

Mamaroneck UFSD

District Reference Guide for Health Screening

This guidance document will be used by staff as a procedural manual in response to a suspected, presumptive, or confirmed case of COVID-19. The Mamaroneck UFSD District Health Screening Guidance Document was revised for school district use with express permission by the North Carolina State Department of Health and Human Services. This document includes guidelines approved by the New York State and Westchester County Departments of Health for schools managing health issues related to COVID-19. A special note of thanks to District Physician Ann Engelland and nursing supervisor Ms. Dina Murphy for developing the District procedural manual.

Note to Staff, Parents, and Students:

Dear Staff, Parents, and Students:

As we welcome back students and staff to school, health and safety is our number one priority. To promote a safe and healthy learning environment and to minimize risk, we have developed a District Reference Guide for managing suspected, presumptive, or confirmed cases of COVID-19. This reference guide is adapted from the North Carolina State Department of Health and includes public health protocols and guidelines from the New York State and Westchester County Departments of Health.

To ensure that we are working together as one community to promote a safe learning environment, I ask that you take time to read the district reference guide and pay close attention to the health screening protocols outlined in this document.

In addition to outlining protocols and procedures for managing health screening, we will ask parents and staff to participate in an ongoing health assessment reporting process (by way of digital self-reporting) and all students and staff will engage in a daily temperature screening process before entering school buildings.

During the first week of school, we will review and respond to questions about health screening procedures to ensure that all stakeholders have a clear understanding about expectations and protocols.

Respectfully,
Dr. Robert Shaps

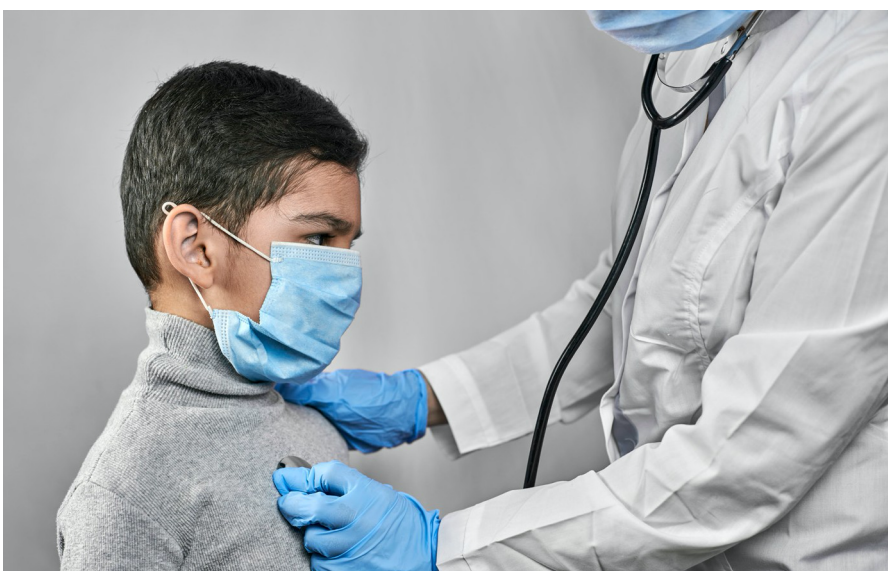
What's Inside

Introduction	2
Screening Flow Chart	3
Staff Roles Flow Chart	4
Positive Screening Protocol Checklists	5

Upon Arrival at School or Transportation Entry		EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
WHO		Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic	Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Staff or Student presents with at least one of the known COVID recognized symptoms
Staff Member OR Student: A designated individual (e.g., parent or guardian) is PRESENT to immediately support child to get home or to medical care safely		Page 5	Page 6-7	Page 8-9
Student: A designated individual (e.g., parent or guardian) is NOT PRESENT to immediately support child to get home or to medical care safely		Page 10	Page 11-12	Page 13-14

During the School Day		EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
WHO		Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic	Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Staff or Student presents with at least one of the known COVID recognized symptoms
Student		Page 15	Page 16-17	Page 18-19
Staff Member		Page 20	Page 21-22	Page 23-24

This document for re-opening school was adapted with permission from the North Carolina Department of Health and Human Services document entitled “Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19, (K-12) Interim Guidance. “June 2020, updated July 22, 2020, amended August 17, 2020.



Introduction

This Screening Reference Guide outlines protocols for staff to follow when responding to a positive symptom screening. These protocols identify next steps in interacting with students or staff who have screened positive, meaning they:

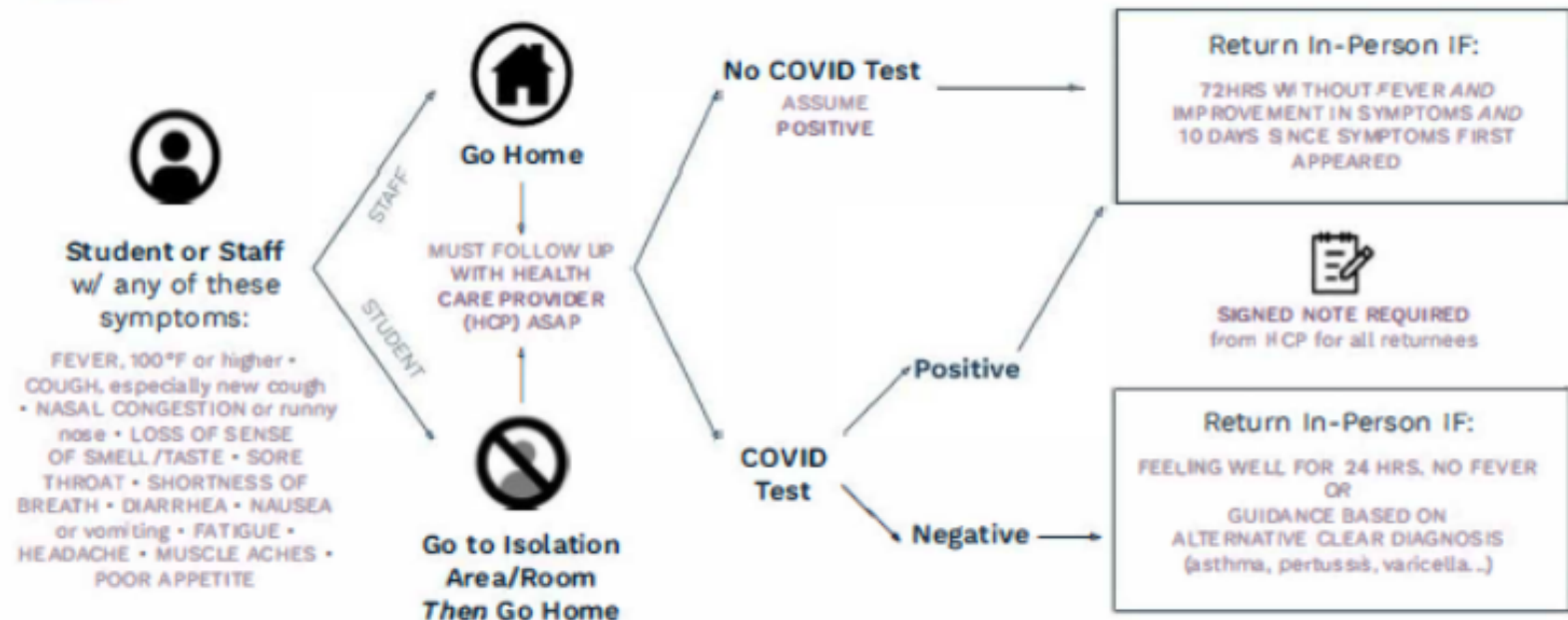
- 1) Share they were exposed to someone with COVID-19 (defined as having close contact of less than 6 feet distance for more than 15 minutes) but have no symptoms;
- 2) Share they were diagnosed with COVID-19 less than 10 days ago but are not currently symptomatic; OR
- 3) Present with at least one of the following COVID-19 symptoms:
 - Fever 100°
 - Chills
 - Shortness of breath or difficulty breathing
 - New cough
 - New loss of taste or smell
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore Throat
 - Congestion or runny nose
 - Nausea, Vomiting or Diarrhea

The following staff should adhere to protocols outlined in this Screening Reference Guide:

- All school staff who interact with students, to know what to do if students share they had an exposure or diagnosis of COVID-19, or develop COVID-19 symptoms during the day
- School staff who are conducting daily symptom screening upon arrival at school or at transportation entry
- School nurses or delegated staff
- School staff who are responsible for cleaning, notification to local health departments, and/or communication to students, families, teachers, and staff, according to the protocols outlined in this guide.



Screening Flow Chart for Symptomatic Students/Staff at School



Updated August 17, 2020 • Elements Adopted from NC Dept. of Health & Human Services to conform with NYSDOH



Staff Roles Flow Chart

Child arrives at school

Any school staff person
conducts screenings



**Child screened for COVID-19
& temperature taken**

EXPOSURE, DIAGNOSIS, OR SYMPTOMS

NO FLAGS

Nurse or delegated
staff confirms exposure,
diagnosis, or symptoms



**Child evaluated
again**

NO
FLAGS

Goes to class

CONFIRMED

Any school
staff person
accompanies child



**Send home or held
until can go home**

**Child becomes
symptomatic**



Any school
staff person
flags symptoms



Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Staff Member OR Student: A designated individual (e.g., parent or guardian) is PRESENT to immediately support child to get home or to medical care safely
CATEGORY	EXPOSURE, NO SYMPTOMS: Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic

Exclusion

- ☐ Do not allow person to enter school facility
- ☐ If staff, supervisor must be notified immediately
- ☐ Person must immediately go home.
- ☐ Person may return to school 14 days after last close contact, if no symptoms develop nor do they have a positive COVID-19 test.
- ☐ Person may participate in remote learning and teaching (if applicable) while out.

Infection Control

- ☐ Ensure that all students from Pre-K through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening. Cloth face coverings must be worn by all students from Pre-K through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.

Transportation

- ☐ Person may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must contact the Westchester County Department of Health WCDOH to report potential exposure
- ☐ School must follow the directions shared by the WCDOH for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ School must follow the directions shared by the WCDOH for this particular instance.

Cleaning

- ☐ School must follow the directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ☐ School must follow the directions shared by the WCDOH for this particular instance.



Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Staff Member OR Student: A designated individual (e.g., parent or guardian) is PRESENT to immediately support child to get home or to medical care safely
CATEGORY	DIAGNOSIS, NO SYMPTOMS: Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic

Exclusion

- ☐ Do not allow person to enter school facility
- ☐ If staff, supervisor must be notified immediately
- ☐ Person must immediately go home.
- ☐ Person may return to school 10 days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test
- ☐ If a person is diagnosed with COVID-19 household members of that person who reside in the same household should not attend school or work during the required quarantine period.
- ☐ Person may participate in remote learning and teaching (if applicable) while out.

Infection Control

- ☐ Ensure that all students from Pre-K through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening. Cloth face coverings must be worn by all students from Pre-K through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.

Transportation

- ☐ If student, they may not utilize group transportation such as the bus in order to leave the school facility.

Notification

- ☐ School must notify the WCDOH of laboratory-confirmed COVID-19 case(s) among students or staff and work with them to follow their procedures such as contact tracing.
- ☐ School must follow the directions shared by the WCDOH for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the WCDOH as to whether closure of a classroom or entire building is required. There may be no need to close the school if the WCDOH determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The WCDOH may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ❑ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ❑ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ❑ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ❑ Open outside doors and windows to increase air circulation in the area.
- ❑ Clean and disinfect frequently touched surfaces with EPA approved products.
- ❑ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ❑ Follow CDC and local authorities for additional cleaning and disinfection recommendations.
- ❑ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
- ❑ School must follow any other directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ❑ Schools must coordinate with the WCDOH to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ❑ If positive COVID-19 test:
 - WCDOH will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19.
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with all state and federal laws.

WCDOH Next Steps

- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ❑ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ❑ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ❑ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.
- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in proximate contact (defined as being in the same enclosed environment such as a classroom or office but greater than six feet from a person displaying symptoms). WCDOH will determine if a proximate contact should be under quarantine.



Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Staff Member OR Student: A designated individual (e.g., parent or guardian) is PRESENT to immediately support child to get home or to medical care safely
CATEGORY	SYMPTOMS: Staff or Student presents with at least one of the following COVID-19 symptoms (<i>Fever - Chills - Shortness of breath or difficulty breathing - New cough - New loss of taste or smell - Fatigue - Muscle or body aches - Headache - Sore throat - Congestion or Runny Nose - Nausea, vomiting or diarrhea</i>)

Exclusion

- ☐ Do not allow person to enter school facility
- ☐ If staff, supervisor must be notified immediately
- ☐ Person must immediately go home and seek medical care
- ☐ If diagnosed with COVID-19 based on a test or symptoms, person may return to school when:
 - At least 72 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared.
- ☐ If a person is diagnosed with COVID-19 household members of that person, who reside in the same household should not attend school or work during the required quarantine period.
- ☐ If they have had a negative COVID-19 test, person may return to school once there is no fever without the use of fever-reducing medicines and has felt well for 72 hours.
- ☐ Person may participate in remote learning and teaching (if applicable) while out.
- ☐ A person can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider (AND they tested negative for COVID-19) once there is no fever without the use of fever-reducing medicines and they have felt well for 72 hours.

Infection Control

- ☐ Ensure that all students from Pre-K through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening. Cloth face coverings must be worn by all students from Pre-K through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.

Transportation

- ☐ If student, they may not utilize group transportation such as the bus in order to leave the school facility.

Notification

- ☐ If positive diagnosis: School must notify the WCDOH of laboratory-confirmed COVID-19 case(s) among students or staff and work with them to follow their procedures such as contact tracing.
- ☐ School must follow the directions shared by the WCDOH for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ❑ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ❑ Consult with the WCDOH as to whether closure of a classroom or entire building is required. There may be no need to close the school if the WCDOH determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ❑ The WCDOH may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ❑ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ❑ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ❑ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ❑ Open outside doors and windows to increase air circulation in the area.
- ❑ Clean and disinfect frequently touched surfaces with EPA approved products.
- ❑ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ❑ Follow CDC and local authorities for additional cleaning and disinfection recommendations.
- ❑ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
- ❑ School must follow any other directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ❑ Schools must coordinate with the WCDOH to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ❑ If positive COVID-19 test:
 - The WCDOH will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with all state and federal laws.

If positive COVID-19 test: WCDOH Next Steps

- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ❑ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ❑ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ❑ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.
- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in proximate contact (defined as being in the same enclosed environment such as a classroom or office but greater than six feet from a person displaying symptoms.) WCDOH will determine if a proximate contact should be under quarantine.



Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Student: A designated individual (e.g., parent or guardian) is NOT PRESENT to immediately support child to get home or to medical care safely
CATEGORY	EXPOSURE, NO SYMPTOMS: Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic

Exclusion

- ☐ Separate student in designated area with supervision by a delegated staff person until transportation is available
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home safely
- ☐ Student may return to school 14 days after last close contact, if no symptoms develop nor do they have a positive COVID-19 test.
- ☐ Student should participate in remote learning while out.

Infection Control

- ☐ Ensure that all students from Pre-K through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening. Cloth face coverings must be worn by all students from Pre-K through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering while remaining at least six feet away.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must contact the WCDOH to report potential exposure
- ☐ School must follow the directions shared by the WCDOH for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ School must follow the directions shared by the WCDOH for this particular instance.

Cleaning

- ☐ School must follow the directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ☐ School must follow the directions shared by the WCDOH for this particular instance.



Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Student: A designated individual (e.g., parent or guardian) is NOT PRESENT to immediately support child to get home or to medical care safely
CATEGORY	DIAGNOSIS, NO SYMPTOMS: Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic

Exclusion

- ☐ Separate student in designated area with supervision by a delegated staff person
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home safely
- ☐ Student may return to school 10 days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test
- ☐ If a person is diagnosed with COVID-19 household members of that person, who reside in the same household should not attend school or work during the required quarantine period.
- ☐ Student should participate in remote learning while out.

Infection Control

- ☐ Ensure that all students from Pre-K through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening. Cloth face coverings must be worn by all students from Pre-K through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering while remaining at least six feet away.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must notify the WCDOH of laboratory-confirmed COVID-19 case(s) among students or staff and work with them to follow their procedures such as contact tracing.
- ☐ School must follow the directions shared by the WCDOH for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the WCDOH as to whether closure of a classroom or entire building is required. There may be no need to close the school if the WCDOH determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The WCDOH may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.
- ☐ Clean and disinfect frequently touched surfaces.
- ☐ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ☐ Follow CDC and local authorities for additional cleaning and disinfection recommendations.
- ☐ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
- ☐ School must follow any other directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ☐ Schools must coordinate with the WCDOH to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ☐ If positive COVID-19 test:
 - The WCDOH Health Department will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19 .
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with all other state and federal laws.

WCDOH Health Department Next Steps

- ☐ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.
- ☐ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in proximate contact (defined as being in the same enclosed environment such as a classroom or office but greater than six feet from a person displaying symptoms). WCDOH will determine if a proximate contact should be under quarantine.



Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Student: A designated individual (e.g., parent or guardian) is NOT PRESENT to immediately support child to get home or to medical care safely
CATEGORY	SYMPTOMS: Staff or Student presents with at least one of the following COVID-19 symptoms (<i>Fever - Chills - Shortness of breath or difficulty breathing - New cough- New loss of taste or smell - Fatigue-Muscle or body aches-Headache-Sore throat-Congestion or Runny nose-Nausea vomiting or diarrhea</i>)

Exclusion

- ☐ Immediately isolate student in designated area with supervision by a delegated staff person
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home and to medical care safely
- ☐ If diagnosed with COVID-19 based on a test or symptoms, student may return to school when:
 - At least 72 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared.
- ☐ If a person is diagnosed with COVID-19 household members of that person who reside in the same household should not attend school or work during their required quarantine period.
- ☐ If they have had a negative COVID-19 test, student may return to school once there is no fever without the use of fever-reducing medicines and has felt well for 72 hours.
- ☐ Student should participate in remote learning while out.
- ☐ The student can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 72 hours.

Infection Control

- ☐ Ensure that all students from Pre-K through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening. Cloth face coverings must be worn by all students from Pre-K through 12th grade and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering or surgical mask while remaining at least six feet away.
- ☐ The symptomatic student must wear a cloth face covering or surgical mask unless a family member states that an exception applies.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ If positive diagnosis AND symptomatic individual: School must notify the WCDOH of laboratory-confirmed COVID-19 case(s) among students or staff and work with them to follow their procedures such as contact tracing.

Closure

- ❑ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ❑ Consult with the WCDOH as to whether closure of a classroom or entire building is required. There may be no need to close the school if the WCDOH determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ❑ The WCDOH may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ❑ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ❑ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ❑ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ❑ Open outside doors and windows to increase air circulation in the area.
- ❑ Clean and disinfect frequently touched surfaces with EPA approved products.
- ❑ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ❑ Follow CDC and local authorities for additional cleaning and disinfection recommendations.
- ❑ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
- ❑ School must follow any other directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ❑ Schools must coordinate with the WCDOH to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ❑ If positive COVID-19 test:
 - The WCDOH will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with state all other state and federal laws.

If positive COVID-19 test: WCDOH Next Steps

- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ❑ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ❑ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ❑ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.
- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in proximate contact (defined as being in the same enclosed environment such as a classroom or office but greater than six feet from a person displaying symptoms). WCDOH will determine if a proximate contact should be under quarantine.



Positive Screening Protocols

During the School Day

WHO	Student
CATEGORY	EXPOSURE, NO SYMPTOMS: Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic

Exclusion

- ☐ Separate student in designated area with supervision by a delegated staff person until transportation is available
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home safely
- ☐ Once student is able to leave school, student may return to school 14 days after last close contact, if no symptoms develop nor do they have a positive COVID-19 test.
- ☐ Student should participate in remote learning while out.

Infection Control

- ☐ Ensure that all students from Pre-K through 12th grade, and all teachers, staff and adult visitors wear face coverings. Cloth face coverings must be worn by all students from Pre-K through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering while remaining at least six feet away.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must contact the WCDOH to report potential exposure
- ☐ School must follow the directions shared by the WCDOH for this particular instance.

Closure

- ☐ School must follow the directions shared by the WCDOH for this particular instance.

Cleaning

- ☐ School must follow the directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ☐ School must follow the directions shared by the WCDOH for this particular instance.



Positive Screening Protocols

During the School Day

WHO	Student
CATEGORY	DIAGNOSIS, NO SYMPTOMS: Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic

Exclusion

- ☐ Separate student in designated area with supervision by a delegated staff person until transportation is available
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home safely
- ☐ Student may return to school 10 days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test
- ☐ If a person is diagnosed with COVID-19 household members of that person who reside in the same household should not attend school or work during the required quarantine period.
- ☐ Student should participate in remote learning while out.

Infection Control

- ☐ Ensure that all students from Pre-K through 12th grade, and all teachers, staff and adult visitors wear face coverings. Cloth face coverings must be worn by all students from Pre-K through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering while remaining at least six feet away.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must notify the WCDOH of laboratory-confirmed COVID-19 case(s) among students or staff and work with them to follow their procedures such as contact tracing.
- ☐ School must follow the directions shared by the WCDOH for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the WCDOH as to whether closure of a classroom or entire building is required. There may be no need to close the school if the WCDOH determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The WCDOH may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ❑ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ❑ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ❑ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ❑ Open outside doors and windows to increase air circulation in the area.
- ❑ Clean and disinfect frequently touched surfaces with EPA approved products.
- ❑ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ❑ Follow CDC and local authorities for additional cleaning and disinfection recommendations.
- ❑ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
- ❑ School must follow any other directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ❑ Schools must coordinate with the WCDOH to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ❑ If positive COVID-19 test:
 - The WCDOH will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with state and federal laws.

WCDOH Next Steps

- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ❑ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ❑ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ❑ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.
- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in proximate contact (defined as being in the same enclosed environment such as a classroom or office but greater than six feet from a person displaying symptoms). WCDOH will determine if a proximate contact should be under quarantine.



Positive Screening Protocols

During the School Day

WHO	Student
CATEGORY	SYMPTOMS: Staff or Student presents with at least one of the following COVID-19 symptoms (<i>Fever - Chills - Shortness of breath or difficulty breathing - New cough - New loss of taste or smell - Fatigue-Muscle or body aches - Headaches - Sore throat - Congestion or runny nose - Nausea, Vomiting or Diarrhea</i>).

Exclusion

- ☐ Immediately isolate student in designated area with supervision by a delegated staff person
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home and to medical care safely
- ☐ If diagnosed with COVID-19 based on a test or symptoms, student may return to school when:
 - At least 72 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared.
- ☐ If a person is diagnosed with COVID-19 household members of that person who reside in the same household should not attend school or work during the required quarantine period.
- ☐ If they have had a negative COVID-19 test, student may return to school once there is no fever without the use of fever-reducing medicines and has felt well for 72 hours.
- ☐ Student should participate in remote learning while out if they are feeling well enough.
- ☐ A student can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 72 hours.

Infection Control

- ☐ Ensure that all students from Pre-K through 12th grade, and all teachers, staff and adult visitors wear face coverings. Cloth face coverings must be worn by all students from Pre-K through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering and any necessary PPE given symptoms, while remaining at least six feet away.
- ☐ The symptomatic student must wear a cloth face covering or surgical mask unless a family member states that an exception applies.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ If positive diagnosis AND symptomatic individual: School must notify the WCDOH of laboratory-confirmed COVID-19 case(s) among students or staff and work with them to follow their procedures such as contact tracing

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the WCDOH as to whether closure of a classroom or entire building is required. There may be no need to close the school if the WCDOH determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The WCDOH may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.
- ☐ Clean and disinfect frequently touched surfaces with EPA approved products.
- ☐ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ☐ Follow CDC and local authorities for additional cleaning and disinfection recommendations.
- ☐ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
- ☐ School must follow any other directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ☐ Schools must coordinate with the WCDOH to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ☐ If positive COVID-19 test:
 - The WCDOH will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with state and federal laws.

If positive COVID-19 test: WCDOH Next Steps

- ☐ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.
- ☐ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in proximate contact (defined as being in the same enclosed environment such as a classroom or office but greater than six feet from a person displaying symptoms). WCDOH will determine if a proximate contact should be under quarantine.



Positive Screening Protocols

During the School Day

WHO	Staff Member
CATEGORY	EXPOSURE, NO SYMPTOMS: Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic

Exclusion

- ☐ Supervisor must be notified immediately
- ☐ Person must immediately go home.
- ☐ Person may return to school 14 days after last close contact, if no symptoms develop nor do they have a positive COVID-19 test.
- ☐ Person may participate in remote teaching (if applicable) while out.

Infection Control

- ☐ Ensure that all teachers and staff wear face coverings. Cloth face coverings must be worn by all teachers and staff on buses or other transportation vehicles, inside school buildings and anywhere on school grounds, including outside.

Transportation

- ☐ Person may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must contact the WCDOH to report potential exposure
- ☐ School must follow the directions shared by the WCDOH for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ School must follow the directions shared by the WCDOH for this particular instance.

Cleaning

- ☐ School must follow the directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ☐ School must follow the directions shared by the WCDOH for this particular instance.



Positive Screening Protocols

During the School Day

WHO	Staff Member
CATEGORY	DIAGNOSIS, NO SYMPTOMS: Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic

Exclusion

- ☐ Supervisor must be notified immediately
- ☐ Person must immediately go home.
- ☐ Person may return to school 10 days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test
- ☐ If a person is diagnosed with COVID-19 household members of that person who reside in the same household should not attend school or work during their required quarantine.
- ☐ Person may participate in remote teaching (if applicable) while out.

Infection Control

- ☐ Ensure that all teachers and staff wear face coverings. Cloth face coverings must be worn by all teachers and staff on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.

Transportation

- ☐ Person may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must notify the WCDOH of laboratory-confirmed COVID-19 case(s) among students or staff and work with them to follow their procedures such as contact tracing.
- ☐ School must follow the directions shared by the WCDOH for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the WCDOH as to whether closure of a classroom or entire building is required. There may be no need to close the school if the WCDOH determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The WCDOH may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.

- ❑ Clean and disinfect frequently touched surfaces with EPA approved products.
- ❑ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ❑ Follow CDC and local authorities for additional cleaning and disinfection recommendations.
- ❑ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
- ❑ School must follow any other directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ❑ Schools must coordinate with the WCDOH to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ❑ If positive COVID-19 test:
 - The WCDOH will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with state and federal laws.

WCDOH Next Steps

- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ❑ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ❑ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ❑ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.
- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in proximate contact (defined as being in the same enclosed environment such as a classroom or office but greater than six feet from a person displaying symptoms). WCDOH will determine if a proximate contact should be under quarantine.



Positive Screening Protocols

During the School Day

WHO	Staff Member
CATEGORY	SYMPTOMS: Staff or Student presents with at least one of the following COVID-19 symptoms (<i>Fever - Chills - Shortness of breath or difficulty breathing - New cough - New loss of taste or smell - Fatigue - Muscle or Body Aches - Headache - Sore Throat - Congestion or runny nose - Nausea, vomiting, or diarrhea</i>)

Exclusion

- ☐ Supervisor must be notified immediately
- ☐ Person must immediately go home and seek medical care
- ☐ Person may return to school 10 days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test
- ☐ If person is diagnosed with COVID-19 household members of that person who reside in the same household should not attend school or work during their required quarantine period.
- ☐ Person may participate in remote teaching (if applicable) while out, if feeling well enough.
- ☐ A person can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 72 hours.

Infection Control

- ☐ Ensure that all teachers and staff wear face coverings. Cloth coverings must be worn by all teachers and staff on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ The symptomatic teacher or staff member must wear a cloth face covering or a surgical mask.

Transportation

- ☐ Person may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ If positive diagnosis AND symptomatic individual: School must notify the WCDOH of laboratory-confirmed COVID-19 case(s) among students or staff and work with them to follow their procedures such as contact tracing.
- ☐ If symptomatic individual: School must immediately contact WCDOH to report potential exposure.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the WCDOH as to whether closure of a classroom or entire building is required. There may be no need to close the school if the WCDOH determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The WCDOH may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ❑ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ❑ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ❑ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ❑ Open outside doors and windows to increase air circulation in the area.
- ❑ Clean and disinfect frequently touched surfaces EPA approved products.
- ❑ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ❑ Follow CDC and local authorities for additional cleaning and disinfection recommendations.
- ❑ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
- ❑ School must follow any other directions shared by the WCDOH for this particular instance.

Communication with students, families, and staff

- ❑ Schools must coordinate with the WCDOH to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ❑ If positive COVID-19 test:
 - The WCDOH will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with state and federal laws.

If positive COVID-19 test: WCDOH Next Steps

- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ❑ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ❑ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ❑ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.
- ❑ The WCDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in proximate contact (defined as being in the same enclosed environment such as a classroom or office but greater than six feet from a person displaying symptoms). WCDOH will determine if a proximate contact should be under quarantine.

This document for Re-opening school was adapted with permission from the North Carolina Department of Health and Human Services document entitled "Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19, (K-12) Interim Guidance. "June 2020, updated July 22, 2020, amended August 17, 2020.