NYS DOH COVID-19 Guide for School Administrators and Schools Nurses COVID-19 Screening Flowsheet for Students and Staff

NO

In the past 10 days, has the student or staff been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

NO

Was the test result positive OR are they still waiting for the result?

YES

The student or staff **cannot** go to school today.

They must stay in isolation (at home and away from others) until the test results are back and are **negative OR** if **positive**, the local health department has released the individual from isolation.

In the last 14 days, has the student or staff:

- Traveled internationally to a CDC level 2 or 3 COVID-19 related travel health notice country; or
- Traveled to a state or territory on the NYS Travel Advisory List; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

YES

Students or staff **cannot** go to school today.

They must stay at home until the local health department releases the individual from quarantine (at least 14 days from the date of their return from travel or last exposure). A negative diagnostic COVID-19 test does not change the 14-day quarantine requirement.

School staff are not essential workers and **must** quarantine.

Does the student or staff currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- · Feel feverish or have chills
- · Cough
- · Loss of taste or smell
- · Fatigue/feeling of tiredness
- Sore throat

- Shortness of breath or trouble breathing
- · Nausea, vomiting, diarrhea
- · Muscle pain or body aches
- Headaches
- Nasal congestion/runny nose

YES

The student or staff **cannot** go to school today.

They should be assessed by their health care provider (HCP). If they do not have an HCP, they should call their local health department. If they do not receive COVID-19 testing, or are not cleared to return to school by their HCP, then they are required to be isolated at home. See next page for more information.

NO

The student or staff CAN go to school today!

Make sure they wear a face covering or face mask, practice social distancing, and wash their hands frequently.

Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

CALL 911 IF A STUDENT OR STAFF HAS:

- Trouble breathing or is breathing very quickly
- Change in skin color becoming pale, patchy and/or blue
 Racing heart or chest pain
- · Severe abdominal pain, diarrhea or vomiting
- · Lethargy, irritability, or confusion

COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms

Student/staff has symptoms consistent with COVID-19:

- · Student/staff member should keep face mask on.
- · Staff members should be sent home immediately.
- Students awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present using appropriate personal protective equipment (PPE).
- · School administration and the parent/quardian should be notified.
- · Provide instructions that the individual must be seen by an HCP for evaluation and have COVID-19 testing (unless determined not necessary by HCP). If they do not have an HCP they should call their local health department.
- · Schools should provide a list of local COVID-19 testing locations.
- · Clean and disinfect area where the student/staff member was located.

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

HCP Gives COVID-19 **HCP Recommends COVID-19 Test** OR Alternate Diagnosis

and in isolation until test result is back

STAY OUT OF SCHOOL

Positive Test Result

Negative Test Result

Diagnostic Test Recommended but Not Done and No Alternate Diagnosis

Student/Staff is **NOT Evaluated** by HCP

The local health department will contact you to follow up.

The ill person must remain in isolation (at home and away from others) until the local health department has released them from isolation, which is typically:

- 10 days after symptom onset; AND
- · Child/staff's symptoms are improving; AND
- Child/staff is fever-free for at least 72 hours without use of fever reducing medicines.

While the ill person is in isolation, all members of the household must quarantine at home until released by the local health department. typically 14 days.

Note: A repeat negative COVID-19 test is not required for return to school.

If symptoms are improving AND they are fever-free for at least 24 hours without the use of fever reducing medicines, student/staff may return to school with:

- · A note from HCP indicating the test was negative OR
- Provide a copy of the negative test result.

If the HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) AND COVID-19 is not suspected then a note signed by their HCP explaining the alternate diagnosis is required before the student/staff will be allowed to return to school. They may

Note: a signed HCP note documentina unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

return to school according to the usual

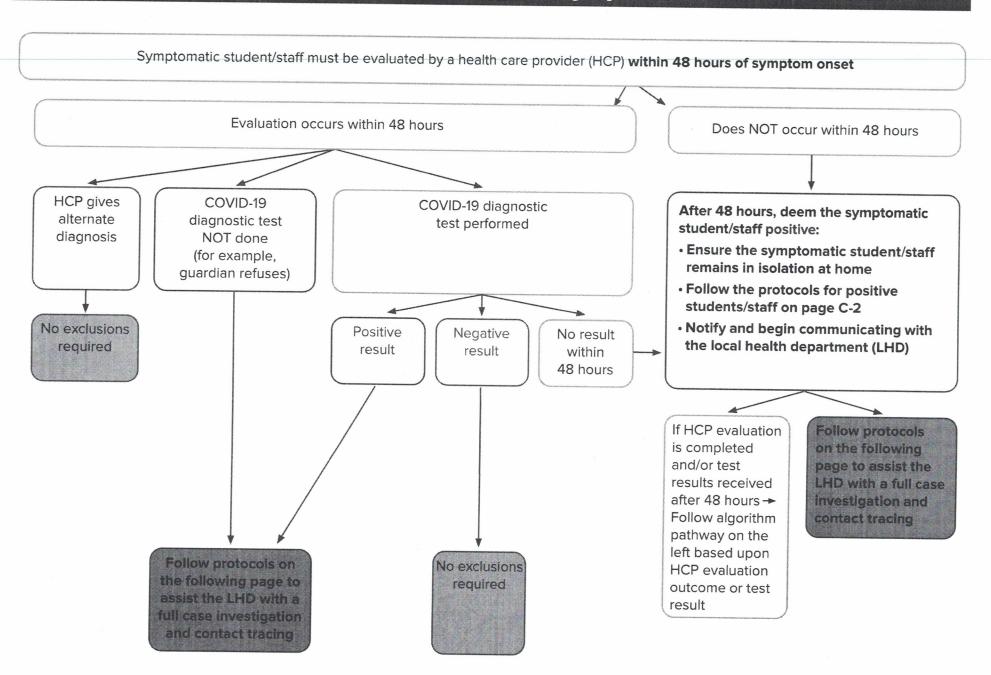
quidelines for that diagnosis.

The person must remain in isolation at home and is not able to go back to school until the local health department has released them from isolation, which is typically:

- · At least 10 days have passed since the day symptoms started; AND
- · Symptoms are improving: AND
- They are fever-free for at least 72 hours without use of fever reducing medications.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. If there is a high suspicion of COVID-19 based on symptoms or circumstances, the HCP or public health should consider following up a negative antigen test with a molecular test which is more sensitive, particularly when there are important clinical or public health implications. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

COVID-19 exclusion protocol for contacts of symptomatic students and staff





COVID-19 School and Local Health Department Coordination for Contact Tracing

Notify the local health department (LHD):

- · Immediately upon learning of a positive case
- 48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received. The LHD will collaborate with the school for contact tracing and to identify contacts.

Provide the LHD with contact information of school personnel who will assist in the LHD's contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:

- School Principal
- · Administrative Support Person
- Principal Designee

THEN

Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).

Begin to identify contacts of the case to provide to the LHD.

Provide the LHD with a list of people who are possible contacts of the case including:

- · Contact's full name
- · Parent(s)/Guardian(s) full name(s)
- · Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare; transportation; extracurricular; and other non-school setting contacts are identified and notified of their exposure risk.

THEN

The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts. Contacts will be quarantined and excluded from school for 14 days from the date of last exposure to the case, advised to monitor for symptoms, and recommended to get a diagnostic COVID-19 test at least 3 days after their last date of exposure. The local health department will initiate isolation and quarantine orders.

When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school.

The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

Quarantine Guidance

The requirements to safely quarantine include:

- The individual must not be in public or otherwise leave the quarters that they have identified as suitable for their quarantine.
- The individual must be situated in separate quarters with a separate bathroom facility for each individual or family group. Access to a sink with soap, water, and paper towels is necessary. Cleaning supplies (e.g. household cleaning wipes, bleach) must be provided in any shared bathroom.
- The individual must have a way to self-quarantine from household members as soon as a fever or other symptoms develop, in a separate room(s) with a separate door. Given that an exposed person might become ill while sleeping, the exposed person must sleep in a separate bedroom from household members.
- Food must be delivered to the person's quarters.
- Quarters must have a supply of face masks for individuals to put on if they become symptomatic.
- · Garbage must be bagged and left outside for routine pick up. Special handling is not required.
- A system for temperature and symptom monitoring must be implemented to provide assessment in-place for the quarantined persons in their separate quarters.
- Nearby medical facilities must be notified, if the individual begins to experience more than mild symptoms and may require medical assistance.
- The quarters must be secure against unauthorized access.

NOTE: The authorities recognize that contacts within a household, especially if they are young children, cannot avoid close contact with others even during a quarantine. In these cases, the Department of Health recommendation is for those "close" contacts to quarantine for 14 days AFTER the Covid-19 case's isolation period (10 days) ends. In other words, for a total for 24 days.