

Objective:

This policy provides guidance for administrators and staff, or other related parties to diagnose an employee or student, isolate, care and transport them

Purpose:

To limit the exposure and contain COVID-19, the College encourages all faculty and students to stay home for their and everyone else's safety in case any symptoms are observed.

Policy:

If a student or staff member is suspected of being a COVID-19 positive case, he/she will be immediately moved to the college isolation room.

- Only the College medical staff are permitted to enter the isolation room wearing full PPE .
- The student's parent/s will be contacted immediately by the College's clinic medical staff
- The College will strictly adhere to the health authority requirements for managing and transferring any suspected cases of COVID-19.
- All areas which may have been accessed by the suspected case will be thoroughly cleaned and sanitized/disinfected following any suspected cases. These areas will be closed immediately until the cleaning is completed.
- Tracing will be conducted to identify those who may have come into contact with the suspected case. Health authority requirements will be strictly adhered to, this may include additional testing and isolation of persons who may have come into contact with the suspected case.

Managing a suspected case

- If a student/faculty/staff begins to show one of the following symptoms of COVID-19 (such as fever ($\geq 37.5^{\circ}\text{C}$), cough, body ache or fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, headache, or loss of sense of smell or taste) while at College, they must get isolated instantly, and the parent/ guardian of the student is to be notified immediately and the patient should be referred to the hospital to take the necessary action. The patient should not return to College until the PCR result is obtained. If the result is negative and there is a clinical assessment of a probable COVID-19 case, the patient should complete a 14-day quarantine. If the result is negative and there is no clinical assessment for a probable case, the child can resume schooling so long as they are symptom-free.

- Upon receiving notification of a confirmed positive case, a tracing exercise will be conducted by the College, this will identify all other persons who may have come into contact with the positive case.
- The tracing exercise must include faculty members (if applicable) along with the classmates of a student, or colleagues are all considered close contacts (anyone who spent more than 15 minutes in a proximity of 1.5 meters with the positive case, from the day of symptoms onset, or the day of the positive PCR test). They should all commence the 14-day quarantine counted PCR from the day of the positive test, or from the day of the onset of symptoms if ascertained by the clinician.
- The College Health & Safety Committee must provide them with information on 14 day home quarantine procedures, and the distance learning plans.
- Measures for disinfection should be taken as per the guidelines, for the classroom and the school premises used by the child as traced, and the holding isolation room where the staff and students will wait for their transportation.
- The College will maintain adequate records of its staff/guests/students, including names, telephone numbers and visit dates, to assist if contact tracing becomes necessary. And to maintain accurate work records of its staff for contact tracing purposes.
- The College will abide by the contact tracing procedures, by providing the health authorities with all records needed to trace potential contacts of the confirmed COVID-19 cases.
- In cases of COVID-19 emergency, the College will follow their endorsed guidelines for emergencies by the College's qualified nurse/doctor while wearing adequate personal protection equipment. Also, the health and safety in-charge should ensure that the student is accompanied by an adult wearing the full PPE when transported to home or to the hospital.