

TDSB COVID-19 Case Management Response Plan for Facility Services and Central Staff (2021-2022)

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. 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.

This case management plan is designed to support staff who supervise itinerant workers, Schedule II staff, Facility Services staff, Centrally Assigned staff, as well as Board contractors who work at non-school sites in managing COVID-19. If you are a school administrator, please review the [COVID-19 Case Management for Schools](#).

The following outlines the processes in place and responsibilities of key individuals in managing, reporting, and responding to COVID-19.

Self-Assessment

All TDSB staff and contractors are expected to be familiar with and recognize the signs and symptoms of COVID-19. Before coming to work each day, TDSB staff must complete their daily self-assessment using the [TDSB Health Screening Web Portal](#) or App. Contractors must conduct an active [adult screening self assessment](#). Staff are to remain home if they have any COVID-19 symptoms.

Note: Self-isolation of staff may not be required, based on vaccination status.

Employee Tests Positive for COVID-19

If a central staff member or contractor tests positive for COVID-19:

Immediate Supervisor to:

- Notify by email the following:
 - **Site Supervisor(s)** of the building(s) that the staff has work in, to ensure notification/communication is provided to the other building occupants.
 - **Regional Manager**
 - **Facility Team Leader**
 - **Sr. Manager – Facility Services**
 - **Sr. Manager – Occupational Health and Safety** at CovidOHSReporting@tdsb.on.ca with the following information:
 - Staff first and last name
 - Date of birth
 - Contact information
 - Location of work and occupation
 - Onset date of symptoms

- Last day/date staff member was at work
 - Has anyone else in the workspace tested positive for Covid-19? *Yes/No*
 - Does the positive staff know of any know source of acquisition? *Yes/No*
- **Employee Services**
 - Bob Ryan – CUPE
 - Susan Krimmel – MCSTC
 - Jenny Basov – CUPE, Unit C Central and Schedule II (non-union)
- **Disability Claims Management**
 - Stephanie Romm -Unit D - LC 1, 4, Central & Other Plant Ops; Unit E - Design & Const.
 - Lisa Cawthorne - Unit D -LC 2,3; Unit E - Maintenance
 - Karen Maharaj - Unit C Central & Funded, Schedule II
- **Toronto Public Health** – For any staff who visit schools as part of their duties, report confirmed staff COVID-19 cases using the [Toronto Public Health COVID-19 School Reporting Notification Tool](#).

For staff that do not visit schools, OH&S will work with the Supervisor to a) determine when TPH needs to be notified and b) work through contract tracing and isolations. If TPH needs to be notified OH&S will do that on behalf of the Supervisor.

- Determine if the staff member was in a building(s) 48 hours prior to and including the day of onset of symptoms, or if asymptomatic 48 hours prior to the day of COVID-19 testing

If determination is **NO** the staff was not in the building 48 hours prior, no additional steps are required.

If determination was **YES**, the staff was in one or more TDSB buildings 48 hours prior, supervisor must:

- Discuss with staff who tested positive, all the buildings they had been in during the period in question, determine close contacts and send those staff home to self-isolate.
- Notify and consult with Sr. Manager - Occupational Health and Safety or your Regional Officer.
- Notify and discuss with the Sr. Manager – Facilities any enhanced or deep cleaning protocols that may need to be performed. These area(s) will be closed until enhanced or deep cleaning is completed.
- Follow up with staff to determine if other isolations are required following Toronto Public Health (TPH) investigation. TPH will provide guidance on employee’s return to work for those in isolation and/or positive cases.

Regional Manager – Facility Services to:

- Notify itinerant staff of various buildings affected by positive case.

OH&S. Sr. Manager or Regional Officer to:

- Report positive case to Toronto Public Health directly.

Communications Department to:

- Work with Site Supervisor on any letter/correspondence to the school or administrative building staff, as directed by Toronto Public Health.

Employee to:

- 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.
- Refer to When Employee/Student Can Return to Work/School process.

Toronto Public Health (TPH) to:

- Contact COVID-19 positive cases directly and or the immediate supervisor to determine if additional individuals are required to self-isolate.
- If staff 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.

When an Employee Can Return to Work

Tested Positive for COVID-19

- A mild to moderate case of COVID-19 is considered recovered 10 days from the onset of symptoms. If there is no fever and symptoms have improved. RE-TESTING IS NOT REQUIRED.
- Asymptomatic (no symptoms) cases of COVID-19 are recovered 10 days after a positive test was taken. 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

- Staff who test negative can return to work as long as they are afebrile (not feverish) and their symptoms are improving for 24 hours (48 hours for gastrointestinal symptoms such as nausea/vomiting, diarrhea); and they are not required to isolate as a close contact of a positive case.

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

- Close contacts who are not fully vaccinated with a COVID-19 vaccine, will be excluded from school/work for 10 days, from the day of last exposure to the person who had COVID-19.
- Close contact of someone who tested positive for COVID-19, must self-isolate for 10 days and monitor for symptoms. If symptoms develop, they are encouraged to go for testing.

TPH will provide guidance on when staff should go for testing based on whether they are asymptomatic and vaccination status.

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 10 days from the last day they had contact. This includes persons who live in the same household.

Note: If staff were exposed to a positive case and do not have symptoms and are fully vaccinated then they may not have to self-isolate, based on TPH guidance.

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

Traveled Outside of Canada

- Staff who have travelled outside of Canada are required to stay home and self-isolate for 14 days. If they are not fully vaccinated. Household members may attend school/childcare/day camp/work, while the staff is self-isolating, as long as they are not symptomatic.
- If the staff who has travelled does not have symptoms and they are fully vaccinated (have received both doses of a two-dose series and it has been more than two weeks since their last dose) prior to their entry into Canada, they may not need to self-isolate.
- If the staff have symptoms even if they are exempted from federal quarantine, they should get tested and their household members should self-isolate until the staff's test is negative.

TDSB Contacts

To reach the manager and regional officers in the Occupational Health and Safety Department email covidOHSreporting@tdsb.on.ca. The Communications Department also monitors this email address.

Facilities Services Department:

- Senior Manager – Jonathan.grove@tdsb.on.ca
- Learning Centre 1 – Shelly.maki@tdsb.on.ca
- Learning Centre 2 – Brian.Smith@tdsb.on.ca
- Learning Centre 3 – Ross.Messina@tdsb.on.ca
- Learning Centre 4 – Ralf.klopf@tdsb.on.ca