

POLICY & PROCEDURE FOR A SICK CHILD OR STAFF MEMBER DURING THE SCHOOL DAY

To ensure safety and reduce the transmission and exposure of COVID-19 an “*Isolation Room*” where students and staff with COVID-19 symptoms are to remain while they await pick-up and safe exit from the building. Each “*Isolation Room*”, when in use, must be monitored by a school staff member wearing full PPE whenever possible with external ventilation increased within the area of isolation to encourage air flow (windows opened, non-mechanical ventilation disabled).

School leaders, faculty and staff should monitor staff and students throughout the day for signs of illness. Symptoms potentially include but not limited to the following:

- Fever of 100.0 degrees Fahrenheit or higher
- Cough
- Stuffy nose
- Chills
- Shortness of breath/difficulty breathing
- Loss of taste or smell
- Congestion/runny nose
- Nausea/vomiting/diarrhea
- Muscle/body aches
- Fatigue
- Sore throat
- Headache

Whether or not an individual exhibiting the symptoms above must be sent home will be made by the School Nurse using his or her best judgement or discretion. In the absence of a School Nurse the individual would be sent home following the procedures set forth below:

- Students must be immediately moved to the “*Isolation Room*”, where they must wear a face covering until they are picked up, as soon as possible, by an authorized person. The parent or guardian must be notified, and safe pick up must be arranged.
- The School Nurse should be notified when an individual is moved to the “*Isolation Room*” for immediate assessment of the individual.
- Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- School leaders and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- The “*Isolation Room*”, or any room or area occupied by sick or symptomatic individuals, must not be reopened or utilized until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines.
- School leaders are to wait twenty-four (24) hours before custodians clean and disinfect the “*Isolation Room*” Staff members tasked with cleaning the affected areas must wear appropriate personal protective equipment and arrange for optimal ventilation conditions during the cleaning process.
- School leaders are to advise sick staff members and students not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved,

and ten (10) days elapsed since the symptoms first appeared.

- School leaders should monitor staff absenteeism as well as present symptoms or types of illness among students and staff to guide decision-making and next steps. All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff