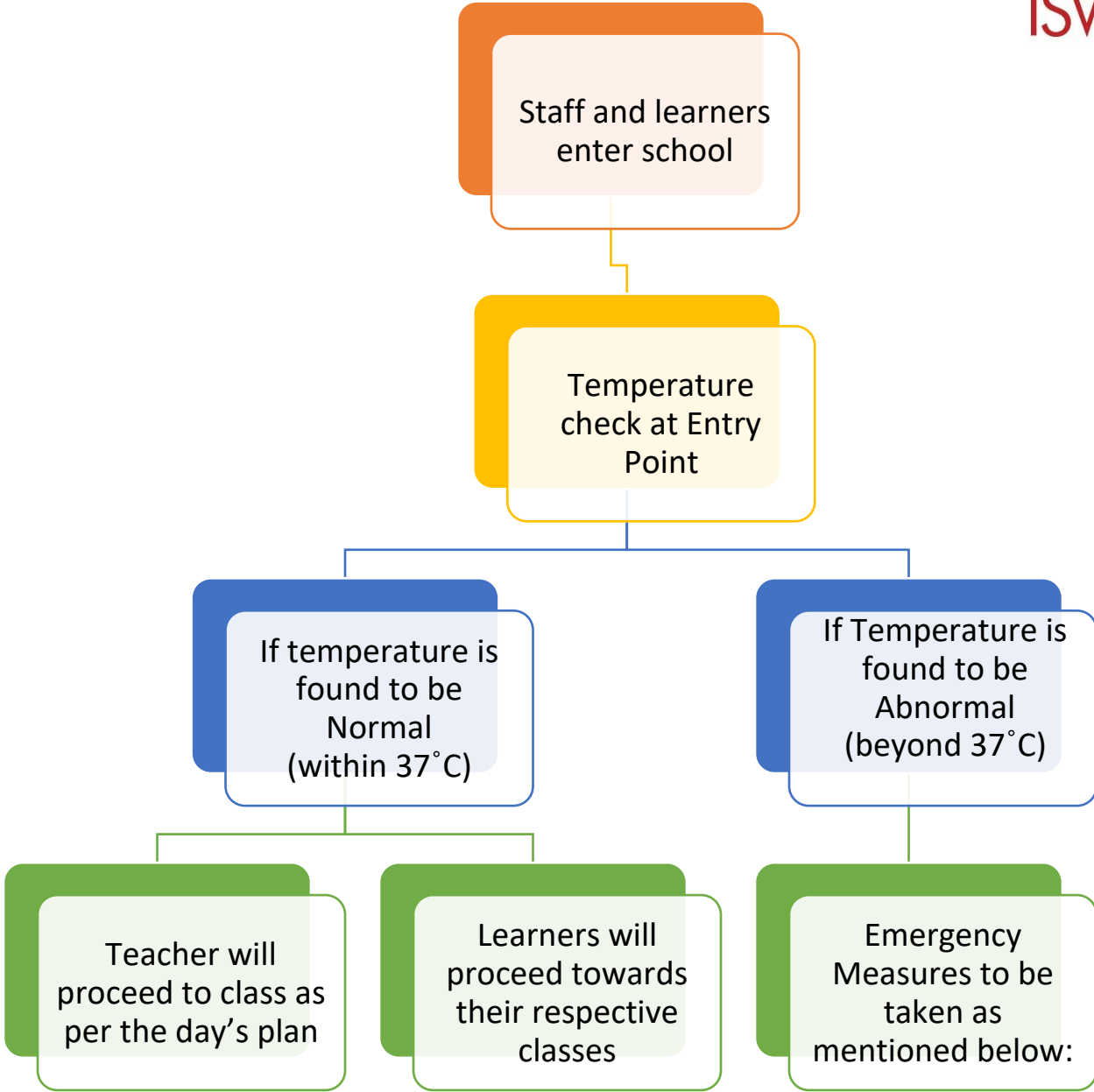




# COVID-19 CONTINGENCY PLAN



# Step 1

The student / staff / visitor to be led by the **staff on COVID duty** to the **Isolation Room** that has been set up at school for emergency purposes.

# Step 2

The staff nurse / staff on COVID duty to immediately contact the parent / guardian / spouse and instruct them to take the suspected patient away within 30 minutes of receiving the call.

## If Parent/ Guardian responds:

Ask the parent/guardian/spouse to pick the suspected patient up.  
(within a time period of 30 minutes)

Isolate the suspected patient and have a procedure in place to accompany the individual to the designated isolation room via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the suspected patient at all times.

The suspected patient to be kept in the isolation room till the parent / guardian / spouse arrives.

At the isolation Room, the suspected patient to comply with the instructions laid down by the nurse / staff in-charge.

After the suspected patient has left the Isolation Room, appropriate cleaning and disinfecting of the isolation room to be done immediately.

## If Parent/ Guardian does not respond:

Contact the nearest COVID Testing Centre/ clinic apprising them of the situation.

Arrange for school transport to take the child immediately to the clinic.

Designated staff member/ school nurse to assist the child and stay with him/ her at the clinic till the Parent/ Guardian / Spouse arrives.

At the COVID Testing Centre, the suspected patient to comply with the instructions laid down by the Centre.

Parent / Guardian / Spouse to update the school on the health of the suspected patient.

If found positive, the patient on rejoining will need to produce a COVID-19 negative report which will need to be collected from the Health Authority.