

Pandemic/Epidemic Protocol Policy - Kingsway College

This policy outlines the circumstances and school response to a pandemic situation in managing the potential impact of a pandemic/epidemic on students and teachers by:

- Containing a regional pandemic involving human to human transmission by reducing the spread within the school facilities and between staff
- Maintaining essential services if containment is not possible and classes need to continue remotely
- In the event of human to human transmission of COVID-19 in the Oshawa area, Kingsway is prepared to respond quickly and appropriately to minimize effects on students, teachers and other staff members.

Because Kingsway College provides services to both community and dorm students, there will be a differentiation in our response depending upon to which group the student belongs.

Community parents, please remember that if your child is sick they should not be attending school. As well, if there are individuals in the home who are under quarantine, then the student living there should not be attending school. For dorm parents, please do not return students to the dorm if they are exhibiting any symptoms, or anyone in the home had been quarantined in the previous 14 days.

Illness at School

- 1. Community Students** - If your child becomes ill at school and/or exhibits viral symptoms, you will be called to come and take him/her home from school.
 - a. Parents must make arrangements to pick up the child within one hour of notification.
 - b. If the parent is unavailable, the next emergency contact will be asked to come and pick up the ill child.
 - c. If no parent or emergency contact is available, the student will be isolated and we will continue to contact one of the student's emergency numbers.
 - d. Students must remain fever free, without the use of fever reducer medication for 24 hours. If a student is sent home with a fever, they will not be allowed to return the following day, as the 24-hour time period remaining fever free would not have elapsed.
 - e. While waiting for a parent pick-up, the student will be isolated away from the office to keep illness from spreading.

- 2. Dorm Students** - If your child becomes ill they will be assessed by our staff.
 - i. Students will be immediately isolated in the dorm, and they will be Room Bound, meaning they are not to leave their room other than to go to the washroom. Meals will be delivered to their room and they will be monitored by the Dean on duty.

- ii. If they exhibit viral symptoms, parents must make arrangements for their student to be picked up to go home - public transportation will not be an option.
- iii. Students must remain fever free, without the use of fever reducer medication for 24 hours. If a student is sent home with a fever, they will not be allowed to return the following day, as the 24-hour time period remaining fever free would not have elapsed.
- iv. If there is no room in the dorm for the student to be isolated then the parents will need to make arrangements for the student to leave campus and return home as soon as possible.

Pandemic/Epidemic (ie. COVID-19) Response

Kingsway College administration monitors student health. If a child and/or family's symptoms and/or travel history match that of the advisory provided by the Centers for Disease Control, then the administration will follow the protocols as established by the Durham Region Public Health Department.

1. Travel to an affected area within the previous 14 days
 - a. Contact Durham Region Health Department at 905-668-2020 or 1-800-841-2729 or their local health department within 24 hours of arriving in Canada.
 - b. Isolate at home for 14 days from leaving the area of travel.
 - c. Monitor themselves for signs and symptoms of COVID-19 for 14 days after leaving the area of travel.
 - d. Contact their health care provider and Durham Region Health Department at 905-668-2020 or 1-800-841-2729 if they experience symptoms of COVID-19.
2. Travel outside of Canada within the previous 14 days
 - a. Monitor themselves for signs and symptoms of COVID-19 for 14 days after leaving the area of travel.
 - b. Contact their health care provider and Durham Region Health Department at 905-668-2020 or 1-800-841-2729 if they experience symptoms of COVID-19 or think they may have been in contact with someone who has COVID-19 while travelling.
3. If the student has been in contact with someone who has COVID-19
 - a. Contact their health care provider and Durham Region Health Department at 905-668-2020 or 1-800-841-2729.
 - b. Isolate at home for 14 days, monitor themselves for signs and symptoms of COVID-19 alerting their health care provider and Durham Regional Health Department if they experience symptoms of COVID-19..
4. If the student has been in contact with someone suspected of having COVID-19
 - a. Monitor themselves for signs and symptoms of COVID-19 for 14 days after leaving the area of travel.
 - b. Contact their health care provider and Durham Region Health Department at 905-668-2020 or 1-800-841-2729 if they experience symptoms of COVID-19.

As mentioned above, depending on the circumstances, students will be required to follow up in several different ways.

1. **Self-monitoring** - Students will check how they are feeling and identify if they have any of the symptoms related to COVID-19. If they do develop these symptoms they need to report them to the dean, a staff member or their parents as soon as possible and take the appropriate action as stated in the protocols.
2. **Home Isolation (Self-isolation)** - A strategy used to prevent COVID-19 from spreading to others. Individuals on home isolation must stay home, and limit time spent with others. While on home isolation individuals should not go to work, school, use public transportation, or go to other public areas (e.g. malls, restaurants). Self-isolation is the same, only it is self imposed.
3. **Quarantine** - Complete isolation either at home or in a regulated facility that is mandated by provincial/federal authorities.

Protocols and policies may change with updated information. Kingsway College will continue to follow the recommendations by the Durham Region Public Health Department and the Public Health Agency of Canada.

To protect yourself and others from the spread of any disease there are several things you can do to minimize exposure to yourself and others.

1. **Hand hygiene** - Washing hands with plain soap and water is recommended in schools as the mechanical action is effective at removing visible soil as well as microbes. In instances where hand washing sinks are not available, supervised use of alcohol based hand sanitizers (ABHS) containing at least 60% alcohol may be considered. If hands are visibly soiled, alcohol based hand sanitizers may not be effective at eliminating respiratory viruses.

It is recommended that in addition to existing sinks, increased numbers of hand sanitizing stations (e.g. wall mounted hand sanitizer dispensers) as well as tissues and waste receptacles be provided. Schools should ensure:

- Additional tissue supplies and waste receptacles are made available.
 - If ABHS are provided to supplement hand washing facilities, secured dispensers are to be located in supervised areas.
 - Administration and staff are reminded that Material Safety Data Sheets and product labels provide additional information regarding placement, storage and warnings associated with ABHS.
2. **Respiratory etiquette** - Respiratory etiquette in school settings includes covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow, and disposing of used tissues in a plastic-lined waste container, followed by hand hygiene.
 3. **The use of masks** - Masks in general are not recommended for those without symptoms to protect themselves from respiratory illnesses, including COVID-19. Students and staff who are experiencing symptoms of respiratory illness should stay home from the school. Surgical masks in school settings is not

recommended, as these are not settings where people are typically trained on their use, and there is a potential risk of infection with improper mask use and disposal. Masks can be irritating and may lead to increased touching of the face and eyes.

4. Supporting those self-monitoring for symptoms or self-isolating

- a. If students are self-isolating at home, measures are in place to provide meaningful homework to students so they do not fall behind in their studies and they can maintain a sense of meaning/belonging. Consider flexible/relaxed approaches to missed work due to self-isolation or illness.
- b. If students are self-monitoring for symptoms, measures are in place to recognize symptoms while in school and to **separate sick students and staff from others if symptoms develop.**

5. Management of students and staff with possible COVID-19

To prevent transmission, if a student or staff member who is self-monitoring begins to experience symptoms of COVID-19 while attending school, it is recommended that:

- Schools promptly separate students and staff who show symptoms of COVID-19 from others in a supervised area until they can go home. In addition, anyone who is required to provide care to the student should ensure a distance of two meters between them and the ill person.
- Hand hygiene and respiratory etiquette are practiced while the ill person is waiting to be picked up/transported. Tissues should be provided for the student/staff member to ensure their use with respiratory etiquette. Proper disposal of the tissue and hand hygiene should be performed after coughing or sneezing. Environmental cleaning of the space the student/staff member was separated to should be conducted once they have been picked up.
- If a two meter distance cannot be maintained between the ill student or staff, advice from the PHA will be necessary to prevent/limit virus transmission to those providing care. Additional advice is available in [Public Health Management of cases and contacts associated with novel coronavirus disease \(COVID-19\)](#) guidance.
- Schools have protocols in place to notify parents/guardians if their child begins to show symptoms of COVID-19 while at school/childcare including the need for immediate pick up. It will be important for schools to contact the PHA to ensure the appropriate

mode of transportation is used (e.g. ambulance or private vehicle; avoid public transit including a school bus) and other precautions are followed during transit.

Students who begin to show symptoms of COVID-19 who have no alternative options to travelling on a school bus should sit on a seat by themselves 2 meters away from other students (if feasible), and perform hand hygiene with ABHS if available. The student will need education to ensure their understanding of what is expected of them while on the school bus. It will be important to ensure the PHA is contacted for guidance.

6. Reinforce "no sharing" policies

It will be important to reinforce "no food sharing" policies in school settings. Though in general, these policies are put in place in an effort to reduce potential exposures to allergens, the practice of not sharing food in the school setting will support the efforts of reducing virus transmission between students.

To prevent the spread of respiratory viruses, water bottles used by sports teams should not be shared among the team players. Mouthpieces on musical instruments, especially on those used by more than one student, should be cleaned and disinfected as per standard practices recommended for the instrument. When feasible, students should have their own mouthpieces.

7. Maintain cleaning and disinfecting policies

Increased monitoring of hand cleaning supplies is also recommended to ensure all sinks in washrooms, kitchens and classrooms are well stocked with hand washing supplies at all times (i.e., soap and paper towels).

High-Touch Surfaces: It is recommended that high-touch objects and surfaces (e.g. pencil sharpeners, water fountain knobs and push buttons, doorknobs, faucet handles, toys, electronic devices and school bus hand rails) in schools and childcare centres are cleaned and disinfected regularly according to the school's standard procedures for routine cleaning, disinfecting, and waste handling.

8. Social Protocols:

- a. Individual classes may be altered depending on activity.
- b. School performances and events may be canceled.
- c. Students will be reminded to avoid physical contact with each other. (Examples: No hugging or high fiving, etc.)

9. Individual or family quarantine:

- a. If a parent has been placed in quarantine, we ask that the children remain home during the quarantine period as well.
- b. The faculty will ensure that educational access will continue through email and mail.
- c. Appropriate accommodations will be made to ensure that it does not negatively impact the students' academic assessment and grades.

10. School-wide quarantine plan:

- a. In the event of a community or school wide quarantine, the following steps would be taken.
- b. The first three days of quarantine - no academic work would be available.
- c. During this period, teachers will be transferring their lesson plans to an online format that is appropriate for the development and subject area instructed.
- d. Students will need to take their Chromebook and textbooks home with them to complete academic work
- e. Teachers will utilize Schoology to place links, materials, and lessons online. Teachers will also place links to their Zoom classroom allowing students to virtually attend instruction sections with their teacher.
- f. Should teachers become unable to continue instruction due to illness, appropriate substitutes would be hired as per regular policy.
- g. Academic instruction would continue during the hours of 8:00am to 12:45pm as part of the typical school day.
- h. Instruction would be provided as appropriate, however, not continuous. Teachers will take care to provide Question and Answer periods, and lesson design would encourage independent learning.
- i. Daily attendance will be taken in each class.

Kingsway College will work with the Seventh-day Adventist Church in Canada Education Department, Durham Region Public Health Department and the Public Health Agency of Canada regarding appropriate measures to take to ensure student health and safety.