



## TDSB Response Plan COVID-19 Case Management for Schools and Administrative Sites

Ensuring the health and safety of students and staff is a priority. The Toronto District School Board follows direction from the Government of Ontario, who has provided a recommended [process](#) for school boards to follow in the event of a suspected or confirmed case of COVID-19 in a school or administration site. The TDSB also works together with Toronto Public Health who is responsible for determining if an outbreak exists, declaring an outbreak, and providing direction on outbreak control measures to be implemented as well as supporting contact tracing efforts.

The following outlines the processes in place and responsibilities of key individuals.

### **Self-Assessment**

**Employees, students and parents** are expected to be familiar with and recognize the signs and symptoms of COVID-19. **Before coming to school or an administration building each day**, all students must conduct an active [student health screening self-assessment](#) and all staff must conduct an active [adult health screening self-assessment](#). They should remain home if they have any signs or symptoms of COVID-19, are a close contact of a positive COVID-19 case or have travelled internationally.

Learn more about the verification process of the self-assessment at [www.tdsb.on.ca/healthscreening](http://www.tdsb.on.ca/healthscreening) and what to do following a self-assessment using Toronto Public Health's [decision guide](#) (students only).

**Note that you must remain home pending results from a COVID-19 test.**

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### **Employee or Student Tests Positive for COVID-19**

When an employee or student has a laboratory-confirmed positive COVID-19 test result for COVID-19:

**Supervisor/Principal** to:

- Notify, by email, the following staff, **only including grade of student or occupation of staff (i.e. Grade 5 student or Teacher)**:
  - Their Manager/Superintendent
  - Sr. Manager - Facility Services
  - Sr. Manager Occupational Health & Safety
  - Sr. Manager of Employee Services (Employees only)
  - Communications Department

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- Disability Claims Management (Employees Only)
- TDSB Child Care Services (if onsite child care)
- TDSB Student Transportation (if student is bussed)
- Update the Ministry of Education COVID-19 School Absence Online Reporting Tool (Go Secure)
- Contact TPH in a separate email to [CovidSchools@toronto.ca](mailto:CovidSchools@toronto.ca) (Monday to Friday, 8 a.m. to 6 p.m.; Saturday, Sunday and Stat Holidays, 8 a.m. to 8 p.m.; After hours, call 311) with the following detailed information regarding the individual who has tested positive:
  - Name of School
  - Name, role and contact info of person making the report
  - First Name, last name and contact info or ill staff/student (including date of birth)
  - Onset date of symptoms
  - Last day that the ill staff/student was at school
- Inform all employees and any other non-permanently assigned people in your school or site, including:
  - all onsite childcare/BASP
  - itinerant staff, including Professional Support Services staff
  - occasional teachers
  - caretaking staff
  - temporary staff
  - contractors
  - visitors
  - and anyone else who has been in the building on those days of a confirmed case of COVID-19 (do not share personal information).
- Collect information on attendance of staff, students and visitors (as outlined above); including cohort (s) information of employee and students including seating charts of classroom, bus and any before and after school programs and extra-curricular activities, contact information and visitor sign-in logs in the event Toronto Public Health requests information for contact tracing purposes.
- Dismiss case's cohort immediately for self-isolation as per the [TPH COVID-19 Interim Decision Guide for Principals to Dismiss Cohorts to Self-Isolate](#) and err on the side of caution. If required, please consult with your Superintendent and OH&S Manager or Designate.
- Contact the Facility Team Leader (FTL) and Regional Manager schedule enhanced cleaning, including scope of work and timeline.
- Add an announcement to your SmartfindExpress (SFE) system immediately. The following message should be placed as a school announcement on your SFE webpage as well as your SFE phone line.

*“Please note that a positive case of COVID-19 has been previously reported in our school. All remedial actions have been taken as per Toronto Public Health and TDSB.”*

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The message should remain on both the SFE web and SFE phone line for your school location for 14 days from the date of the reported case. If you require further assistance, please contact the Teaching Dispatch Help Desk at 416-338-4747 – option 2.

- Once case(s) have been deemed resolved, inform:
  - Their Manager/Superintendent
  - Sr. Manager Occupational Health & Safety
  - Communications Department

### **Facility Services** will:

- Regional Manager/FTL – Facility Services to notify itinerant (i.e. unassigned, part-time, casual or not permanently assigned to the school) staff who worked in the building where a positive case has been identified if, the staff working in the building, 48 hours prior to and including the day of onset of symptoms or 48 hours prior to a positive case.
- Regional Manager/FTL/Task Force Team Leader/Supervisor shall inform itinerant staff that may be expected to work in the building where a positive case has been confirmed.

### **Occupational Health and Safety** will:

- Report the name of centrally assigned employee to TPH.
- Notify appropriate Union/Federation member of JHSC through the Worker Co-Chair.
- Support and provide guidance to Facility Services and School Administration

### **Communications Department** will:

- Provide template letters to schools for use with their school communities.
- Update COVID-19 Advisories website as required.

### **Superintendent** will:

- Notify the local Trustee.

### **Toronto Public Health (TPH)** will:

- TPH will investigate to identify individuals with a high risk of exposure to the case (close contacts – for example, someone who has spent 10-15 minutes or more with close proximity, of less than 2 metres). TPH will collaborate with the Supervisor/Principal to obtain contact information of close contacts within the school setting, will contact close contacts directly to provide guidance and will follow up with the Employer.
- If an employee lives outside of Toronto, their local health unit (e.g. York, Durham or Peel) will complete the case investigation for the staff, but TPH will do the assessment for the school.

### **Employee/Student** should:

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- Self-isolate for 10 days in accordance with TPH protocols after a positive COVID-19 test result.
- Employee to complete “Employee Report of Accident/Incident” form.
- If a close contact is also a TDSB employee or student, they will need to follow the direction from TPH including self-isolation. Employees must notify their Supervisor/Principal.
- Refer to When Employee/Student Can Return to Work/School process below.

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### **Employee or Student Showing Symptoms of COVID-19**

If symptoms appear at school, staff can go directly home. Students must wait in the Wellness Room until picked up or arrangements can be made. Call 9-1-1 for severe illness.

- Anyone providing care or supervision of ill employee or student must maintain a distance of at least two meters and use appropriate PPE from the kit.
- The ill individual will be required to wear appropriate PPE while in Wellness Room, where possible.

**Employee/Student** should:

- seek testing for COVID-19 or speak to their health care provider and isolate as appropriate
- if positive for COVID-19, inform Supervisor/Principal
- refer to When Employee/Student Can Return to Work/School process below

**Supervisor/Principal** will:

- Follow up with Employee/Student regarding their well-being and test results.

**If Employee/Student test results are positive, Supervisor/Principal to follow “Employee or Student Tests Positive for COVID-19” protocol.**

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### **When a Student Can Return to School**

- [See the TPH Decision Tool for Schools](#)
- **Back to School Confirmation Form**

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- Parents can complete a "Back to School Confirmation Form" to provide to the school to confirm the child is safe to return to school.
  - [PDF-Back to School Form \(Attestation form\)](#)
  - [PDF-Back to School Form for students over 18 \(Attestation form\)](#)
- Toronto Public Health is not recommending or requiring medical notes for return to school.

## **When an Employee Can Return to Work**

### Tested Positive for COVID-19

- Mild to moderate case of COVID-19 are considered recovered 10 days after symptoms started, no fever and symptoms improved. This will be confirmed by TPH. RE-TESTING IS NOT REQUIRED.
- Asymptomatic (no symptoms) cases of COVID-19 are recovered 10 days after positive test was taken. This will be confirmed by TPH. RE-TEST IS NOT REQUIRED.
- Employee cleared by Toronto Public Health to return to work without additional testing.

### Tested Negative for COVID-19, Had Symptoms

- If individual does not have high risk exposure to COVID-19, person may return to school/work if symptoms are improving within 24 hours.

### Tested Negative for COVID-19, Had a Close Contact Who Tested Positive

- If they are a close contact of someone who tested positive for COVID-19, they must remain in self-isolation for 14 days and monitor for symptoms.

### Had Symptoms But Did Not Get Tested

- Must self-isolate for 10 days from start of symptoms, unless they have received an alternate diagnosis from a healthcare provider.
- After 10 days, if well (no fever, no symptoms) they can stop self-isolating, but do have to practice physical distancing.
- After 10 days, if unwell, contact Telehealth or primary health care provider. They must inform anyone who they have been in close contact with to self-monitor for 14 days from the last day they had contact. This includes persons who live in the same household.
- Any household members of the ill individual are to self-monitor for 10 days. These household contacts can continue to attend work/school, as long as they have not developed symptoms themselves and their ill household member has not been diagnosed with COVID-19.

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### Received an Alternate Diagnosis

An alternative diagnosis for COVID-19 is a diagnosis indicating that the individual has a chronic or pre-existing condition, that is causing the symptoms and that they are not related to COVID-19 (i.e., allergies causing a runny nose, a smoker who has a chronic cough, Crohn's disease causing diarrhea). Only a Health Care provider (Medical Doctor or Nurse Practitioner) can provide an alternative diagnosis.

New colds or respiratory illnesses (flu, bronchitis or pneumonia) present with similar symptoms to COVID-19. A cold is not an alternative diagnosis, as cold can be COVID-19.

- If individual does not have high risk exposure to COVID-19, person may return to school/work if symptoms are improving within 24 hours.

### Traveled Outside of Canada

- Individuals who have travelled outside Canada must isolate for 14 days. If symptoms free after this period, they may return to work/school. No testing is required.

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### Outbreak of COVID-19

An outbreak in a school is defined by Toronto Public Health (TPH) as:

- Two lab-confirmed COVID-19 cases in a employee/student and/or in a school with an epidemiological link, within a 14 day period;
- Where at least one case could have reasonably been acquired their infection in the school (including transportation and before and after school care).

TPH is responsible for determining if an outbreak exists, declaring an outbreak, and providing direction on outbreak control measures to be implemented. The TDSB response will be based from TPH as they determine epidemiological links such as cases in the same class, cases that are part of the same before/after care school care cohort and cases that have assigned bus seats in close proximity to each other. TPH will determine which cohorts are high risk contacts requiring isolation.

### Preparing for TPH Declaring COVID Outbreak

If a class or a school needs to close due to a COVID exposure or outbreak, the following steps may assist administrators and staff:

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- Ensure all school (student and staff) contact lists, child care contact lists (0-4 and BASP), transportation contact lists, TPH, Superintendent, Facilities Team Leader, Communications and Health and Safety contacts are at hand outside of school hours.
- Ensure School Administrators have their TDSB laptop with VPN access at home.
- Ensure that School Messenger and those who can operate it (i.e., School Administrator, Office Administrator, clerical) can be accessed after hours (take home School Messenger instructions).
- Ensure that all teachers have their class contact lists at home (phone, email).
- Ensure that School Administrators all have updated staff emergency lists with contact information, address and date of birth.
- Ensure that all Brightspace and Google classrooms are set up and ready to be operationalized as per [PPM 164](#) (students and staff familiar with their use).
- Have a list of:
  - Which students and staff have technology at home
  - Students who kept their technology from the spring device allocation
  - Who does not have technology
  - Technology left in the building
- Have a plan to distribute technology safely to students who do not have technology at home (if technology is available in the school)

In the event of an outbreak, **Principal/Supervisor** to:

- Notify, by email, the following staff:
  - Their Manager/Superintendent
  - Sr. Manager - Facility Services
  - Sr. Manager Occupational Health & Safety
  - Sr. Manager of Employee Services (Employees only)
  - Communications Department
  - Disability Claims Management (Employees Only)
  - TDSB Child Care Services (if onsite child care)
  - TDSB Student Transportation (if student is bussed)

### Closure of School Due to Outbreak

Following the procedures for a positive case of COVID-19, should TPH declare an outbreak and recommend that the school be closed:

- **Principal** to coordinate the collection of information (date/s of occurrence, employee information, attending physician information, steps taken to prevent a recurrence) with Occupational Health and Safety Officer.
- **Superintendent** to consider how to provide administrator support for a single school administrator school.
- **Principal** to consult with the Superintendent. Superintendent to convene virtual meeting or teleconference with representation from Communications, Facilities, Health and Safety, other members of Senior Team as applicable.

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- **Director** to coordinate a meeting with Toronto Public Health and representation from the above group.

Should TPH recommend a school closure, the Director must approve and direct any closure.

If a school is closed as a result of a TPH recommendation:

- **Superintendent** to communicate with Trustee.
- **Communications** to:
  - notify Senior Team and Trustees
  - draft a letter in consultation with TPH and TPH to draft a letter in consultation with TDSB
  - draft robocall message for the Principal or School Office to send out
- **Principal** or School Office to send TDSB and TPH letter first to staff, then to parents/guardians via School Messenger (arrangements should be made for process if outside of school hours), followed by Robocall.
- **Principal** should identify any other impacted parties and departments (i.e., onsite child care, TDSB Child Care Services, Transportation, Permits, Continuing Education). Confirm who will be contacting the above impacted parties.
- Each department to act accordingly based on closure i.e., cancel transportation, notify child cares, cancel deliveries.
- **Principal, Vice Principal and Office Staff** during the first day of school in the event that any student/s arrive at school on the morning of a school closure and provide a hard copy of the notification of school closure to families.
- **Facilities** to arrange enhanced cleaning
- *Learning from Home* plan to be implemented:
  - **Principal** to call a virtual meeting with staff to confirm *Learning from Home* plan for students.
  - **All teachers and staff** who are not on sick leave, should be contributing to the *Learning from Home* plan to provide programming for students at home, that includes daily synchronous learning (as per [PPM 164](#)).
  - **Principal** should communicate the *Learning from Home* plan to families in affected cohorts to inform them of teacher and support staff support and when to expect communication.
  - **Teachers** call students/families at home to support setting up remote learning.
  - **Principal**, in consultation with the Superintendent, to send regular updates to parents/guardians.
  - In consultation, **PSS (Professional Support Services)** team will work with administration, to provide ongoing support and resources to staff and students.
- **TPH** to update Principal on reopening plan.



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An outbreak will be declared over by TPH when:

- At least 14 days from the last outbreak associated case including staff, students, essential visitors or anyone else in the school during the outbreak.
- No further symptomatic individuals with tests pending.

When an outbreak is declared over by TPH, **Principal/Supervisor** to:

- Notify, by email, the following staff:
  - Their Manager/Superintendent
  - Sr. Manager - Facility Services
  - Sr. Manager Occupational Health & Safety
  - Sr. Manager of Employee Services (Employees only)
  - Communications Department
  - Disability Claims Management (Employees Only)
  - TDSB Child Care Services (if onsite child care)
  - TDSB Student Transportation (if student is bussed)

If TPH identifies an employee illness is work related, the illness will be treated as an Occupational Illness as per section 52 of the Occupational Health and Safety Act. If a claim is made to the Workplace Safety and Insurance Board, by or on behalf of the staff member, notice will be given to the Ministry of Labour, the Joint Health & Safety Committee and staff member Federation/Union, if applicable.

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### **Records Management**

Principals must be prepared to provide the following information or have access to the following records within 24 hours of request:

- Attendance records
- Class lists (should include name, birthdate and contact information; and seating charts for each cohort)
- Before and after child care lists
- Transportation lists and seating charts
- Staff lists, attendance record and schedule including information if teachers/staff move from classroom to classroom or school to school
- List of students in each cohort for any extracurricular activity indicating the type of activity
- Up-to-date contact information for parents, staff and students
- Records of essential visitors including name; company name; contact information; date/time of in and out; areas visited

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- Special assignments and programs including Education Community Partner Program and Special Education

## **TDSB Contacts**

### Occupational Health and Safety Department

- Senior Manager, Occupational Health and Safety – [patrick.mohammed@tdsb.on.ca](mailto:patrick.mohammed@tdsb.on.ca)
- Learning Centres 1 and 4 – [Andrea.Carlson@tdsb.on.ca](mailto:Andrea.Carlson@tdsb.on.ca)
- Learning Centres 2 and 3 – [Marwan.El-Tawail@tdsb.on.ca](mailto:Marwan.El-Tawail@tdsb.on.ca)
- Centrally Assigned – [Godfrey.Hunte@tdsb.on.ca](mailto:Godfrey.Hunte@tdsb.on.ca)
- Centrally Assigned – [Debby.Morgado@tdsb.on.ca](mailto:Debby.Morgado@tdsb.on.ca)

### Communications Department:

- Central Support – Ryan Bird, [ryan.bird@tdsb.on.ca](mailto:ryan.bird@tdsb.on.ca)
- Learning Centres 1 and 4 – Anna Caputo, [anna.caputo@tdsb.on.ca](mailto:anna.caputo@tdsb.on.ca)
- Learning Centres 2 and 3 – Candice O’Grady, [candice.o’grady@tdsb.on.ca](mailto:candice.o’grady@tdsb.on.ca)

### Facilities Services Department:

- Acting Senior Manager - [Jonathan.grove@tdsb.on.ca](mailto:Jonathan.grove@tdsb.on.ca)
- Learning Centre 1 – [Lonnie.Freeman@tdsb.on.ca](mailto:Lonnie.Freeman@tdsb.on.ca)
- Learning Centre 2 – [Sheila.Farid@tdsb.on.ca](mailto:Sheila.Farid@tdsb.on.ca)
- Learning Centre 3 – [Ross.Messina@tdsb.on.ca](mailto:Ross.Messina@tdsb.on.ca)
- Learning Centre 4 – [Ralf.klopf@tdsb.on.ca](mailto:Ralf.klopf@tdsb.on.ca)

### TDSB Child Care Services

- [Liz.Hoang@tdsb.on.ca](mailto:Liz.Hoang@tdsb.on.ca)
- [Cynthia.Grundmann@tdsb.on.ca](mailto:Cynthia.Grundmann@tdsb.on.ca)

### TDSB Student Transportation

- [Ellie.Cameron@tdsb.on.ca](mailto:Ellie.Cameron@tdsb.on.ca)
- [Kevin.Hodgkinson@tdsb.org](mailto:Kevin.Hodgkinson@tdsb.org)



## Toronto Public Health Contacts for Schools 2020-21

### Toronto Public Health COVID-19 Contact List for Schools 2020/2021



#### For general COVID- 19 inquiries:

Call the Toronto Public Health Hotline: 416-338-7600

#### Or visit our website:

For general information: [toronto.ca/COVID19](https://toronto.ca/COVID19)

For school information: [toronto.ca/COVID19SchoolInfo](https://toronto.ca/COVID19SchoolInfo)



#### To report confirmed student or staff COVID-19 cases, please submit the following information to:

[CovidSchools@toronto.ca](mailto:CovidSchools@toronto.ca)

Monday to Friday  
8:00 a.m. to 6:00 p.m.

Saturday, Sunday and  
Stat holidays  
8:00 a.m. to 8:00 p.m.

After Hours, call 311.

- Name of school
- Name, role and contact info of person making the report
- First name, last name and contact info of ill staff/student (including date of birth)
- Onset date of symptoms
- Last day that the ill staff/student was at school



#### To report non-COVID-19 reportable communicable diseases:

Call the Communicable Disease  
Surveillance Unit Information

Line:  
416-392-7411  
Monday to Friday  
8:30 a.m. to 4:30 p.m.

Or go to our website and fill  
out the [Reportable Disease  
Notification Form](#) and fax it  
to 416-392-0047.

After Hours, call 311.

[TORONTO.CA/COVID19](https://toronto.ca/COVID19)

 **TORONTO** Public Health