

GENEVA AREA CITY SCHOOLS / Ashtabula County Health Department

Procedures for a student / staff member that may be exposed or need to be isolated / quarantined (per the investigation of the Ashtabula County Health Department).

1. If you are informed or notified that a student or staff member may have been exposed:

The Ashtabula County Health Department should be contacted / notified of students or staff members that are symptomatic.

- 1) **Contact the Ashtabula County Health Department (440) 576-6010**
- 2) **Contact the Superintendent (DESIGNATED DISTRICT CONTACT)** with the information about the student / staff
- 3) **Each building administrator or supervisor will be responsible to provide the necessary information (seating charts, schedules, ...) for the exposed person and other potential contacts to the health department.**

2. **School personnel should isolate the student / staff and assess for symptoms** (checking temperature, asking questions about when symptoms began, other details,...).

Please be aware of students or staff members that may be more susceptible based on other medical conditions, age or type of potential contact.

*Once a quick assessment is completed, the staff member may be sent home (or if desired, be picked up). Students will have their parent/guardian contacted to be taken home.

Symptoms may include: A fever of 100 degrees F or greater, cough, shortness of breath or difficulty Breathing, chills, repeated shaking with chills, muscle aches and pains, headache, sore throat and new loss of smell and taste.

3. **Gather and send a list of all close contacts of a COVID-19 case.** This information should include names, telephone numbers and addresses for the students / parents in each case. Information should be sent with the classroom, lunchroom and bus seating charts for the COVID-19 case and other students and staff. The charts should include estimated distances so the level of contact can be determined.

*Close contact is defined as being within 6 feet for 15 minutes or more.

4. **Contact the students or staff members and let them know that the Ashtabula County Health Department will be contacting them soon to determine if they need to be isolated or quarantined. SEE "Call Prompt for School Notification of Close Contacts"**. This should be completed by the building administrator or designee.

5. **Per the recommendation of the Ashtabula County Health Department:**

A time based strategy will be used, and COVID-19 testing is not recommended unless recommended by a health care provider of a student or staff member. If the person elects to have testing completed, if the test is positive or negative, the student or staff member should continue to quarantine for 14 days. **Cases will receive a quarantine order that will specify the date that the student or staff member may return.**

If a physician or medical professional releases a student or staff member to return to school, the individual can return with that documentation.

During the quarantine period, the Ashtabula County Health Department will notify and send quarantine information to the Superintendent.

- (1) The Superintendent will notify the building administrator or supervisor with detail and return dates for the staff members and students.**
- (2) Administrators and supervisors should not recommend testing. This should be a decision by the individual or family. The Ashtabula County Health Department does not recommend testing unless it is recommended by the health care provider.**
- (3) If staff members are asked to quarantine, administrators or supervisors should provide information about FFCRA (Federal First Coronavirus Relief Act) which runs through 12/31/20. Some employees have already used the time available to them (in March, April, May and June) but they should be provided information.**
- (4) Staff members should provide a copy of their quarantine order for payroll purposes.**
- (5) Please note: Administrators, supervisors, nurses, secretaries, payroll employees and others may know information about students or staff that are isolated or quarantined. Please follow strict guidelines and follow confidentiality procedures so information is not shared when it is not necessary.**

Parent/Student/Teacher/Staff is reported as COVID case by a medical provider (probable or confirmed).

Report to the Local Health Department (LHD).

Did LHD confirm illness as COVID -19?

YES

Notification: LHD promptly notifies school Superintendent.

School Communication: School contacts parents of affected students and/or affected staff

Health Department Written Communication: LHD contacts and sends written order to infectious employee/parents of student (copy to Superintendent).

Contact Tracing: Identify case's close contacts (staff and students). School will supply contact information using tools like class rosters and seating charts.

Cleaning: School will deep clean all areas (refer to COVID cleaning protocols (*) and page 2 of COVID-19 School Guidance Resource Guide).

Following initial response

Case Return: LHD will issue the parent/student/teacher/staff an isolation release letter when isolation is complete. Case can give this to the school to return.

Contact Quarantine: Will last 14 days from last exposure to case. Contacts will receive a written release from the LHD when quarantine is complete, and individual is able to return to school.

NO

School restricts student/teacher/staff from school while ill. Follow normal school, return from illness protocol.

GENEVA AREA CITY SCHOOLS - Revision submitted to:
Ashtabula County Health Department on 9/15/20 (**APPROVED**)

Update on Procedures for: Checks, Symptoms, Potential Exposures and Isolation /Quarantine Periods

With allergy season, flu season and other normal health issues that impact our students and staff still evident, the District would like to make sure we protect our students and staff but are reasonable in any exclusion periods. We want to do our best to limit any exposure of COVID-19 but we need to be sensitive to other illnesses or medical conditions that could provide similar symptoms.

The Ashtabula County Health Department should be contacted / notified of students or staff members that are symptomatic.

If a physician or medical professional releases a student or staff member to return to school, the individual can return with that documentation.

- (1) **If multiple symptoms are detected (2 or more):** Students or staff members should be sent home or advised to go home.
- (2) **If there is no fever,** families or individuals should monitor symptoms and isolate for a **MINIMUM** of 3 days (per District's discretion - school nurse / administrator decision). Monitoring should include a follow-up conversation with the school nurse or building administrator. If after the minimum 3 days (or the specified number of days determined by the district nurse / administration) , there is no fever or additional symptoms, the person can return.
- (3) **If there is a fever but no other symptoms,** the person can return after 24 hours being fever free with no fever reducing medication if they do not develop additional symptoms. A fever is considered 100 degrees Fahrenheit or higher.
- (4) **If multiple symptoms including a fever exist,** the recommended quarantine period should be 14 days. A time based strategy will be used, and COVID-19 testing is not recommended unless recommended by a health care provider of a student/staff member. The symptoms should be monitored and information shared with the school district. Whether the test is positive or negative, the student or staff member should continue to quarantine for 14 days (or less determined by the District).
- (5) **If flu-like symptoms exist** (fever, cough, shortness of breath)
Not confirmed case of COVID-19 - Isolate / quarantine for 14 days even if test result is negative
Confirmed case of COVID-19 - Quarantine for 14 days and follow up for contacts of case (14 days).
Ashtabula County Health Department will be contacted.
- (6) **If Allergy symptoms exist** (runny nose, watery eyes, scratchy throat)
Known history of allergies - student / staff may continue to attend
Unknown history of Allergies - Fever free with no fever reducing medication (for at least 24 hours) then the individual can return to school.