

School Outbreak Checklist

Manage an outbreak

All staff share responsibility for keeping students safe. This checklist provides general measures for staff to complete during an outbreak. Refer to the [Guide for Outbreak Prevention & Control in Schools](#) for more details and follow school policies.

Communicate about the outbreak

- Follow all recommendations made by the AHS Public Health Outbreak team.
- Inform students, staff, parents/guardians and visitors of the outbreak.
- Report newly symptomatic students and staff daily to the AHS Public Health Outbreak team.

Use infection prevention control measures

- Encourage students and staff to practice frequent hand hygiene and respiratory etiquette.
- Provide easy access to alcohol-based hand rub and hand washing stations.

Manage ill students and staff

- Remind parents/guardians to keep ill students home.
- Remind staff not to work when ill and send ill staff home as soon as possible.
- Keep students away from others if they are ill at the school and contact parents/guardians to pick them up as soon as possible.
- Offer a mask to students with respiratory illness if tolerated.
- Have staff wear a mask when caring for a student with respiratory illness.
- Use a dedicated washroom for students with vomiting or diarrhea.
- Have staff wear gloves while caring for a student with vomiting or diarrhea. Use additional personal protective equipment such as a gown or mask and face shield if available.

Enhance cleaning and disinfection

- Increase the frequency of cleaning and disinfection of common areas and high touch surfaces such as doorknobs, light switches, desktops and washrooms.
- Clean and disinfect shared items between users.
- Remove shared items such as craft supplies, books and puzzles that cannot be cleaned and disinfected.
- Increase the frequency of cleaning and disinfection of shared transport vehicles.

Decrease the use of common or shared items

- Use shared play structures one group at a time.
- Close shared sensory tables including water/sand tables.
- Keep water fountains open only if they can be cleaned and disinfected frequently.

Modify activities and food services

- Minimize mixing of different classes and groups.
- Postpone high-risk field trips and activities.
- Ensure staff who support meals are feeling well and practice hand hygiene.
- Hand out snacks directly to students.