**Policy Name:** Infectious Disease Response Procedure  
**Effective:** [Insert Date]  
**Next Review:** [Insert Date]  
**Responsibility:** Responsible Department: Health Services, Campus Security, Administration

**Procedure Contact:** Manager of Campus Safety and Security

**Approval:** Director of Facilities and Executive Leadership Team

### **Purpose**

This procedure provides direction for responding to an infectious disease case or outbreak within the school community to minimize the risk of transmission and protect students, faculty, staff, and visitors.

### **Procedure Statement**

This procedure was developed to outline actions when a student, staff member, or visitor is identified as having a highly communicable disease such as influenza, COVID-19, measles, or another public health threat. It establishes protocols for containment, communication, and coordination with health authorities.

### **Scope**

This procedure applies to situations where:

* A student or staff member is diagnosed with a highly communicable disease.
* Public health authorities notify the school of an outbreak in the community.
* Unvaccinated or medically vulnerable individuals may require additional precautions.

It provides a framework for identifying cases, implementing infection control measures, and responding to public health guidance.

### **Emergency Response Definitions**

* **LEVEL 1 - Enhanced Monitoring:** A single case or suspected case is identified. The individual is isolated, close contacts are notified, and basic hygiene measures are reinforced.
* **LEVEL 2 - Containment Measures:** Multiple cases are identified, or public health authorities warn of increased risk. Additional measures such as cohorting, enhanced cleaning, and potential temporary class closures are implemented.
* **LEVEL 3 - School-Wide Response:** A significant outbreak occurs, requiring large-scale interventions such as full campus closure, remote learning, or quarantine measures based on public health directives.

### **Emergency Notification Procedure**

1. **Report:** Any student or staff member experiencing symptoms of a known infectious disease must report to Health Services immediately.
2. **Assess:** Health Services will evaluate the individual and, if necessary, refer them for testing or treatment.
3. **Notify:** If a confirmed case is identified, the Manager of Campus Safety will notify public health authorities and the Executive Leadership Team.
4. **Activate Response:** Based on health authority recommendations, the appropriate response level will be implemented, and communication will be sent via the school’s emergency notification system.

### **Responsibilities**

#### **Health Services Team**

* Assess individuals presenting symptoms and coordinate medical referrals.
* Implement isolation procedures for confirmed or suspected cases.
* Work with public health authorities to determine contact tracing and response measures.

#### **Campus Security Team**

* Assist with enforcing isolation or quarantine protocols as directed.
* Monitor campus access restrictions if containment measures are required.
* Support logistical needs for remote learning or facility closures.

#### **Manager of Campus Safety and Security**

* Oversee the response and coordinate with health authorities.
* Communicate with the Headmaster and Executive Leadership Team regarding updates.
* Ensure timely information is shared with students, staff, and parents.

#### **Executive Leadership Team (ELT)**

* Provide oversight for policy implementation and decision-making.
* Determine operational changes, including remote learning or campus restrictions.
* Coordinate external communications with parents, media, and regulatory agencies.

#### **Facilities Team**

* Implement enhanced cleaning and disinfection of affected areas.
* Ensure availability of personal protective equipment (PPE) and sanitation supplies.
* Adjust HVAC systems if necessary to improve ventilation.

#### **Faculty and Staff**

* Monitor students for symptoms and report concerns to Health Services.
* Reinforce hygiene protocols, including handwashing and mask use if required.
* Implement cohorting or distancing measures as directed.

#### **Students**

* Follow health and safety instructions, including self-reporting symptoms.
* Comply with isolation or quarantine requirements if instructed.
* Maintain hygiene practices to prevent disease spread.

### **Supplementary Duties**

#### **LEVEL 1 Response – Enhanced Monitoring**

* Reinforce hand hygiene, respiratory etiquette, and general illness prevention.
* Conduct daily health screenings as needed.
* Isolate symptomatic individuals until they can be evaluated by Health Services.

#### **LEVEL 2 Response – Containment Measures**

* Restrict large gatherings and consider cohorting students to minimize exposure.
* Require mask-wearing in high-risk situations if recommended by health authorities.
* Enhance cleaning and disinfecting protocols in affected areas.

#### **LEVEL 3 Response – School-Wide Response**

* Shift to remote learning if ordered by public health authorities.
* Restrict campus access to essential personnel only.
* Communicate clear timelines and expectations for resumption of normal operations.

### **Approval Dates:**

* Initial Approval: [Insert Date]
* Revisions: [Insert Date]