

## Fleming College COVID Case Management Plan

### What happens if a COVID case is related to campus?

Being prepared with a clear plan for a case or outbreak of COVID-19 related to our campuses will help us to act quickly, communicate effectively and prevent further spread of COVID-19. While we have implemented extensive education and infection control measures to reduce potential for transmission, Fleming College has been working with our partners in Public Health on the following steps and protocols for a campus-linked case.

### What you can expect from Fleming

In the event of confirmed COVID-19 case or outbreak at Fleming, the College will:

- Act in an immediate and timely way
- Work with Public Health to determine whether an outbreak should be declared, how to implement mitigation measures, and how an outbreak will be monitored by the Public Health Authority
- Provide Public Health with a list of potential contacts where available and as requested
- Activate action, reporting and communication plan for a case or outbreak, and communicate the action steps as required and appropriate
- Regularly provide accessible and actionable information
- Adapt existing COVID-19 education programs for Fleming community to prevent further spread of COVID-19
- Ensure access to all appropriate supplies and information for health and safety
- Increase cleaning frequency of frequently used spaces, high-touch surfaces and objects
- Protect the privacy and safety of all individuals

### What you can expect from Public Health

Upon receiving a positive COVID-19 test result for an individual with a confirmed link to Fleming College, **local Public Health authorities** will:

- Confirm, contact and provide guidance to the person(s) who test positive for COVID-19
- Notify College thorough acting Liaison - Manager Health and Safety

- Conduct the case contract tracing investigation. Where needed, the College will provide attendance and contact information
- Identify close contacts exposure risk and contact them with guidance
- Determine if the case poses a risk to Fleming campus community and provide guidance
- If required, provide direction on outbreak management including communication support
- Work with the College to determine the need for temporary restrictions or closure of buildings or campus or cleaning and sanitization, etc.
- Maintain frequent contact with the College to manage any outbreak until the outbreak is assessed to be over

### Confidentiality and protecting privacy

Any diagnosis of COVID-19 is considered confidential. As such, the College will not release identifying information of an individual who tested positive for COVID-19 to our community members or the media. Local Public Health authorities will inform those who may be at risk and inform the College of a confirmed link to Fleming Campuses.

**COVID CASE SCENARIOS & RESPONSE**

The following chart provides a high-level version of the College’s response, in conjunction with Public Health, in a variety of COVID-19 scenarios.

COVID-19 Case Scenario	Public Health Actions	Fleming Actions
Staff, student working or learning <b>remotely</b> confirms to Manager or Faculty illness with COVID like symptoms.	<ul style="list-style-type: none"> <li>• Provide telephone assessment regarding the requirement for testing.</li> <li>• Provide guidance on symptom management</li> <li>• Confirm no risk to Campus community</li> </ul>	<ul style="list-style-type: none"> <li>• Provide individual with recommendation to contact Health care provider or Public health for Assessment.</li> <li>• Provide work or study related support</li> <li>• No risk to campus community</li> <li>• H&amp;S to work with individual on safe re-entry.</li> </ul>
Staff, student who has been working or learning <b>ON Campus</b> has confirmed test positive.  (By symptoms or close contact)	<ul style="list-style-type: none"> <li>• Confirm positive case linked to Campus via HS Liaison</li> <li>• Complete contact tracing and contact those impacted</li> <li>• Determine risk to Campus and provide direction on temporary closures</li> <li>• Provide direction enhanced cleaning measures</li> <li>• Provide case discharge when approved to return to campus</li> </ul>	<ul style="list-style-type: none"> <li>• Provide contact lists to PH as requested</li> <li>• Communicate with individuals impacted providing work or study support</li> <li>• Adjust building access logs as necessary</li> <li>• Complete deep clean on PH advice</li> <li>• Communication plan to Fleming community</li> <li>• Consideration of additional direct communication to students and employees associated with confirmed case, if advised by Public Health</li> <li>• H&amp;S to work with individual on safe re-entry.</li> </ul>

COVID-19 Case Scenario	Public Health Actions	Fleming Actions
<p>Student who is living <b>ON Campus</b> Residence confirmed test positive.</p>	<ul style="list-style-type: none"> <li>• Confirm positive case via HS Liaison</li> <li>• Complete contact tracing and contact those impacted</li> <li>• Assess if testing or self-isolation required for other students and staff including program impact</li> <li>• Provide direction enhanced cleaning measures</li> <li>• Provide case discharge when approved to return to general residence and campus</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate the Residence Isolation Protocol, including case support.</li> <li>• Support PH contact tracing investigation</li> <li>• Adjust Building access as required</li> <li>• Provide academic support as needed.</li> <li>• Communication plan to Fleming community</li> <li>• Consideration of additional direct communication to students and employees associated with confirmed case, if advised by Public Health</li> <li>• H&amp;S to work with individual on safe re-entry</li> </ul>
<p><b>PH declares an outbreak linked to Fleming residences</b></p> <p><i>NOTE: the definition of an outbreak is determined by the local Public Health authority</i></p>	<ul style="list-style-type: none"> <li>• Contact and guidance for individuals with confirmed positive case(s)</li> <li>• Advise individuals when safe to return to general residence</li> <li>• Contact tracing</li> <li>• Assess if testing or self-isolation required or recommended for other students and staff</li> <li>• Assess if temporarily need to relocate other students, services from residence building</li> <li>• Publicize confirmation of outbreak</li> </ul>	<ul style="list-style-type: none"> <li>• Provide contact list to Public Health as requested</li> <li>• Provide self-isolation rooms and case supports as required</li> <li>• Initiate the advice of PH regarding building access and restrictions.</li> <li>• Communication to Fleming community and media</li> <li>• Possible additional communication to students, employees and tenants associated with confirmed cases, if advised by Public Health</li> <li>• H&amp;S to work with PH on safe reopening</li> </ul>

COVID-19 Case Scenario	Public Health Actions	Fleming Actions
<p><b>PH declares outbreak linked to Fleming campus and/or building</b></p> <p><i>NOTE: the definition of an outbreak is determined by the local Public Health authority</i></p>	<ul style="list-style-type: none"> <li>• Contact with and guidance for confirmed positive case(s)</li> <li>• Advise contact when safe to return to campus</li> <li>• Contact tracing</li> <li>• Assess if testing or self-isolation required or recommended for other students and staff</li> <li>• Assess if temporarily need to relocate other students, services from residence building</li> <li>• Publicize confirmation of outbreak</li> <li>• Provide direction re: partial or temporary closures and/or enhanced cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Provide contact list to Public Health as requested</li> <li>• Initiate the advice of PH regarding building access, closures and restrictions</li> <li>• Communication to Fleming community and media</li> <li>• Possible additional communication to students, employees and tenants associated with confirmed cases, if advised by Public Health</li> <li>• H&amp;S to work with individual on safe reopening</li> </ul>

## **STATUS OF CAMPUS OPERATIONS**

Public Health and/or the College may recommend/decide to suspend temporarily some on-campus operations or restrict access to spaces or buildings in order to protect the health of the community. All updates will be communicated with staff, faculty, students and the Fleming community, and posted to <https://flemingcollege.ca/covid19>. All members of the Fleming community are encouraged to check this site regularly for updates.

## **COVID CASE MANAGEMENT**

The detailed COVID-19 case plan is coordinated and overseen by the Health and Safety team, which works together with senior leaders and our partners at Peterborough and Haliburton, Kawartha Pine Ridge Public Health to monitor the evolving situation with COVID-19 daily and respond as appropriate. For inquires and additional information please contact [safety@flemingcollege.ca](mailto:safety@flemingcollege.ca)

## **OUR PRIORITIES**

The health and safety of our students, faculty, staff and community are foremost in our considerations and plans. We aim to keep our Fleming community well-informed through internal and external communication strategies as we take direction and guidance from public health authorities regarding our approach to privacy, testing, self-isolation and the overall management of Fleming-related cases of COVID-19. In the event of a positive case linked to Fleming, the College is committed to executing this plan with a goal of reducing the risk of further transmission at our institution and in our communities.

## Appendix A: COVID-19 Outbreak Response Protocol PPH



### Post-Secondary Institution Outbreak Management Overview

Please note this is a preliminary document to support planning for the 2020/2021 school year. Specific direction from the Ontario Ministry of Colleges and Universities and the Ministry of Education is anticipated to support this work.

#### Outbreak Definition

The Ministry of Colleges and Universities and the Ministry of Education will provide a definition of a COVID-19 outbreak in a post-secondary institution.

#### Declaring an Outbreak

Upon receiving a positive laboratory result for COVID-19, Peterborough Public Health (PPH) will take the following actions, which focus on public health measures to manage an outbreak within the post-secondary institution:

1. Assign a lead investigator from the Infectious Disease team.
  
2. Contact the case. Conduct case management activities including;
  - Initial phone call and daily monitoring,
  - Provide education including self-isolation requirements
  - Confirm client's attendance at the school during their period of communicability.
  - Identify close contacts and assessing their exposure risk for each contact
  - Determine if there were any potential exposures in the school.
  
3. Assess risk of exposure in the school setting. If a risk is identified, PPH will contact the post-secondary institution to notify them of the exposure.

4. The post-secondary institution will need to create an outbreak management team, which should include members that can take the lead on infection control, occupational health, communications, liaising with public health
5. PPH lead investigator will work with an appointed post-secondary institution to identify contacts and obtain contact information and assess if there are any symptomatic students or staff within the facility.
  
6. PPH will provide direction on outbreak management.
  
7. PPH will contact all close contacts. Develop a record of who has been tested, who needs testing, results and refusals to test.
  
8. PPH can support the post-secondary institution a communication plan e.g. drafting/reviewing any communication to the school community. Note: The school is responsible for keeping staff, students and families informed about COVID-19 outbreaks in their facilities. (see attached template letters for use if needed)

Considerations may include:

- What needs to be prepared so you can rapidly notify staff, students and family members of a Covid-19 outbreak?
  - What is the best method to provide regular updates to relevant stakeholders?
  - Will your facility issue a media release?
  - How will you notify 3rd party companies/contractors that provide on-site services?
9. PPH will have frequent contact with the post-secondary institution to manage the outbreak until the outbreak is assessed to be over.



**Appendix B: Instructions for individuals tested for COVID-19**

<https://www.peterboroughpublichealth.ca/for-professionals/health-professionals/novel-coronavirus-2019-ncov-health-professionals/novel-coronavirus-covid-19-testing/>

**Revision History:**

Date	Revision	By
November 12, 2020	Original	