

## COVID 19 Policy #5

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### Identification of Potential COVID-19 Illness

**Purpose:**

To help detect and identify symptoms of COVID-19 at any point during the day.

**Application:**

This policy applies to all directors, teachers, instructional assistants, visitors, staff, and volunteers of Calgary Quest Schools, Calgary Quest Resources, and its related entities.

**Definitions:**

1. **Respiratory Etiquette:** a term used to describe infection prevention measures to decrease the transmission of respiratory illness. Examples of respiratory etiquette include: cover nose/mouth with a tissue while coughing or sneezing, use a mask when coughing, use disposable tissues and discard after use, and use hand hygiene after having contact with respiratory secretions or practice coughing or sneezing into your bent elbow area. Refer to poster on respiratory etiquette.
2. **Point of care risk assessment:** A tool developed by Alberta Health Services to assist in determining the appropriate personal protective equipment to be worn given the task, patient, and environmental circumstances.
3. **Cross Contamination:** the process by which harmful bacteria or other microorganisms are unintentionally transferred from one substance or object to another.
4. **Sanitizing:** Means to reduce the amount of microorganisms like bacteria, viruses, and fungi on a surface after it has been cleaned. The sanitizer used must reduce the number of bacteria to the level that is deemed safe by public health standards.
5. **Disinfecting:** To disinfect means to kill specific viruses and pathogens on a surface using a disinfectant. These cleaning agents must kill 99.999% of infectious bacteria, viruses, and fungi within a 5-10 minute period. It is recommended to disinfect frequently touched surfaces.

**Procedures:**

**1. Identify the symptomatic individual and the state of their condition**

All staff and parents must be acutely aware of the symptoms of COVID-19 as outlined:

- a. If you have the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, or fatigue, you must stay at home (not going to school/work) and keep a safe distance from others in your family until those symptoms have completely disappeared.

**If an Individual Becomes Symptomatic:**

Isolation Room:

- a. Each isolation area must contain all the necessary personal protective equipment resources (masks, gloves, gowns) for hand hygiene and respiratory etiquette.
- b. Symptomatic individuals must follow hand hygiene and respiratory etiquette and maintain at least 2 metres away from others while going to the isolation room
- c. Once inside the room the symptomatic individual must follow proper hand hygiene and respiratory etiquette procedures.

Leave the Facility as Soon as Possible:

- a. Have the symptomatic individual exit through the most appropriate doorway, and go directly to the vehicle.
  - Note that it is illegal for individuals to take public transit if presenting with COVID symptoms. Thus, parents **MUST** pick-up their child within 60 minutes of being notified.
- b. Symptomatic individuals must contact Alberta Health Services' COVID-19 emergency hotline, follow their advised procedures for self-isolation and register for COVID testing.
  - Individuals must self-isolate for at least 14 days after receiving COVID testing, and must isolate for an additional 10 days if symptoms emerge after testing.
  - The organization will be informed of the results of this test.
  - If a close contacted individual does not have symptoms, follow appropriate Alberta Health Services guidelines for home isolation.

Once the symptomatic individual has left the facility:

- c. Be sure to fully clean and disinfect all surfaces and areas with which they may have come into contact including the isolation room, if used.

**2. If an Individual is diagnosed with COVID-19**

- a. CMOH Order 39-2021 legally requires individuals to be in isolation for a minimum of 10 days if they have tested positive for COVID-19.
  - For clarity, the isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

- b. If an individual is confirmed to have COVID-19, and it is determined that other people may have been exposed to that person, Alberta Health Services (AHS) may be in contact with the organization to provide the necessary public health guidance. *Records may be sought up to two-weeks prior to the individual becoming ill.*
- Employers should work cooperatively with AHS to ensure those potentially exposed to the individual receive the correct guidance.

**References: Current as of 23/08/2021 based on most recent guidance from regulatory authorities.**

Alberta Health Services Guidance for COVID and Other Respiratory Illnesses

<https://open.alberta.ca/publications/general-guidance-for-covid-19-and-other-respiratory-illnesses>

Alberta Health Services Novel Coronavirus General Information

<https://open.alberta.ca/publications/covid-19-information-guidance-school-re-entry-scenario-1>

Alberta Health Services Daily Checklist

<https://open.alberta.ca/publications/covid-19-information-alberta-health-daily-checklist>

Alberta Health Services Public Health Order Isolation

<https://open.alberta.ca/publications/cmoh-order-39-2021>

**Reviewed:**

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