

## School Administration

- Call/email the Superintendent first. If unreachable please call/email your Associate Superintendent. If unreachable please call/email the Media Relations Manager. Title the email subject as **Urgent - COVID-19 Related**.
- If the individual (staff/student) is still at school: follow the [NSD Back to School Plan \(pages 8-9\)](#). Staff who become ill must notify their supervisor and immediately self-isolate. Students exhibiting signs of illness must be moved to the isolation/ infirmary room.

### Information to Gather for Possible Future Use

- If there was a possible exposure, the Principal with support from the Associate Superintendent will identify students/staff exposed within the school on dates the case attended school while infectious.

### Additional Steps

- School admin team covers class if teacher is ill.
- Adjust classroom activities to limit potential spread (no group work, etc).
- **If the individual is an employee:** refer them to the atrieveERP. When submitting the absence, select the Sick - COVID-19 related option. If COVID-19 is confirmed through testing, the employee is legally required to self isolate. [Please follow isolation and quarantine requirements](#). If the COVID-19 test results are negative, the employee is encouraged to stay home until symptoms resolve.
- Distribute communication from central office about a positive case(s).
- Any incident where an employee tests positive for COVID-19 must be reported to OHS. Please contact [ohs@nsd61.ca](mailto:ohs@nsd61.ca) and [cc.murray.marran@nsd61.ca](mailto:cc.murray.marran@nsd61.ca) and [curtis.walty@nsd61.ca](mailto:curtis.walty@nsd61.ca).
- School staff should be prepared to support continued learning for all students who are at home due to isolation.

## Superintendent's Office

- **Will receive information of newly identified COVID-19 cases from schools.**
- Work with Media Relations to determine method of communicating to staff and community at large.
- Inform the Trustees of positive case.
- Inform the Division Facilities Manager to prepare staff for enhance cleaning of spaces that a positive case visited the school.
- Submit request to Alberta Education if a temporary adjustment to the entire school operation is deemed necessary. Wait for Ministerial approval before changing programming or staffing at a school.
- Inform members of Learning Services Team to initiate transition plans for students and staff that move into At-Home Learning.

## Communication Dept.

- Work with Superintendent on finalizing letter to parents and guardians.
- Work with Superintendent on finalizing communication to staff.
- Post letter to parents and guardians on the school's Facebook page and website.
- Send a message to parents and guardians via School Messenger.
- Supply copy of letter and key messages to school admin and secretarial staff who handle incoming calls.
- Handle all media related inquiries.

## Transportation Dept.

- Arrange for enhanced cleaning of buses.

TOGETHER WE CAN GET THROUGH THIS!



## ACTION PLAN

Responding to a positive COVID-19 case  
Updated January 28, 2022

# School Administration Checklist

## Responding to a positive COVID-19 case



### First Steps

- Call/email Superintendent Dr. Nancy Spencer-Poitras at 780-891-0140 or [nancy.spencerpoitras@nsd61.ca](mailto:nancy.spencerpoitras@nsd61.ca). If unreachable please call/email your Associate Superintendent. If unreachable please call/email the Media Relations Manager Curtis Walty at 780-624-2060 ext: 6183 or [curtis.walty@nsd61.ca](mailto:curtis.walty@nsd61.ca). Title the email subject as **Urgent - COVID-19 Related**.
- **If the individual (staff/student) is still at school:** follow the [Northland School Division Back to School Plan \(pages 8-9\)](#).
- Staff who become ill must notify their supervisor and immediately self-isolate.
- Students exhibiting signs of illness must be moved to the isolation/ infirmary room.
- Please direct all media related inquiries to Media Relations Manager Curtis Walty.

### Information to Gather for Possible Future Use

- If there was a possible exposure, the Principal with support from the Associate Superintendent will identify students/staff exposed within the school on the dates the case attended school while infectious.

### Additional Steps

- School admin team covers class if teacher is ill.
- Adjust classroom activities to limit potential spread (no group work, etc).
- **If the individual is an employee:** refer them to the atrieveERP. When submitting the absence, select the Sick - COVID-19 related option. If COVID-19 is confirmed through testing, the employee is legally required to isolate. [Please follow isolation and quarantine requirements](#). If the COVID-19 test results are negative, the employee is encouraged to stay home until symptoms resolve.
- Distribute communication from central office about a positive case(s).
- Any incident where an employee tests positive for COVID-19 must be reported to OHS. Please contact [ohs@nsd61.ca](mailto:ohs@nsd61.ca) and cc [murray.marran@nsd61.ca](mailto:murray.marran@nsd61.ca) and [curtis.walty@nsd61.ca](mailto:curtis.walty@nsd61.ca).
- School staff should be prepared to support continued learning for all students who are at home due to isolation and/or exclusion.

# COVID-19 Key Messages

## Responding to a positive COVID-19 case



### Messages: Positive case(s) in the community (not at the school)

- **Key Message 1:** We are aware of the situation.
- **Key Message 2:** We have processes in place to protect students and staff. Out of an abundance of caution, the school custodial services team maintains a schedule of enhanced cleaning, sanitizing and disinfecting protocols. This includes using the Clorox 360 machine to ensure all surfaces are properly disinfected and sanitized.
- **Key Message 3:** When COVID-19 cases emerge, we work with Alberta Health Services to ensure necessary measures are in place.
- **Key Message 4:** If we receive any updates, we will provide more communication.
- **Key Message 5:** If you have school related questions please contact me. For any health related questions, please call Health Link at 811.

### Messages: Positive case(s) at the school

- **Key Message 1:** We have been informed that a positive case of COVID-19 has been confirmed at the school.
- **Key Message 2:** We are working closely with AHS to ensure that all necessary measures are in place to protect all students and staff.
- **Key Message 3:** The Superintendent has directed our custodial services team to conduct enhanced cleaning, sanitizing and disinfecting protocols. This includes using the Clorox 360 machine to ensure all surfaces are properly disinfected and sanitized.
- **Key Message 5:** If you have school related questions please contact me. For any health related questions, please call Health Link at 811.

### If an individual tells you there's a positive case without confirmation from Alberta Health Services

- **Key Message 1:** I can tell you that a positive case has not been communicated to the school.
- **Key Message 2:** In situations where a positive case emerges, we work closely with AHS to ensure necessary measures are in place to protect all students and staff.
- **Key Message 3:** If we receive any updates, we will provide communication.
- **Key Message 4:** If you have school related questions please contact me. For any health related questions, please call Health Link at 811.