



October 26, 2020

**Subject: Information to parents – Update #7**

Dear SWLSB Families,

The purpose of this communication is to inform you of the procedures in place when a positive COVID-19 case is reported to a school. We hope this will answer some of the questions you may have.

**Procedure when a COVID-19 positive case is reported**

Our priority is the safety and well-being of our students and staff and, as such, we diligently follow all directives issued by Public Health and the Ministry of Education. Below is a general overview of the procedure in place when a positive case is reported to the school:

1. When someone reports a COVID-19 case to their school/centre, **the school board COVID team immediately contacts Public Health to get official confirmation.** Public Health then begins the epidemiological investigation in order to determine whether people or groups of people need to be put in isolation.
2. In parallel, the school extracts **the class list associated to the person who has tested positive.**
3. If any isolation is required once Public Health has confirmed the positive case, **the school informs the homeroom teacher, who keeps the students isolated in the classroom until they are picked up.**
4. The school calls the families of the students isolated in the classroom to inform them and ask them to pick up their child. **If the person who has tested positive takes the bus,** the school also contacts the Transportation Department to get a **seating plan** of the bus to see which students also need to be isolated. For Laval high school parents, the Société de transport de Laval (**STL**) is **also contacted.** The same procedure is in place for students in **school daycares.**
5. Once all parents of the concerned class and individuals identified as “close contacts” have been contacted, **the school sends a letter to the families and stakeholders** of the school to inform them that there is a COVID case in the school. Please note that because of confidentiality restrictions stipulated in the law, schools cannot specify, in their communications, the names of individuals or the classes that have been placed in isolation.
6. **All active cases** are posted in the COVID-19 section of the school board [website](#).

It is very important that this established communication procedure be respected. These measures have been put in place in partnership with Public Health to ensure that accurate information is communicated and that immediate actions are taken to prevent the spread of the virus.

**Reporting a case to your school**

As soon as you are informed that your child has tested positive to COVID-19, it is important that you inform the school. Should a parent receive a diagnosis outside of school hours, in the evening or on the weekend, they must inform the school principal by email straightaway, as the above procedure is also followed on nights and weekends.

**Bus safety**

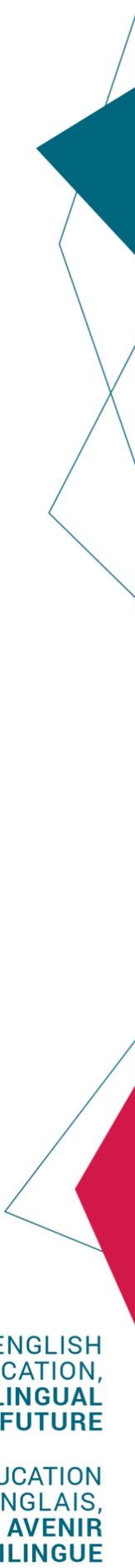
This is a friendly reminder that students on school buses must respect public health directives. **For instance, students in Grade 5 and up must wear a face covering and always sit in their assigned seat.** These directives have been put in place to reduce the risk of transmission of the virus and ensure that students who have come into close contact with someone who has tested positive can easily be identified. Thank you for reiterating these important directives regularly to your child.



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## Distance education – SURVEY

Over the past few weeks, many students have received distance education either because they are part of the virtual campus, their class has been in isolation or they are in Secondary 4 or 5.

We have prepared this short survey to **collect your feedback** about **your child's distance education experience**. If your child has received or is currently receiving distance education, please complete this [short survey](#) **by Friday, October 30, at the latest**. It is important to complete **one survey per child**.

We thank you for your continued collaboration and for taking the time to complete the above-mentioned survey. Your opinion matters to us and will help us to continue improving our practices and services.

With much appreciation,



Gaëlle Absolonne  
Director General

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