

# REPORTING ILLNESS SYMPTOMS

## STAFF

### A staff member has become ill onsite. What do I do?

**Note:** Employees who come to work sick will be immediately sent home.

If an employee begins to feel sick while at work, even with mild symptoms, they must *immediately* inform their supervisor directly.

Sick employees should be asked to:

- Wash or sanitize their hands,
- Self-isolate,
- Inform the First Aid Attendant if in need of medical assistance.

Employees will then go straight home and will be asked to consult the [BC COVID-19 Self-Assessment Tool](#) or call **811** for further guidance related to testing and self-isolation.

## STUDENTS

### A student has become ill onsite. What do I do?

If a student shows any COVID-19 symptoms at school, there are safety protocols in place to protect students and staff:

- The child waits in an isolated room.
- The child should wear a non-medical face mask while waiting. (Staff members should also wear a mask if physical distancing cannot be maintained.)
- The school contacts parents/guardians to take the child home.
- School notifies:  

**Mary Campbell, Manager Health & Safety**  
e: [campbell\\_m@surreyschools.ca](mailto:campbell_m@surreyschools.ca)
- Please cooperate with any additional directions of public health officials

- Each site has identified an area where an individual who is experiencing symptoms of COVID-19 or other respiratory disease can be isolated while waiting for pickup.
- If the employee or student is severely ill (e.g., difficulty breathing, chest pain), the First Aid Attendant will be summoned and 911 will be called.

- First Aid Attendants will follow procedures as per their training for assisting persons who are severely ill. First Aid Attendants will be provided personal protective equipment for use if exposed to potentially infectious materials or required to perform treatment to a person exhibiting signs or symptoms of COVID-19 as per the procedure provided to them.

- Call Service Operations for additional staffing to clean and disinfect any surfaces that the ill worker has come into contact with.
- Caretakers will clean and disinfect areas as appropriate and will follow the established safe work procedure.

If you have concerns about the wellbeing of another staff member, please inform your supervisor.

For either a **STAFF MEMBER** or **STUDENT** with COVID-19 symptoms:

- Call Service Operations Dispatch and advise them that you have had to send a symptomatic person home.
- Email a summary to the following people.

To: Madelaine Mahoney, Mark West, appropriate site manager or Principal  
CC: HRES-Safety

**For privacy reasons, do not include affected person's name or other personal identifiers.**

# REPORTING CASES OF COVID-19



A staff/student advises that they have tested positive for COVID-19.  
What do I do?

- 1. Confirm that the employee or student being reported has tested positive for COVID-19.**  
**Note:** It is important to confirm that the specific individual tested positive, not a contact/family member/other person.
- 2. Ask the following questions below.**  
**Note:** More information is better. These questions will directly inform the District's response. If we know more, we will be able to respond appropriately.

## STAFF

- What is their full name, phone number, and employee number?
- Are they a regular staff member or a casual/itinerant member (i.e. TOC/Spareboard)
- When were they last on site? (Date and time)
- Where specifically did they go while on site? (offices, classrooms, other buildings, etc.)
- Who did they meet with or have contact with while on site?
- When did they first experience symptoms/when did symptoms first appear? (Date and time)
- Have they been in close contact with a confirmed case?
- Notify them that we will be providing this information to Public Health for the purposes of contact tracing.

## STUDENTS

- What is their full name, phone number, and date of birth?
- When were they last on site? (Date and time)
- Where specifically did they go while on site? (offices, classrooms, other buildings, etc.)
- Who did they meet with or have contact with while on site?
- When did they first experience symptoms/when did symptoms first appear? (Date and time)
- Have they been in close contact with a confirmed case?
- Is the parent OK with us providing necessary information to Public Health officials?

For either a **STAFF MEMBER** or **STUDENT** with a confirmed case of COVID-19:

Once you have the above information, the Principal/AO/Site Manager will email that information to the following people.

To: Appropriate Assistant Superintendent or Senior Manager for the area

CC: HRES-Safety

CC: Jordan Tinney (Superintendent)

CC: Madelaine Mahoney, Mark West, Greg Forbes-King (Service Operations)

CC: Ritinder Matthew (Communications Manager)

CC: Mary Campbell (Manager of Health and Safety)