

Oakridge School District Isolation Room Guidelines and Checklists

Isolate Those Who Are Sick

Each school must have a designated personnel and designated isolation space as required by [OAR 581-022-2220](#). Available PPE must be available for District nurses and designated staff to use, as per the [Standard and Transmission-Based Precautions](#), as per the District *Exposure Control Plan* and the *Communicable Disease Plan*.

Students who are determined to require exclusion, based on current [communicable disease guidelines](#), will be isolated under the following circumstances, pending guardian pick up:

- Identification of students meeting [exclusion criteria](#) based on screening and RN collaboration.
- Children identified as having been ill and having a pending test for COVID-19, OR having tested positive for COVID-19, OR having been exposed to someone with COVID-19 symptoms.

ISOLATION MEASURES

- Immediately separate students who have symptoms meeting exclusion criteria to the designated isolation area.
- Remain calm and practice measures to maintain student privacy, dignity, and confidentiality to the highest extent feasible. Do not leave students unattended.
- Students awaiting pick up are supervised by staff in the designated isolation area. Students will be provided a facial covering (if they can safely wear one).
- Staff should wear a facial mask and gloves and maintain physical distancing and **never leave a child unattended**.
- If more than one student is in an isolation space, 6 foot distance must be maintained.
- Ensure students are appropriately logged into **COVID-19 Isolation Room Surveillance Log**.
- Reinforce appropriate exclusion action with guardians (e.g. if student has fever they must remain home until 24 hours symptom free without use of anti-fever medications or 48 hours without vomiting and diarrhea, or/and until released by provider or LCPH)

Isolation Space

An appropriate isolation space, as described in the *Communicable Disease Plan* and consistent with state guidance, should be accessible in each building. The intent is to mitigate the risk of transmission from an ill individual to well individuals.

The isolation space should observe public health guidelines to the extent feasible to ensure each element of infection prevention is followed as per *Transmission Based Controls* and COVID-19 guidance correctly.

The isolation space should be logistically accessible in proximity to the health room.

CDC guidelines in the chart below guides best practice, with the following [four requirements](#) in mind:

1. Isolation space must be separate from routine health room
2. Students must be supervised while in the isolation space
3. Staff must have appropriate PPE while in the isolation space
4. Appropriate physical distancing, barriers as indicated, and confidentiality must be maintained in the isolation space.

Isolation Space	Procedures- CDC Guidelines
Physical distance	Maintain a distance of 6 feet or more between isolated individuals. Consider, but not required, non-permeable barrier between isolation spaces, which can be sanitized or removed between isolated individuals, such as plastic sheeting. A barrier should be high and long enough to prevent direct transfer of air between spaces, i.e. 6 feet or more in all directions from isolated individuals.
Cleaning and sanitizing	To limit the risk of exposure to aerosolized particles, plan disinfection after space has been empty for 4 hours; or, disinfect while wearing full PPE (medical grade mask, gloves, isolation gown). After dismissal of ill students, close off areas used by a sick person and do not use these areas until after cleaning and disinfecting . Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
Ventilation	Designated isolation space should have adequate ventilation, i.e. exterior windows and/or ventilation fans. Ensure fans do not re-circulate into air supply or vent to exterior or into non-communicating space (wall voids, attic).
Hand hygiene	Care providers should wash hands frequently and thoroughly before and after providing care. Ensure isolation space has ready access to soap and water. Sink at the entryway is preferred. If soap and water is not accessible, use hand sanitizer with 60% or greater alcohol content and wash hands with soap and water as soon as possible.
Face covering or mask; other PPE	Staff tending to symptomatic individuals should wear, at a minimum, a medical-grade face mask. Isolation room staff will be trained on what PPE to wear, as well as when and how to properly wear it. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space and hands washed after removing PPE.
Student safety and well-being	Consult school nurses for direct care provision. Adjust protocols to age and developmental abilities. Ensure line of sight to keep ill students visible. To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing.
Parent Pick-up and Check-out Process	Guardian should be called immediately upon a student needing to go to an isolation room. It is important that students be picked up in a timely manner. Guardians should be told where to pick up students when they are called, side or back entrance for some schools depending on isolation room location. Guardians should not be asked to enter the school or sign a sign out sheet, but can be asked to give confirmation of identification. If the guardian is unable to be reached or unable to come pick up, call those listed as emergency contact. Bethel Transportation will be utilized for students without a ride home.

Please note: Isolation space is NOT a COVID room. It is a space where students who have potentially contagious symptoms can wait for their guardian pick-up. This separate space decreases possible transmission of disease.

To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing.

Designated staff Person: The vaccinated staff member assigned must be accessible throughout the day to care for symptomatic students needing to utilize the “Care” room. Staff personnel will follow isolation protocol as directed by the School nurse.

Designated staff needs only to be present when a student is in the Care room. They can perform other tasks during the day that do not involve classroom student assignments, but must remain available to respond when the Care room is needed for a symptomatic student. Back up staff should be assigned.

How to choose your isolation room:

	Considerations:	Guidelines
	Size	The room should be able to have at least 2 people in isolation, plus the staff member monitor. Maintain at least 6 feet distance between individuals.
	Location	The isolation room should be separate from the health room. Ideally, it should be near the health room and within close proximity to an exit.
	Water access	Ideally the isolation room should have access to a sink and water for handwashing. It is preferred that the sink be located at the entryway to the room and have an automatic soap dispenser. *If a sink is not readily available, sanitize hands when leaving room and wash hands as soon as possible.
	Storage	Storage of cleaning and disinfection products should be out of student's reach, under lock and key preferred. Children should not have access to supplies.
	Ventilation	To the greatest extent possible, there will be at least one exterior window that can be safely opened for adequate ventilation and/or a fan that vents to exterior space. Fans should not re-circulate into the air supply. The set-up of proper ventilation should be in consultation with the Maintenance Supervisor.
	Bathroom	The bathroom should be in close proximity to the isolation room, limiting contact with others. If an isolated individual uses the designated bathroom, it should be closed and disinfected by custodial staff before use. Use signage to communicate bathroom status (e.g. open/closed).

Isolation room supplies and set-up:

	Supplies:	Guidelines/ Quantity
	Gloves	Gloves should be used for single exposure and disposed of after use. Quantity: 1 box
	Surgical masks	Surgical masks should be used by supervising staff and disposed of after use. Quantity: 1 box
	Face shields	Face shields should be used by supervising staff and wiped with disinfected before re-use. Quantity: 1 per staff
	Gowns	Washable yellow or disposable blue gowns to be worn by isolation room staff when extra precaution is needed with a symptomatic individual. Quantity: 1 pack if blue disposable/ 5 yellow cloth washable
	Hand Sanitizer/ Hand soap	One bottle of hand sanitizer should be located within the isolation room and one bottle at entry of the isolation room to cleanse hands. Hand soap located at the sink. Quantity: 2
	Chairs/ Cots	Chairs/cots/floor mats should be made of easy to clean material. Avoid fabrics that cannot be wiped down. Quantity: 1 per station
	Garbage cans	Garbage needs to have a lid that can be opened with a foot lever or by motion sensor. Container for used cloth items. Quantity: 2
	First Aid Kit	First Aid Kit: Extra pair of gloves (1), antiseptic towelettes (4), gauze pad (2), band-aids (4 of various sizes), non-adherent pad (1), medical tape (1), emesis bag (2), small pack of tissue (1), instant cold pack (1).
	Thermometer	No-touch thermometer (sanitize between each use with wipe or alcohol). Quantity: 1
	Device to Copy and send documentation form	A paper screening form is completed for each symptomatic person. The original sheet will be sent home with the student including return to school after illness instruction sheet. A printed copy or electronic image must be provided to the health assistant for documentation entry, nurse communication and stored in student health file records. Decreased contamination risk will be maintained.
	No soft surfaces	All surfaces in isolation spaces should be hard surfaces that can be wiped down with EPA approved disinfectant.
	No clutter	Only the isolation room needed supplies should be located in the isolation room.
	Comfort items	Blankets can be used for individual use. Place washable used items in a plastic lined container and launder at the end of day with the school machine.

Cleaning Supplies:

	Product	Use
	EPA approved disinfectant spray	Will be obtained from custodial staff. Will be used on all surfaces between isolation room use and at end of day.
	Disinfecting Wipes	To use on writing utensils and other frequently used objects between cleanings and PPE changes.
	Paper Towels	To be used to wipe down surfaces and immediately discarded in waste bin post use.
	Gloves, gowns, booties, and face mask	For PPE when disinfecting.

Obtaining Supplies:

Request cleaning/sanitizing supplies and medical masks from building custodial staff.

Request all other care supplies from the district office.

Cleaning Instructions:

After a symptomatic individual leaves the isolation space, cleaning needs to be completed.

1. Wash hands or use hand sanitizer.
2. Put on gloves, face covering and gown as indicated.
3. Spray hard surfaces with EPA approved disinfectant (tables, beds, chairs, countertops, light switches, handles, and barrier plastic curtain etc.)
4. Keep surfaces wet for the product's suggested time.
5. Wipe all surfaces down with paper towels, discard in garbage immediately after use.
6. Safely remove PPE
7. Wash hands thoroughly. If no sink is available in the room; use hand sanitizer and then go to the nearest sink to wash hands with soap and water.

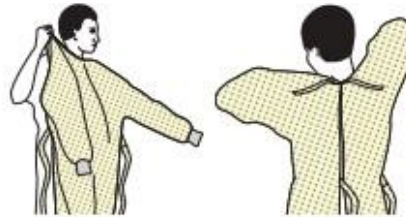
Personal Protective Equipment (PPE) instructions:

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

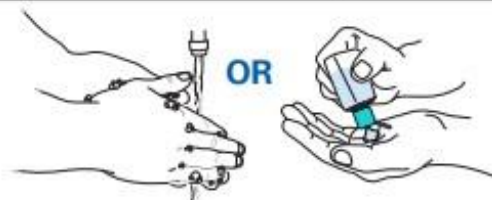


4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS
BECOME CONTAMINATED AND IMMEDIATELY AFTER
REMOVING ALL PPE**



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