



---

**ADMINISTRATIVE PROCEDURE 166**  
**SEVERE ACUTE RESPIRATORY SYNDROME (SARS) RESPONSE**  
**PLAN**

**Background**

SARS is an issue of public concern. Steps must be taken to assure students, staff and parents that their health is being protected. In the public interest, Grande Yellowhead Public School Division has undertaken the preparation of this SARS response plan.

**Procedures**

1. SARS Liaison Administrator

The Assistant Director – Facility Services has been designated as the SARS Liaison Administrator for GYPSD. All SARS-related questions shall be directed to the SARS Liaison Administrator.

The communications route for SARS related issues is as follows:

1.1 Teachers and support staff are required to report any possible cases, concerns or questions to their Principal. Other staff will report directly to their supervisor.

1.2 The Principal/supervisor is required to report any possible cases to the:

- ◆ Local Health Unit Contact Nurse; and
- ◆ SARS Liaison Administrator.

1.3 The Principal/supervisor is required to report concerns or questions to the SARS Liaison Administrator.

2. The SARS Liaison Administrator will:

2.1 Contact the Medical Officer of Health to establish appropriate communications;

2.2 Communicate to all schools the SARS monitoring and reporting system from the Medical Officer of Health;

2.3 Monitor information available about SARS on an ongoing basis; and

- 2.4 Provide information to parents and staff about SARS generally or where to access information about SARS. All SARS communications are to be reviewed by the local health authority contact person.
3. Travel by students and staff of GYPSD
  - 3.1 Schools shall postpone or cancel nonessential travel to an affected area.
  - 3.2 For all planned travel, it is imperative to check the current health and travel information about the destination prior to departure.
4. Students and other visitors from outside GYPSD
  - 4.1 Schools will identify staff, students or visitors coming from outside GYPSD. Schools will check the current health and SARS information about the area the visitors are from.
  - 4.2 Schools are to monitor potentially affected staff and students. For staff or students coming to GYPSD from an affected area or known to have been exposed to SARS, it is important for school staff and parents to monitor the students' health for 10 days following their presence in the affected area.
  - 4.3 If an individual from an infected area is scheduled to visit GYPSD, consideration must be given to canceling or postponing the visit.
  - 4.4 Schools are to identify and monitor staff and students routed through affected areas. It is prudent to monitor for symptoms presented by any staff member or student who has been routed through an airport in an affected area, even though the risk is arguably less than that from an extended period of time spent in the area.
  - 4.5 Schools are to be familiar with the symptoms of SARS. They are:
    - ♦ A fever (measured greater than 38C, 100.4F), sometimes associated with chills, muscle aches, headache, sore throat; and followed by
    - ♦ Respiratory symptoms such as cough, shortness of breath or difficulty breathing.
  - 4.6 Schools are to report SARS-related concerns immediately. If a student or staff member who has been to an affected area or exposed to SARS develops any of the above symptoms, ensure the individual remains where he or she is and report the suspected case immediately to the Local Health Unit Contact Nurse. Tell the contact nurse that the person may have SARS, so arrangements can be made for medical examination without risk of further exposure.
5. Obtain further information:
  - ♦ <http://www.health.gov.ab.ca>

- ◆ <http://www.hc-sc.gc.ca>
- ◆ <http://www.cdc.gov>
  
- ◆ <http://www.who.int>

6. Hand washing is a very effective prevention tool. Students and staff should be encouraged to wash their hands often and thoroughly with soap and warm water. Hand washing is the single most important method for preventing infection.

7. Local Health Unit Contact Nurses

- ◆ Edson
  
- ◆ Grande Cache
  
- ◆ Hinton
  
- ◆ Jasper

Reference: Section 18, 20, 45, 60, 61, 113, School Act  
Public Health Act

Developed: November 2005