

COMMUNITY UNIT SCHOOL DISTRICT 303



Response Protocols

For COVID-19 Positive Cases

Revised March 22, 2021

**This plan is subject to change as public health guidelines are updated.*



COVID-19 Symptoms and Illness Guidelines

The Illinois Department of Public Health (IDPH) has provided specific steps for students and staff who present with COVID- like symptoms while at school.

SYMPTOMS OF COVID-19 INCLUDE:

Temperature/Fever of 100.4 degrees or higher, fatigue from an unknown cause, muscle or body aches from an unknown cause, sore throat, new onset of moderate to severe headache, gastrointestinal symptoms of diarrhea, vomiting, cough, shortness of breath, and/or new loss of smell or taste.

STEPS TO BE FOLLOWED

If the student or staff member is suspected to be symptomatic or comes to the health office with any one COVID- like symptom(s) they will be evaluated by the school nurse.

The school nurse will isolate the student or staff member exhibiting one or more COVID-like symptoms until they are picked up by a parent /guardian or in the case of a staff member, goes home. The nurse or designee will stay with the student until the parent/guardian arrives. The school nurse will assist students out of the school setting to their parent/guardian.

While in the isolation room the student or staff member may be asked to change their cloth mask to a medical grade mask to better control the spread of respiratory droplets.

When the staff member leaves school setting or the student is picked up by their parent/guardian they will be provided with directions related to symptom and illness management provided by the Illinois Department of Public Health which are as follows:

All students and staff members sent home with COVID-like symptoms should be diagnostically tested (per IDPH's guidance). A Medical evaluation is strongly recommended if a COVID -19 test is administered.

TESTING

A Student or staff member must remain at home until they receive their COVID-19 test results. IF they receive a negative COVID-19 test result, they may return to school or work. Documentation of the negative COVID-19 test is required for re-entry to school or work.

COVID-19 Symptoms and Illness Guidelines (Continued)

CONFIRMED OR PROBABLE CASE

A Student or staff member who is confirmed as having COVID-19 or who is told that they have a probable case, which is defined as having Covid like symptom(s) and has had an exposure to someone with COVID-19, may not return to school/work until the following requirements are met:

Ten (10) calendar days isolation at home. May return to school or work after the ten days isolation has passed IF they have been fever free for 24 hours without the use of fever reducing medication and their symptoms have improved. A minimum of ten days isolation is required.

ALTERNATIVE DIAGNOSIS:

If the student or staff member is evaluated by their health care provider they may return to school with a note from their health care provider that documents they have an alternative diagnosis, not COVID-19. In that case, they may return to school or work once the symptoms related to their alternative diagnosis or ailment (such as strep throat) are resolved. A ten day isolation period is not typically required.

NOT TESTED OR EVALUATED BY A HEALTH CARE PROVIDER:

Student or staff member with COVID-like symptom(s) who does not get tested for COVID -19 or who does not provide a health care's provider's note documenting an alternative diagnosis, must complete the Ten (10) calendar days of isolation from the date of symptom onset and be fever-free for 24 hours without use of fever reducing medications and symptoms improved before returning to school or work.

If a student or staff member is sent home sick with COVID-like symptoms, household members must be quarantined (14 days) until an alternative diagnosis is made or a negative result is received. If the ill student or staff member is confirmed with COVID 19 or has probable case, the Kane County Health Department will conduct contact tracing and will provide specific guidance on how to safely quarantine and isolate within the household.

According to the IDPH, "every symptomatic person should be evaluated by their health care provider on a case-by case basis and the decision to test for COVID-19 should be based on their personal health history. Diagnostic testing is strongly encouraged whenever an individual experiences COVID-like symptoms as it is possible to have COVID-19 and other health conditions at the same time".

What if a Student Tests Positive?



Step-By-Step Scenario

- 1** Student tests positive for COVID-19.
- 2** Student's parent/guardian alerts their school of positive test results. School nurse verifies that Kane County Health Department is aware of positive test and alerts KCHD of any known close contacts within the school setting.
- 3** The Kane County Health Department upon confirmation of positive result, interviews positive case, conducts contact tracing, and directs school on next steps.
- 4** During contact tracing the Kane County Health Department, in partnership with the school nurse, will alert any students or staff that had close contact with the positive case in the school setting.

What if a Staff Member Tests Positive?



Step-By-Step Scenario

- 1** Staff member tests positive for COVID-19.
- 2** Staff member alerts their administrator and Human Resources of positive test. School nurse verifies that Kane County Health Department is aware of positive test and alerts KCHD of any known close contacts during the school days.
- 3** The Kane County Health Department upon confirmation of positive result, interviews positive case, conducts contact tracing, and directs school on next steps.
- 4** During contact tracing the Kane County Health Department, in partnership with the school nurse, will alert any students or staff that had close contact with the positive case in the school setting.
- 5** If the staff member is a teacher, a substitute will be called to fill-in during time of self-isolation and recovery.

Sample Communication Letter to School and Parents

[Sample letter and exclusion guidance for positive COVID-19 case]

[DATE]

Dear District 303 Families and Staff:

This letter is to inform you that an individual(s) at [*name of school*] has tested positive for COVID-19. We are coordinating our efforts with the Kane County Health Department to promptly identify and monitor individuals who have had recent close contact with the COVID-19 positive individual(s) to prevent further spread. We are following guidance from the Centers for Disease Control and Prevention (CDC), as well as the state and local health departments for best practices and procedures to protect everyone's health.

The (School name) has taken the following mitigation steps:

- Conducting a deep clean and disinfection of the affected areas based on the Health Department's Guidance.
- Staff members and students who were identified as having prolonged close contact to the COVID-19 case(s) will be required to be quarantined and will receive a separate notification from the *Kane County Health Department*. Prolonged close contact is defined as being within six feet for 15 minutes or more.

The most important things you can do:

- Make sure your child is wearing a mask
- Make sure your child is washing his or her hands
- Keep your child home if he or she is sick
- Call your primary health care provider if you or your child has symptoms of COVID-19

As always, everyone should monitor their health and stay at home if they develop symptoms and contact their health care provider to determine if testing is needed. Anyone who develops severe symptoms should seek medical care immediately. Your child also should stay home if in the previous 14 days he or she has had contact with someone with a confirmed diagnosis of COVID-19, is under investigation for COVID-19, or is ill with a respiratory illness.

We are committed to providing your child and our staff with a safe and healthy environment. Thank you for your understanding and ongoing cooperation with our COVID-19 prevention policies and procedures as we work to help protect our students, staff members, families.

What if a Student Says a Family Member Tested Positive?



Step-By-Step Scenario

- 1** Student in class says one of their family members at home has COVID-19 and the teacher and other students overhear.
- 2** Teacher notifies a school administrator of the comment.
- 3** Building administrator will take student from class to bring to the supervised isolation room while the building administrator contacts the parent/guardian.
- 4** School nurse will assess student while awaiting verification of student's comment.
- 5** Administrator shares with parent/guardian that their child has announced that someone in their home is COVID-19 positive and if the parent verifies the child's statement, the parent is requested to take their child home so they can begin quarantine for 14 days from the last date they will have had close contact with the family member who has tested positive.
- 6** If the student's comment was not accurate, they will be able to return to class (if no other concerns were identified by the school nurse).



Communication Protocol

FOR QUESTIONS REGARDING A POSITIVE CASE

➤ POSITIVE CASE:

Those who have had close contact with a positive case, are notified by the Kane County Health Department in partnership with the school nurse.

➤ CLOSE CONTACT:

Close contact is described by the CDC as anyone (with or without a face covering) who was within 6 feet of a confirmed case of COVID-19 (with or without a face covering), for at least 15 minutes throughout the course of the day. The period of close contact begins 2 calendar days before the onset of symptoms.



SCHOOL CONFIDENTIALITY

The Kane County Health Department will advise a staff member by phone if they had close contact with a positive case.

When the school district or school has been notified that a student or staff member has been identified with a positive case of COVID-19, the school will follow all directives set forth by the Kane County Health Department. The KCHD will initiate contact tracing and the school nurse will identify any individuals who have had close contact with the individual identified as having COVID-19 during the school day.

All information shared for the purpose of COVID-19 contact tracing is confidential and protected by FERPA and HIPPA laws. The individuals in a school setting who need to be notified that they have had close contact to an individual with COVID-19 will be contacted by the KCHD. School nurses when directed will assist in calling individuals in close contact during the school day. It is possible that close contact was identified outside the school setting by the individual who tested positive, and in that case, the KCHD will advise individuals as to their next steps.



Cleaning Protocols

➤ DURING THE SCHOOL DAY:

- Hourly cleaning of touch points, hand rails, door handles, and bathrooms
- Cleaning lunchroom tables between each lunch period
- Sanitation supplies will be available in every classroom for use in between classes, as students switch work-spaces or as needed
- Sanitation for Early Childhood and Kindergarten classrooms will occur between AM and PM sessions
- Sanitation of school buses will occur after the AM routes are completed as needed

➤ AFTER THE SCHOOL DAY:

- Sanitation of all touch points, hand rails, door handles, bathrooms, student desks, and cafeteria tables
- Sanitation of school buses will occur after the PM routes are completed

➤ RESPONSE TO A SUSPECTED OR POSITIVE CASE:

- Super Deep Clean conducted by the GSF Cleaning staff
 - GSF Coronavirus Disease Prevention and Protection Measures
- Super Deep Clean of buses conducted by GSF Cleaning

Contact Tracing: Do your part to keep your family, friends, and community safe

WHAT YOU CAN EXPECT TO HAPPEN DURING CONTACT TRACING IF YOU HAVE BEEN DIAGNOSED WITH COVID-19

1

If you have been diagnosed with COVID-19, a public health worker will call you to check on your health.



They will ask you who you've been in contact with and where you spent time while you were sick and may have spread COVID-19 to others.

Any information you share with public health workers is confidential

This means that your personal and medical information will be kept private.

2



You will also be asked to stay at home and self-isolate, if you are not doing so already.

Self-isolation means staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible.

Self-isolation helps slow the spread of COVID-19 and can keep your family, friends, and community safe.

3



Continue to monitor your health. If your symptoms worsen or become severe, you should seek medical care. Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, bluish lips or face.

If you need support or assistance while self-isolating, the health department or a local community organization may be able to provide assistance.

WHAT YOU CAN EXPECT TO HAPPEN DURING CONTACT TRACING IF YOU HAVE BEEN IN CLOSE CONTACT WITH AN INDIVIDUAL WITH COVID-19

1

If you have been in close contact with someone who has COVID-19, a public health worker will call you to inform you that you may have been exposed to COVID-19.



Any information you share with public health workers is confidential

This means that your personal and medical information will be kept private.

2

You should stay at home and self-quarantine for 14 days, starting from the last day you were possibly exposed to COVID-19.



Self-quarantine means staying home, monitoring your health, and maintaining social distancing (at least 6 feet) from others at all times.

3



The public health worker can provide information about COVID-19 testing in your area.

If you need support or assistance with self-quarantine, your health department or community organizations may be able to provide assistance.

4

You should take your temperature twice a day, watch for fever and other symptoms of COVID-19, and notify your health care provider if you develop symptoms.



5



If you become ill during the 14 days of self-quarantine, you should notify your health care provider and seek medical care if your symptoms worsen or become severe. Emergency warning signs include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the privacy of student education records.

The Act serves two primary purposes:

1. Gives parents or eligible students more control of their educational records
2. Prohibits educational institutions from disclosing "personally identifiable information in education records" without written consent

Who Must Comply?	Protected Information	Permitted Disclosures
<ul style="list-style-type: none"> Any public or private school: <ul style="list-style-type: none"> Elementary Secondary Post-secondary Any state or local education agency <p>Any of the above must receive funds under an applicable program of the US Department of Education</p>	<p>Student Education Record: Records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution</p>	<ul style="list-style-type: none"> School officials Schools to which a student is transferring Specified officials for audit or evaluation purposes Appropriate parties in connection with financial aid to a student Organizations conducting certain studies on behalf of the school Accrediting organizations Appropriate officials in cases of health and safety emergencies State and local authorities, within a juvenile justice system, pursuant to specific state law To comply with a judicial order or lawfully issued subpoena

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) is a national standard that protects sensitive patient health information from being disclosed without the consent of knowledge. Via the Privacy Rule, the main goal is to:

- Ensure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality healthcare to protect the public's health and well-being.

Who Must Comply?	Protected Information	Permitted Disclosures
<ul style="list-style-type: none"> Every healthcare provider who electronically transmits health information in connection with certain transactions Health plans Healthcare clearinghouses Business associates that act on behalf of a covered entity, including claims of processing, data analysis, utilization review, and billing 	<p>Protected Health Information: Individually identifiable health information that is transmitted or maintained in any form or medium (electronic, oral, or paper) by a covered entity or its business associates, excluding certain educational and employment records</p>	<ul style="list-style-type: none"> To the individual Treatment, payment, and healthcare operations Uses and disclosures with opportunity to agree or object by asking the individual or giving opportunity to agree or object Incident to an otherwise permitted use and disclosure Public interest and benefit activities (e.g., public health activities, victims of abuse or neglect, decedents, research, law enforcement purposes, serious threat to health and safety) Limited dataset for the purposes of research, public health, or healthcare operations

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