COVID-19 PROTOCOLS FOR ALL SCHOOLS

2020-2021 School Year

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A. Daily Screening Questions
Every day, all employees, parents/guardians, and students (grades 6-12) will review the following questions and stay home if the answer is yes.

1. Do you have any of the following symptoms that are not caused by another condition? (On the first day after a break or for a new student, please ask about the past 3 days 72 hours).
   - Fever (100.4°F) or chill
   - Cough
   - Shortness of breath or difficulty breathing
   - Unusual fatigue
   - Muscle or body aches
   - Headache
   - Recent loss of taste or smell
   - Sore throat
   - Congestion or runny nose
   - Nausea or vomiting
   - Diarrhea

2. Have you been in close contact with anyone with confirmed COVID-19?
3. Have you had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID19 infection?

*Close contact* is defined by the DOH as being within 6 feet for at least 15 minutes with someone who has confirmed COVID-19 in 14 days. Health care providers, EMS workers, and other staff who are routinely exposed to patients due to the nature of their role would answer "No" as long as those providers wore proper personal protective equipment (PPE) during potential COVID-19 exposure. If you have a situation where you are exposed without appropriate PPE, you would say "Yes" and follow next steps.

For those who answer yes, refer to “Returning to school after suspected COVID-19 symptoms” below.

B. COVID-19 Symptoms During Screening
*For any individual who has COVID-19 symptoms as identified on the daily screening tool.*

1. Separate the person away from others, with supervision at a distance of six feet, until the sick person can leave.
2. Staff caring for ill persons should use appropriate medical grade PPE.
3. While waiting to leave school, the individual with symptoms should wear a cloth face covering or mask if tolerated.
4. Air out and then clean and disinfect the areas where the person was after they leave. Strongly encourage symptomatic employees to get tested. Free or low-cost testing is available at several locations, regardless of immigration status.
5. Provide employee/family with a copy of this [DOH document](#) (Appendix A)
6. Individuals should be tested 48 hours or later from last exposure.
7. If more than two individuals in a school test positive in a 14 days period, the health department will be notified immediately.
C. COVID-19 Symptoms After Screening

If a student or staff member develops signs of COVID-19 while at school (after screening):

1. Separate the person away from others, with supervision at a distance of six feet, until the sick person can leave.
2. Staff caring for ill persons should use appropriate medical grade PPE.
3. While waiting to leave school, the individual with symptoms should wear a cloth face covering or mask if tolerated.
4. Air out and then clean and disinfect the areas where the person was after they leave. (See F. Cleaning Protocol)
5. Provide employee/family with a copy of this DOH document (Appendix A)
6. Individuals should be tested 48 hours or later from last exposure.
7. If more than two individuals in a school test positive in a 14 days period, the health department will be notified immediately.

D. Returning To School After Suspected COVID-19 Symptoms

If you have symptoms, you are strongly encouraged to get tested. Anyone not tested, will be required to meet the criteria in item 1.

1. If you have confirmed or suspected COVID-19 and have symptoms, you can end home isolation when:
   a. You have been fever-free for at least 24 hours without the use of fever-reducing medication; AND
   b. Your symptoms have improved; AND
   c. At least 10 calendar days have gone by since your symptoms first appeared.

2. If you test positive for COVID-19, but have not had any symptoms, you can end home isolation when
   a. At least 10 calendar days have passed since the date of your first positive COVID-19 test, AND
   b. You have had no subsequent illness.

3. If you test negative stay home until 72 hours after fever resolves without the use of medications and symptoms are improving, and you are able to pass the daily screening.

If you test positive and believe you were within 6 feet, for at least 15 continuous minutes, without the use of a face covering (prolonged exposure) with members of your team or other employees please notify your supervisor immediately.

E. Identifying and Notifying Individuals Who Might Have Been Exposed

A close contact is anyone who was within 6 feet, for at least 15 continuous minutes, without the use of a face covering of a person with a positive COVID-19 test result. A person is contagious two days before their illness onset (or, for asymptomatic patients, two days before positive test was collected) until the time they are isolated.

Review school logs and records to identify contacts and share with the building administrator. The building administrator will notify Student Services and Human Resources. The Executive Director of Student Services will also share this information with the county health department. This information will be shared with the county health officer. The following steps will be taken by Human Resources (employee) and Student Services (students).
1. Inform exposed employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act.
2. Contact employees and students who have had close contact to stay home for 14 days quarantine and self-monitor for symptoms.
3. Be aware that a negative test does not rule out COVID-19 and that the full quarantine must be completed. This is because it can take up to 14 days for infection to start.

F. Cleaning Protocol After a Suspected or Confirmed Case
When a school sends a person with COVID-19 symptoms home, or learns a confirmed case of COVID-19 has been on the premises, notify the lead custodian to initiate cleaning and disinfecting of the areas where the ill person spent time. Lead custodian will notify the maintenance and facilities manager.

1. Close off areas visited by the ill persons.
2. Open outside doors and windows and use ventilating fans to increase air circulation in the area.
3. Wait 24 hours, or as long as practical, before beginning cleaning and disinfection.
4. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the ill persons, focusing especially on frequently touched surfaces.
5. If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

G. COVID-19 Outbreak in Schools – Definition and Protocol
Definition: Two or more laboratory-confirmed COVID-19 cases among students or staff with onsets within a 14-day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.

The district will consult with the Tacoma-Pierce County Health Department to determine whether to follow this standard guidance:

1. If the school is grouping or cohorting students (Elementary)
   a. Dismiss the entire classroom for home quarantine for 14 days if two or more confirmed cases of COVID-19 occur within the group or cohort within a 14 day period.
   b. Close a school and switch to remote learning for 14 days when
      • 2 or more classrooms are dismissed due to outbreaks (in schools with 10 or fewer classrooms)
      • >=10% of classrooms are dismissed due to outbreaks (in schools with > 10 classrooms)
      • School cannot function due to insufficient teaching or support staff.

2. If the school is not grouping or cohorting students
   a. Quarantine close contacts and notify families if two or more confirmed cases are reported in a 14 day period.
   b. Consider the following to determine the need to close a school and switch to remote learning for 14 days when:
      • Rapid increase in cases
      • Prolonged chain of transmission (2 or more generations) believed to occur in the school.
      • School cannot function due to insufficient teaching or support staff.
APPENDIX A: Washington State Department of Health Handout

What to do if you have COVID-19 symptoms but have not been around anyone diagnosed with COVID-19

Could I have COVID-19?
Common symptoms of COVID-19 are fever, cough, and shortness of breath. Other symptoms may include chills, muscle pain, headache, sore throat, and new loss of taste or smell. You might have COVID-19 if you have these symptoms.

Should I get tested for COVID-19?
Yes. If you have symptoms of COVID-19, or if you have been exposed to someone with confirmed COVID-19, contact your health care provider for a test.

Participate in a public health interview
If you test positive for COVID-19, someone from public health will reach out to you, usually by phone. The interviewer will help you understand what to do and what kind of support is available. They will ask for the names and contact information of people you have been in close contact with recently. They ask for this information so they can let them know they might have been exposed. They won’t share your name with close contacts when they reach out to them.

What should I do to keep my illness from spreading to my family and other people in the community?
   Stay home, except to get medical care.
   • Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

   Separate yourself from other people and animals in your home.
   • As much as possible, stay in a specific room and away from other people.
   • Use a separate bathroom, if available.
   • Wear a cloth face covering when you are around others. If you cannot wear a face covering, other people should wear a face covering when they enter your room.
   • Restrict contact with pets and other animals while sick. When possible, have another member of your household care for your animals. If you must care for your pet, wash your hands before and after you interact with pets and wear a face covering, if possible. See COVID-19 and Animals for more information.
   • Don’t share personal items with people or pets, including dishes, drinking glasses, cups, utensils, towels, or bedding.

Clean your hands often. Wash hands with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that has at least 60% alcohol. Avoid touching your face with unwashed hands.

Cover your coughs and sneezes with tissues. Throw away the used tissues and then wash your hands.
Clean “high-touch” surfaces every day, including counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Use a household cleaning spray or wipe and follow the directions on the label.

Monitor your symptoms
Get medical help right away if your symptoms get worse. Before you get care, call your health care provider and tell them that you have COVID-19 symptoms. Put on a face covering before you enter the health care facility to prevent the spread of germs to other people in the waiting room and exam rooms.

If you have a medical emergency and need to call 911, tell the dispatch personnel that you have COVID-19 symptoms. If possible, put on a face covering before emergency medical services arrive.

How long do I need to isolate myself?
1. If you have confirmed or suspected COVID-19 and have symptoms, you can end home isolation when:
   - You have been fever-free for at least 24 hours without the use of fever-reducing medication AND
   - Your symptoms have improved, AND
   - At least 10 days have gone by since your symptoms first appeared.

2. If you test positive for COVID-19, but have not had any symptoms, you can end home isolation when:
   - At least 10 days have passed since the date of your first positive COVID-19 test, AND
   - You have had no subsequent illness.

More guidance is available for people who have or are suspected to have COVID-19.

What’s the difference between isolation and quarantine?
- **Isolation** is what you do if you have COVID-19 symptoms, or have tested positive for COVID-19. Isolation means you stay home and away from others (including household members) for the recommended period of time to avoid spreading illness.
- **Quarantine** is what you do if you have been exposed to COVID-19. Quarantine means you stay home and away from others for the recommended period of time in case you are infected and are contagious. Quarantine becomes isolation if you later test positive for COVID-19 or develop COVID-19 symptoms.

More COVID-19 Information and Resources
Stay up-to-date on the current COVID-19 situation in Washington, Governor Inslee’s proclamations, symptoms, how it spreads, and how and when people should get tested. See our Frequently Asked Questions for more information.

The risk of COVID-19 is not connected to race, ethnicity or nationality. Stigma will not help to fight the illness. Share accurate information with others to keep rumors and misinformation from spreading.

Questions about COVID-19? Call our hotline at 1-800-525-0127 and press #. For interpretative services, say your language when the call is answered. Hotline hours: 6 a.m. to 10 p.m. Monday-Friday and 8 a.m. to 6 p.m. on weekends. For questions about your health, COVID-19 testing, or testing results, contact your health care provider.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.