duration of the period of confinement.
- Ottawa Public Health or Santé publique Outaouais will reach parents of a student who tested positive in any test centre (Ottawa Public Health for Ontario residents or Santé publique Outaouais for Quebec residents).
- Other asymptomatic family members are considered at low risk and do not have to be confined nor pass a Covid test. However, it is recommended to auto-observe symptoms from the Government of Ontario screening tool every day over the next 14 days (<https://covid-19.ontario.ca/school-screening/>).
- Asymptomatic family members of students considered at high risk at the lycée do not have to be confined nor pass a Covid test because they are considered at low risk. However, it is recommended to auto-observe symptoms from the Government of Ontario screening tool every day over the next 14 days (<https://covid-19.ontario.ca/school-screening/>).
- The director from the lycée who received the declaration of a positive test informs the management team and moves the internal protocol into action in order to identify closed contacts and start needed actions.

IMMEDIATE ACTIONS TO BE TAKEN BY THE MANAGEMENT TEAM

1. Call the parents of the student who tested positive for the following details: positive student's name, age, level, symptoms, day of onset of symptoms, last day in school, use of services such as daycare or school bus.





3. Calculate Day 1. Day 1 is the first day a symptom appeared in a person who tested positive; note time to be more precise in identifying contacts at the lycée (Ontario Ministry of Health, September 8th, 2020, Management of cases and contacts of Covid-19 in Ontario 4. Case contact assessment, Case isolation period, September 8th, 2020)
4. List all persons who have been in close contact with the student (close contact - person who has been less than two metres from the affected person for at least 15 minutes in a row - in school, school daycare, on the school bus) during the current day + during the 48 hours before Day 1 (Ministry of Health. Health System Emergency Management Directorate -*Case and Contact Management for COVID-19 in Ontario*, 4. Case Contact Assessment, Case Isolation Period, September 8, 2020):
 - **For students:** name, age, level, type of contact (i.e. sustained contact in class or only during recess) names, phone numbers and emails of parents.
 - **For staff members** (teacher, educator, PVE worker, laboratory technician, guidance counsellor, substitute teacher, documentalist, primary PVE coordinator, primary PVE coordinator, extracurricular activities manager, student life centre assistant, health space manager, primary director as well as trainees): name, age, class, type of contact with the positive child (e.g. intense in class or occasional during recreation or during a short meeting), phone numbers and e-mails.
4. Return home to all persons who have been identified as 'close contact' and ask them to self-isolate at home for 14 days (Ontario Ministry of Health, September 8th, 2020, Management of cases and contacts of Covid-19 in Ontario 4. Case contact assessment, Case isolation period, September 8th, 2020).
5. Notify Ottawa Public Health immediately, by phone message at the specific number for Covid and schools (613-580-6744 poste 24242 and by e-mail at ecole.sante@ottawa.ca) leaving the name of the person to get in touch with at the lycée for the follow-up as well as phone number/e-mail. Ottawa Public health now comes into action at this point.
6. The headmaster sends a note on Pronote to the parents and staff identified as close contacts telling them what is being done as described in 4 and 5 above.
7. The headmaster sends a note on Pronote to all parents and staff that one person from the lycée tested positive and that all those involved were notified, If they have not received any letter from him on this matter, it means that they have not been identified at risk.
8. All information shared with parents and staff will not allow the identification of the positive person.

6. IF A PARENT OF A STUDENT RECEIVES A POSITIVE COVID-19 TEST

- Parents who tested positive for Covid-19 contact Ottawa Public Health to find out if their child can come to high school or not (<https://secureforms.ottawapublichealth.ca/School-Health-Sante-scolaire/Outil-de-depistage-de-la-COVID-19-pour-eleves>).
- Parents notify the school by email covid.absence@claudel.org.





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References: C:\Users\sophie.tremblay\Lycee Claudel\TM-LC-Rentrée 2020 - General\Protocole santé\MiseAJour-Protocoles et procédures relatifs à la Covid-Lycée-1oct_ENG.docx

