

COVID-19 RETURN TO SCHOOL TOOLKIT



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DISCLAIMER: This information was developed based on the latest guidance at the time. Visit cdc.gov/coronavirus or Michigan.gov/coronavirus for the most up to date information.

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COVID-19 School Checklist

Follow the instructions of the [MI SAFE SCHOOLS: Michigan's 2020-2021 Return to School Roadmap](#) for the Phase your region is in.

COVID-19 Screening

For School Staff and Administration

Per EO 2020-145: Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID19.

A hard copy of an example workplace-screening tool is found in [Appendix A](#).

You can also use a virtual screener. One option from the state is <https://misymptomapp.state.mi.us/login> This can be used on any mobile device as well.

For Students

It is recommended you screen students daily before arrival to school. The school should determine the screening method based on local school conditions.

Due to the time needed and interruption to education on site health screenings cause, the health department and the CDC does not currently recommend universal symptom screenings of all students' grades K-12 be conducted by schools. Parents or caregivers should be strongly encouraged to monitor their children for signs of infectious illness every day prior to sending students to school, school activities, and school sports.

If desired, the school can set up an agreement or form ([Appendix B](#)) for parents outlining the responsibility of the parent and the responsibility of the school. A recommendation for what parents should ask is outlined below:

Student Screening

Before leaving for school, please make sure of the following screening. If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and put them at risk for spreading illness to others.

MARK ALL THAT APPLY

Section One: Symptoms

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Section Two: Close Contact/Potential Exposure

In the past 14 days has your child:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
- Had any travel outside the state or country or have been on a cruise

If the answer is YES to any of the symptom questions, keep your child(ren) home from school.

If the answer is YES to any symptoms question and YES to any close contact/potential exposure question or live in an area with high levels of COVID-19 in the community (Risk Level 1-3 found at www.mistartmap.info), call the school as soon as possible to let them know the reason your child(ren) won't be there today. Call your healthcare provider right away. If you don't have one or cannot be seen, go to www.mi.gov/coronavirustest or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

If the answer is YES to any of the symptom questions, but NO to any close contact/potential exposure questions, your student may return based on the guidance for their symptoms (see "[Managing Communicable Diseases in Schools](#)"):

- Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
- Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken)
- Cough/Shortness of breath: improvement
- Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
- Severe headache: improvement

If the answer is NO to any of the symptom questions (Section one) and YES to having a close contact with an individual with suspected COVID-19, your student(s) should quarantine for 14 days at home and notify the school of the reason for their absence. Accommodations for online learning should be made to keep the student from falling behind.

Cloth Face Coverings Help Prevent the Spread of COVID-19

Under [EO 2020-142](#) when schools enter phase 4 and under their preparedness plan, they would have to follow rules laid out in 2(b)(1)(a-e). The [FAQ's for EO 2020-142](#) answers several questions regarding cloth face coverings as they apply to students and staff. **This table has been amended on August 19, 2020 to reflect changes as stated under [EO-2020-164](#) which stipulates further guidelines for the wearing of masks at all child care organizations as defined by the Child Care Organizations Act.**

In phase 5, schools will have to comply with their local plans that have been approved by their Board of Education – we anticipate most districts will indeed have some sort of facial covering requirements.

Phase	Environment	Staff	Early Childhood	Ages 4-5	Grades K-5	Grades 6-12
Phases 1-4	Classrooms / Small Groups	Required, except during meals	Should be considered*	Should be encouraged*	Should be encouraged*	Required, except during meals
	Common spaces	Required, except during meals	Should be considered*	Required, except during meals	Required, except during meals	Required, except during meals
	Transportation	Required	Required	Required	Required	Required
	Outside with social	Not required	Not required	Not Required	Not required	Not required
Phase 5	All environments	Requirements move to recommendations.				

* Although cloth face coverings are not required in these settings, they should be encouraged if tolerated.

Note: plastic face shields are not a replacement for cloth face coverings, but may be used in **conjunction** with cloth face coverings in any of the above settings. In settings in which cloth face masks are **not required**, plastic face shields may be worn alone, and may offer some degree of risk mitigation.

Schools should require documentation from a medical professional to support student/staff inability to medically tolerate a facial covering, as they do for other types of accommodations. People who should not wear facial coverings include children younger than 2 years old, anyone who has trouble breathing, and anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance.

Chance of Transmission	Asymptomatic COVID-19 Carrier	Uninfected Person
HIGHEST		
HIGH		
MEDIUM		
LOW		
LOWEST		



Managing COVID-19 in the School

As long as there are cases of COVID-19 in the community, there will be no way to prevent all risks of COVID-19 spread in schools. **The goal is to keep the risk as low as possible and keep schools/school activities as safe as possible.** If students and staff did not go to school, they would be at risk of COVID-19 illness from their interactions in the community. Yet going to school is very important to the development and well-being of our children. It gives them proper education, social and emotional skills, safety, reliable nutrition, physical/speech and mental health therapy, and opportunities for physical activity, among other benefits¹. Our goals are to ensure that the benefits of in-person education far outweighs any risks.

Designated COVID-19 Point of Contact

Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse) as well as a secondary person to help with difficult situations and cover absences. All school staff and families should know who this person is and how to contact them.

Gatherings, Visitors, and Field Trips

- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
- Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.

Identifying Small Groups and Keeping Them Together (Cohorting)

While keeping students 6 feet from one another is one of the preferred mitigation strategy, it may be difficult to achieve in the school setting. If this is the case, schools can cohort students and staff, which will help to contain the spread of COVID-19 in schools. Cohorts are important because it limits how many students and teachers will be exposed to COVID-19 should someone at school be contagious. Cohorts may be by classroom and/or groups within the classroom.

¹ Source: American Academy of Pediatrics (AAP). June 25, 2020. COVID-19 Planning Considerations: Guidance for School Re-entry <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

It is recommended to keep the cohort together as much as possible throughout the school year. The cohort would eat together, have recess together on the playground, and so forth. Older students can stay with a cohort through their core classes. Limit mixing between cohorts as much as possible. Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).

Staggered Scheduling

- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.

What happens when someone at school gets COVID-19?

[School and local health department learn of a student or staff member diagnosed with COVID-19](#)

If you become aware of a case of COVID-19 in a student or staff member, notify the health department right away. The health department will notify your contact person when they become aware of a case. Only a select few at the school will know the identity of the person infected with COVID-19. Those few individuals are critical to helping the health department figure out who were close contacts to the case and determine what areas of the school need special attention for disinfection and cleaning. Other than those few individuals, the person's identity is kept confidential in respect of their privacy as well as following regulations of FERPA (for schools) and HIPAA (for the health department).

Identify Close Contacts

A person with COVID-19 is considered contagious starting 2 days (48 hours) before they started having symptoms. If they never have symptoms, they are considered contagious starting 2 days (48 hours) before their COVID-19 nasal/throat swab test was performed. Close contacts to a person with contagious COVID-19 are at risk of getting sick. They must be identified and be quarantined.

What is a close contact?

For COVID-19, a close contact is most often someone that has been within 6 feet (about 2 arms' length) of an infected person for at least 15 minutes, with or without a face covering. Every case is different, however, and the health department has to look at how COVID-19 is spread and how we get infected when figuring out close contacts. The health department helps determine close contacts every day and routinely investigates contacts to many types of contagious diseases.

Examples of Close Contacts in the Schools

Many things affect what a close contact is and this needs to be determined on a case by case basis with help from the local health department. However, at a minimum, the following examples should apply to most situations.

Assuming all COVID-19 prevention methods have been followed (everyone has been consistently and properly using face coverings, washing hands frequently, cleaning frequently touched items often, maintaining physical distancing as best as possible, not sharing items, etc.), a close contact might be:

- *If the contagious individual were a teacher:* If the contagious teacher was not keeping at least 6* feet away from students while teaching (i.e., walking around while lecturing, doing a lot of one on one, face to face instruction), the entire class might need to be on quarantine.
 - If the teacher is not wearing appropriate face covering, the spread of droplets and aerosol is greater.
- *Classmates sitting or often within 6* feet* of the contagious individual, either in the classroom or on the bus, unless it only occurred one time and was less than 15 minutes.
 - This would typically be the one to two rows of student sitting closest to the contagious individual.

- *Lunchmates* of student if sitting within 6* feet of contagious individual.
 - This is a higher risk time as face coverings cannot be worn.
- *Playmates on the playground or in gym* within 6* feet of the contagious individual unless interactions are consistently kept very brief, no common items are shared, and locker room time is not shared.
- *Sports teammates* within 6* feet of the contagious individual unless interactions are consistently kept very brief, no common items are shared, and locker room time is not shared.
- *Opposing teammates* in sporting events that shared time on the field or court with the contagious individual unless it can be confirmed that there were no potential interactions within 6* feet between the contagious individual and specific teammates from the opposing team and no contact with shared items.
- *Classmates or others that had interactions* with the contagious individual lasting over 15 minutes in confined areas such as bathrooms, office room, where distancing of 6* feet is difficult. Contact time can occur through one continuous interaction of 15 minutes or longer or can occur via shorter interactions throughout the day.
- *Any other person outside of school* that had similar exposure to a contagious individual is considered a close contact.

*Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.

It will be very helpful for parents to keep note of where their student is going and who they are spending time with outside of school. This will help greatly in finding close contacts should someone become infected. You may also understand from this list the importance of assigned seating and keeping students from mingling together as much as possible in order to keep the spread of disease to a minimum. We know kids don't like assigned seats or losing freedoms but please help encourage them and remind them why this is important.

Local Health Departments Quarantine Close Contacts

Quarantine separates people who were exposed to a contagious disease to see if they become sick. This is important because people who are infected with COVID-19 are contagious two days before they have any symptoms of being sick, so unless they are kept separated from other people, they will spread the illness without even knowing it. Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine and do not need to be identified or contacted. The large majority of close contacts do not get COVID-19, but, because it is very contagious, we must be cautious.

Example of a contact of a contact (in school):

Bob sits next to Fred in class. Fred gets sick with COVID-19. Bob needs to be in quarantine but is healthy at this time. Bob plays on the football team. No one on the football team has been near Fred. Therefore, the football team doesn't need to be notified about Fred being sick or worry about Bob being on quarantine at this time. Odds are, Bob will not get sick and will be back to school and football in a couple of weeks.

Example of a contact of a contact (household):

Bob sits next to Fred in class. Fred gets sick with COVID-19. Bob needs to be in quarantine but is healthy at this time. Bob has a brother and sister at home. Bob's brother and sister have not been near Fred. Therefore, Bob's brother and sister do not need to be on quarantine at this time. If Bob begins to develop symptoms or tests positive for COVID-19 then Bob's brother and Sister, and parents, will need to quarantine.

Example of a contact of a contact (household):

Rachel visits a cousin in a different city, shares beverages, and sleeps in the same hotel room. The next day, Rachel's cousin feels sick and tests positive for COVID-19. Rachel is a contact of a confirmed case and needs to quarantine at home. Rachel has a 5 year old son and is the caretaker of that child. Due to the high concentration of contact with a COVID-19 positive individual (increased likelihood of contracting the virus) and due to caregiving responsibilities and close contact that will be needed to care for her 5 year old son, both Rachel and her son will be quarantined for 14 days. Rachel's older daughter, who is 16, may be able to go to

school and not be quarantine, especially if she is able to avoid close contact with Rachel in the home.

[Local Health Departments Quarantine Close Contacts of Contacts \(households\)](#)

As shown in the examples above, contacts of contacts are generally not expected to quarantine; however, some households may be more at risk for transmission of the virus and others, and determination of need for quarantine may be made on a case by case basis. If the health department has not already reached out to individuals, schools need to make the determination of what to do with household members of individuals who are confirmed contacts of COVID-19 cases; schools may know of contacts before the health department has time to investigate the primary case and reach out to close contacts. The health department will reach out to households who are confirmed contacts of cases and determine what risks are present in the home and who needs to quarantine as soon as feasible.

[Cleaning and Disinfecting](#)

Close off areas used by a sick person 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. Ensure safe and correct use and storage of cleaning and disinfection, including storing products securely away from children.

Review "[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)" developed by the CDC, also found in [Appendix C](#).

[Communications](#)

Ensure the Jackson County Health Department is aware of the case. They may ask you to complete this form ([Appendix D](#)) to help with contact tracing. The health department will then contact those individuals and tell them to quarantine.

School Action Steps

Household member of a student within the school is confirmed or symptomatic pending results or a close contact.		
Scenario 1:	Scenario 2:	Scenario 3:
Household member of a student within the school has been confirmed to have COVID-19.	Household member of a student within the school is symptomatic, pending results, and has had close contact with a known case.	Household member of a student within the school has had close contact to a known case of COVID-19.
Students who live in the same house as the COVID-19 positive person are excluded from school while the household member is in isolation (10 days). The student must quarantine for 14 days after the last date of close contact while they are contagious.	Students who live in the same household of the family member are excluded from school until test results are in. If the household member is positive, see scenario 1. If the household member is negative, student may be able to return to school unless household member is determined to be a probable case of COVID-19.	Student may be able to remain in school but should be monitored closely for symptoms. However, the Local Health Department may determine that additional members of the household need to be quarantined. If COVID -19 symptoms develop in the household member, students should be excluded from school, and should be treated as in Scenario 1 pending results.

STAFF/ADULTS

Staff/adults working in school with any of the following symptoms (new/different/worse from baseline of any chronic illness) should be **excluded from work** and encouraged to follow up with their healthcare provider:

ONE of the following:

- Cough
- Shortness of breath
- Difficulty breathing
- New olfactory disorder (changes in smell)
- New taste disorder

OR TWO of the following:

- Fever of 100.4° F or higher
- Muscle aches without another explanation
- Chills
- Sore throat
- Headache, nausea or vomiting
- Diarrhea or
- Fatigue
- Congestion or Runny Nose

**Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 total combined minutes with or without a mask. Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.*

They should not return until it has been:

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**
- Symptoms have improved

*(Employers **should not** require sick employees to provide a COVID-19 test result or health care provider's note to validate their illness, qualify for sick leave or return to work)*

Return to School Guidance for Students with Symptoms

Student has **ANY** of the following symptom (new/different/worse from baseline of any chronic illness):

- Temperature 100.4 or signs of fever (chills/sweating)
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache
- New change in taste or smell (taste or smell disorder)

EXCLUDE FROM SCHOOL

Student has **ANY** close contact or potential exposure risk in the past 14 days:

- Had close contact with a person with confirmed COVID-19
- Had travel history outside state or country or on a cruise

NO

Student may return based on the guidance for their symptoms (see “[Managing Communicable Diseases in Schools](#)”):

1. Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
2. Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
3. Cough/Shortness of breath: improvement
4. Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
5. Severe headache: improvement

1. Refer to Healthcare Provider
2. Refer to COVID-19 testing location for possible testing
*(Schools **should not** require testing results as a part of return to school policies.)*

YES

Diagnosed with COVID-19 OR no other diagnosis available

HOME ISOLATION UNTIL:

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**
- Symptoms have improved

COVID-19 Test Results NEGATIVE

NO

1. Had close contact with a person with confirmed COVID-19 within last 14 days or
2. Traveled out of state or country or been on a cruise

YES

Finish 14 Day Quarantine

How Does COVID-19 Spread?

COVID-19 can spread by droplets (most likely), aerosols (less likely), and objects (least likely).

Respiratory Droplets

Respiratory droplets are small particles that enter the air when we cough, sneeze, laugh, yell, and talk. They are little flecks of spit. Respiratory droplets tend to settle out of the air after traveling several feet from the person that released them. Respiratory droplets can also spread directly by kissing or sharing personal items like drinks, vape pens, silverware, or other things that go from one person's mouth to another. We can reduce the spread of droplets to each other by wearing face coverings, avoiding large crowded groups, and staying more than 6 feet apart from each other.

Aerosols

Aerosols are even smaller particles that are created when we breathe, talk, sing, sneeze, or cough. They are lighter and can stay in the air much longer than respiratory droplets but dry up more quickly. We can reduce the spread of aerosols by increasing outdoor air ventilation or filtering air that is being recirculated.

Objects

Objects can spread the COVID-19 virus when respiratory droplets or aerosols settle on them, leaving germs behind or if someone has the COVID-19 virus on their hands from touching their nose or mouth than touches an object. COVID-19 appears to stay on objects for up to one to three days. We can reduce the spread of COVID-19 through objects by frequent handwashing, not touching our face, frequent cleaning and disinfection, and use of automatic or touchless controls.

How Do We Get Infected With COVID-19?

You can catch COVID-19 by more ways than being less than 6 feet away from an infected person for 15 minutes. Important things that have to be considered when deciding whether someone could be at risk for getting COVID-19 are the intensity, frequency, and duration of exposure to someone contagious with COVID-19. Basically, did you get exposed to enough virus that your immune system couldn't fight it off and you end up getting sick?

Intensity of Exposure

The intensity of exposure refers to how much virus you were exposed to. Was the sick person actually contagious when you were exposed to them? Were they coughing and sneezing without a mask on versus having no symptoms with a mask on? Did you kiss them? Did you share personal items like a drink or a vape pen? Did you sit right next to and have a face-to-face conversation with them or were you 6 feet away with your back to them? You can see how some situations can cause you to be exposed to a lot more virus than other situations. The more virus you are exposed to, the more likely you are to get sick.

Frequency of Exposure

The frequency of exposure refers to how often you had contact with someone who was contagious. If you had a brief face-to-face conversation with a teacher each day for several days while the teacher was contagious with COVID-19, those exposures may add up to be enough to overwhelm your system and lead to an infection.

Duration of Exposure

The duration of exposure refers to how long were you exposed. If you were in a classroom with someone contagious for COVID-19 for 6 hours a day while they were contagious for several days, yet your seat was not within 6 feet of them, you may still have had a long enough duration of exposure to that person, particularly to aerosols and objects in that classroom.

Personal Health

Your personal health, like how good your immune system is, also plays a part in whether or not you will get infected, as does whether you were using all the COVID-19 risk reduction methods possible.

When a Student Should Stay Home and Will Be Sent Home

Students should not go to school or any school activities or sports if having symptoms of COVID-19. If they start having symptoms of COVID-19 while at school, they will need to be sent home. The complete list symptoms are listed on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> . The CDC recommends a shorter list be used for screening students to avoid unnecessary exclusions of students who do not have COVID-19. Screening students for illness and return to school decisions should include

1. Symptom Screen: Students with any of the following symptoms should be excluded from school:

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

2. Evaluation for COVID-19 Exposure Risks: To determine needed follow up and return to school for students with any of the above symptoms, determine if they have any of the following risks for COVID-19 in the prior 14 days:

- Had close contact with a person with confirmed COVID-19
- Had close contact with person under quarantine for possible exposure to COVID-19
- Had travel outside the state or country or been on a cruise
- Lives in an area with high levels of COVID-19 in the community (Risk Level 1-3 found at www.mistartmap.info)

If the student has one of the symptoms above and ANY of the exposure risks, the parent or guardian of the student should be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center. The parent or guardian can also call 2-1-1 or go to www.mi.gov/coronavirustest to find the closest location to have the student tested for COVID-19.

Schools will need to make the determination regarding whether to send household members of students who have been in close contact to an individual with COVID-19 home. Often times the school may know of this exposure before the health department has had time to reach out and provide guidance to students and families. The health department will make every effort to quickly contact families and provide guidance on who needs to quarantine and who does not in the household.

For Students that Have Symptoms of COVID-19 AND have ANY of the High-Risk Exposures:

If the findings from the health care provider and testing find:

Child has symptoms of COVID-19 and tests positive for COVID-19 with a nasal/throat swab*:

- Keep out of school until it has been at least 10 days from the first day they had symptoms AND they have had 24 hours with no fever and have improving symptoms
- There is no need to get a “negative test” or a doctor’s note to clear the child to return to school if they meet these criteria
*if they have symptoms, they must stay out of school until test results are available

Child has symptoms of COVID-19 and no testing for COVID-19 was done:

- Keep out of school until it has been at least 10 days from the first day they had symptoms AND they have had 24 hours with no fever and have improving symptoms.

Child has symptoms of COVID-19 and tests negative for COVID-19*:

- If they were exposed to COVID-19 within past 14 days (i.e., a close contact to a case of COVID): They must complete their full 14-day quarantine.
- Otherwise, they may return based on the guidance for their symptoms (see “[Managing Communicable Diseases in Schools](#)”)
*if they have symptoms, they must stay out of school until test results are available
- If they traveled outside of the state or country or went on a cruise they must complete their full 14-day quarantine.

For Students that Have Symptoms of COVID-19 AND have NONE of the High-Risk Exposures:

- Keep out of school until they have met the guidance for their symptoms (see “[Managing Communicable Diseases in Schools](#)”)

For Staff (see also Appendix A)

Symptoms recommended for employee screening per the MI Symptom Screener include any of the following that are new/different/worse from baseline of any chronic illness:

ONE of the following:

- Cough
- Shortness of breath
- Difficulty breathing
- New olfactory disorder (changes in smell)
- New taste disorder

OR TWO of the following:

- Fever of 100.4° F or higher
- Muscle aches without another explanation
- Chills
- Sore throat
- Headache, nausea or vomiting
- Diarrhea or
- Fatigue
- Congestion or Runny Nose

Please note the following circumstances may be applicable:

- ❖ If not tested but employee has an alternate explanation (strep, influenza, as determined by a provider – they may return to school after 24 hours resolution of fever (without fever reducing medicine) and note from provider stating the individual has a different diagnosis and the provider believes it’s appropriate for the employee to return to school.
- ❖ If not tested and no alternate explanation – Employee must remain home for at least 10 days from the first day of symptoms appeared AND 24 hours fever-free without fever –reducing medicine and with the improvement of respiratory symptoms.

Any adult working in the schools with any of these symptoms should be **excluded from work** and encouraged to follow up with their healthcare provider. They should not return until it has been:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved

(Employers should not require sick employees to provide a COVID-19 test result or healthcare provider’s note to validate their illness, qualify for sick leave, or return to work.)

Child or staff that has been exposed to COVID-19 but has no symptoms:

- Must be in quarantine (exclude from school) for 14 days from the last day they were exposure

Travel

Since the COVID-19 transmission is still high at a global and national level, all travelers should stay home for 14 days after returning from travel, monitor their health, and practice social distancing. For detailed look at screening questions that can be asked to ascertain the risks associated with staff or students travel, please see appendix F. [John Hopkins](#) and the [CDC](#) have sites for monitoring the status of [states](#) and [countries](#) to determine their COVID levels of risks. The [Michigan Safe Start Dashboard](#) provides information about counties and areas within the state. Students who are excluded from school should be afforded the opportunity, as soon as feasible when they are well enough or before if no symptoms were noted to participate in classwork, to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

[VIDEO: How to Wear a Cloth Face Covering](#)

COVID-19 Staff / Workplace Health Screening (Example)

Company/School Name: _____

Employee: _____ Date: _____ Time In: _____

1. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Difficulty breathing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New olfactory disorder (changes in smell)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New taste disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

Fever of 100.4° F or higher:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches without another explanation:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore Throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Congestion:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Temperature:		

DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19

If you answer **YES** to any of the symptoms listed in section 1, **OR YES** to two or more of the symptoms listed in section 2, **OR** your temperature is **100.4°F or higher**, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction. NOTE: ALTERNATE OPTIONS IN BLUE BOX ON PAGE 11 OF THIS TOOLKIT

- You should isolate at home until you are fever free for at least 24 hours, your symptoms are improving, and it has been at least 10 days since symptoms first appeared or per guidance of your local health department or healthcare provider.
 - If diagnosed as a probable COVID-19 or test positive, call your local health department and make them aware of your diagnosis or testing status.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been told by the health department or your healthcare provider to self-isolate or self-quarantine?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you traveled out of state or out of the country or taken a cruise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer **YES** to either of these questions, please do not go into work. Self-quarantine at home for 14 days. Contact your primary care physician’s office if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware.

Signature: _____ Date: _____

For questions or more information, call (517) 788-4420, Opt 9, email ichdschoolregister@mijackson.org or visit www.mijackson.org/hd

COVID-19 School Health Screening Agreement

Instructions for Parents and/or Guardians

For the health and safety of our students, the local public health department asks that students be screened for symptoms of COVID-19 before entering the school. The health department and the CDC do not recommend these screenings be done at the schools due to the interruption this would cause to your child's education.

We ask that you complete the steps of the attached student screening, prior to sending you child to school, any school activities, or sports. We ask that you complete this agreement form below indicating your understanding and agreement to perform symptom screenings on your child.

By signing this form, I am agreeing to screening my child for symptoms of COVID-19 daily for the 2020-2021 school year, unless otherwise directed. I also understand that it is my responsibility to call the school as soon as possible to let them know if my child is not going to school for potential COVID-19 symptoms.

I commit to screening my child _____ for COVID-19 symptoms and exposure.

Parent(s)/ Guardian(s) Name: _____

Address: _____

Phone Number: _____

Parent or Guardian Signature: _____

Date: _____

Student Screening (Example)

Before leaving for school, please do the following screening. If your child has any of the following symptoms, it indicates a possible illness that may decrease the student's ability to learn and put them at risk for spreading illness to others.

MARK ALL THAT APPLY

Symptoms

- Temperature 100.4 degrees Fahrenheit
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Close Contact/Potential Exposure

In the past 14 days has your child:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
- Had travel outside the state or country or have been on a cruise

If the answer is **YES** to any of the **symptom** questions, keep your child(ren) home from school.

If the answer is **YES** to any symptoms question and **YES** to any close contact/potential exposure question or live in an area with high levels of COVID-19 in the community (Risk Level 1-3 found at www.mistartmap.info), call the school as soon as possible to let them know the reason your child(ren) won't be there today. Call your healthcare provider right away. If you don't have one or cannot be seen, go to www.mi.gov/coronavirustest or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

If the answer is **YES** to any of the symptom questions, but **NO** to any close contact/potential exposure questions, your student may return based on the guidance for their symptoms (see "[Managing Communicable Diseases in Schools](#)")

If the answer is **NO** to any of the symptom questions and **YES** to any of the questions regarding close contact or potential exposure in Section Two, your student(s) should quarantine for 14 days at home and notify the school of the reason for their absence.

DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19.

Source: Centers for Disease Control and Prevention; [Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)

Guidance for Cleaning and Disinfecting

Please refer to the following link: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

Face Covering Exemption Form

PLEASE COMPLETE TOP SECTION BEFORE GIVING IT TO YOUR HEALTHCARE PROVIDER

Student/School Staff Name: _____
Date of Birth: _____ School Name: _____

The above-named individual requires documentation that they are unable to wear a facial covering due to a medical condition. Schools are required to obtain this documentation as they are with any other accommodation*. We appreciate your time and assistance in this matter.

The above-named individual **cannot** medically tolerate a face covering due to the following medical condition:

____ Medical condition that causes trouble breathing

____ Medical condition that makes them unable to remove the cloth face covering without assistance

____ Has neither of the above contraindications to mask use

If unable to medically tolerate a face covering, this student/staff member **is able** to use a face shield

____ Yes

____ No

Healthcare provider name: _____

Signature: _____

Date: _____ Phone Number: _____

*This list of acceptable conditions along with the guidance for schools to require this documentation from a medical professional has been provided by the state of Michigan and can be found at https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-535121--,00.html .

Travel Assessment

The best way to protect yourself is to stay home; but if you are traveling, there are ways to minimize your risk. Visit [CDC Travel during Covid-19](#) for guidance.

Planning- Review the guidelines for the county or state you are going to. Many states have guidelines for travelers. Check [state or local health departments](#) at your destination and along your route for travel restrictions and isolation mandates. Travel is not recommended in significant outbreak areas, as defined as (a) any state or region with a positive test rate higher than 10 per 100,000 residents (i.e., 10% test positivity rate) over a seven day rolling average, as specified by [Johns Hopkins University](#) or the [CDC COVID Tracker](#); (b) any area deemed high risk by the [MI Safe Start Map](#); (c) any country subject to an applicable CDC [level 3 Travel Health Notice](#), with widespread ongoing transmission; and/or (d) other areas of restricted travel identified by the MDHHS or JCHD.

Destination- Certain types of travel are higher risk, such as staying in “hot spot” areas, and cruise ships. Please consider your destinations risk factors.

Mode of travel- The mode of which you travel can affect your risk for exposure. Airports have many risks, including improper social distancing and mask wearing. They also have many people from different countries together, which increases exposure. Surfaces that are not properly cleaned, such as restrooms or waiting room chairs present another risk. Airplanes are not always keeping flights socially distanced, so it can be extended periods in close contact with possibly infected individuals.

Car- traveling by car can minimize your risk, if you travel with members of your same household and keep stops at a minimum. This can include paying for gas at the pump, utilizing gloves for the pump or using only the restroom while keeping socially distanced both going in and out of the facility. Please also use proper hand hygiene. Bring food to avoid having to stop to eat while you are crossing state lines.

Activities while traveling- Avoid areas that are densely populated, commonly places or venues that are known tourist attractions. This can include museums, restaurants, nightclubs, and historical places to name a few. Again, these bring people from many places together and increase risk of exposure. It only takes 15 minutes, even with a mask on, within 6 feet of others to be considered high risk of exposure.

Accommodations while traveling- While many hotels have put policies into place to help prevent the spread of infection, there is always a risk-especially if pools, or weight rooms are open. Even private lodgings can be risky if proper cleaning isn't done.

Return from travel- Another thing to consider is return from travel. Who are you returning to? Is it someone who would be more susceptible to a Covid-19 exposure? Will your job ask you to quarantine related to travel and activity? Is your community at risk, co-workers, schools, etc?

- Handwashing is your Superpower!
- Wash your Hands!
- Stop the Spread of Germs that can make you and others sick!
- Stop the Spread of Germs
- Please Wear a Cloth Face Covering
- Wear a Cloth Face Covering to Protect You and Your Friends
- Symptoms of Coronavirus (COVID-19)
- Help Protect Yourself and Others from COVID-19
- Slow the Spread of COVID-19
- Do it for Yourself and Your Friends
- What Your Test Results Mean