



Updates to Infection, Isolation, & COVID-19 Exposure Protocols and Face Masks

Due to updated guidance from the Illinois Department of Public Health (IDPH) and the Lake County Health Department (LCHD), Woodlands Academy has updated the following protocols for COVID-19 Infection, Isolation and Exposure. As well, new guidance has prompted an update regarding the use of face masks.

Please note that if you visit the IDPH or LCHD websites and the information that they are displaying differs from the information that we are communicating, we will default to their guidance. This information is constantly changing and updating, and we will always default to their guidance.

Infection Protocol/Response to COVID-19 Symptoms:

The sections below outline the general protocol for when students and/or employees are diagnosed with or displaying symptoms of COVID-19.

Students:

- If a student is exhibiting a fever or one or more other COVID-19 symptoms, she will be separated immediately from others. Parents/guardians will be contacted immediately so the student may be taken home. The school will utilize other emergency contacts if parents are not reached. Day students will need to be picked up as soon as possible. Boarding students will need to vacate the residence hall within 24 hours. If a boarding student is exhibiting a fever or one or more other COVID-19 symptoms, she will be separated immediately into an isolation room in the residence hall and monitored by staff. In the rare event a parent/guardian of a boarding student is unable to pick up the student, such as an inability to travel a far distance and the student is presenting with only mild symptoms, the residence life staff can care for that student on campus. However, if symptoms worsen the school reserves the right to request that the family arrange to pick up the student.
- The student should see a doctor to assess symptoms and/or administer a COVID-19 test. Parents will be encouraged to read the IDPH/CDC guidance for caring for oneself and others.
- If a student tests positive for COVID-19 or is given a COVID-19 diagnosis without diagnostic testing (probable case), students may not return to school until they have met IDPH and LCHD criteria to discontinue home isolation, which currently includes:
 - At least 10 calendar days from onset of symptoms **AND**
 - 24 hours with no fever (without fever-reducing medication) **AND**
 - Improvement of symptoms



WOODLANDS ACADEMY

OF THE SACRED HEART

A healthcare provider note with “Release from Isolation” or a negative COVID-19 test must be provided upon return to school.

- If the student has symptoms but has tested negative on a COVID-19 test, they should remain at home until symptoms have improved/resolved. She must provide a doctor’s note or the documented negative COVID-19 test results before being allowed to return to school.
- For symptomatic students who see a doctor, but do not have a COVID-19 test, and it is determined the illness is NOT COVID-19, the student may return to school when symptoms have improved/resolved, along with a doctor’s note confirming the alternative diagnosis.
- If a symptomatic student does not seek medical attention or receive a COVID-19 test, students must isolate and not return to school until they have met IDPH and LCHD criteria to discontinue home isolation, which currently includes:
 - At least 10 calendar days from onset of symptoms **AND**
 - 24 hours with no fever (without fever-reducing medication) **AND**
 - Improvement of symptoms

A note from parent/guardian will be needed upon return documenting that the ill student and/or household contacts are afebrile without fever-reducing medication and symptoms have improved.

- For asymptomatic students who have been in close contact to a confirmed OR probable COVID-19 case, follow the guidance below for *COVID-19 Exposure Outside of School*.
- Students will be allowed to complete and submit work remotely during time away from school.
- If a student tests positive for COVID-19, Lake County Health Department (LCHD) will be notified, and contact tracing will be initiated. The name of the individual who tested positive will not be shared with others in the community. Only those who need to know will be made aware.
- If a student is positively diagnosed for COVID-19, follow the Isolation Protocol outlined below.
- In all cases, we will follow the guidance of the Lake County Health Department.

Employees:

- If an employee is exhibiting COVID-19 symptoms, he/she will be immediately sent home. Employees are encouraged to read the IDPH/CDC guidance for caring for oneself and others and contact their doctor if symptoms become severe.
- If an employee tests positive for COVID-19 or is given a COVID-19 diagnosis without diagnostic testing (probable case), the employee may not return to work until they have met IDPH and LCHD criteria to discontinue home isolation, which currently includes:
 - At least 10 calendar days from onset of symptoms **AND**



WOODLANDS ACADEMY
OF THE SACRED HEART

- 24 hours with no fever (without fever-reducing medication) **AND**
- Improvement of symptoms

A healthcare provider note with “Release from Isolation” or a negative COVID-19 test must be provided upon return to work.

- If an employee has symptoms but has tested negative on a COVID-19 test, they should remain at home until symptoms have improved/resolved. She/he must provide a doctor’s note or the documented negative COVID-19 test results before being allowed to return to work.
- For a symptomatic employee who sees a doctor, but does not have a COVID-19 test, and it is determined the illness is NOT COVID-19, the employee may return to work when symptoms have improved/resolved, along with the doctor’s note confirming the alternative diagnosis.
- If a symptomatic employee does not seek medical attention or receive a COVID-19 test, the employee must isolate and not return to school until they have met IDPH and LCHD criteria to discontinue home isolation, which currently includes:
 - At least 10 calendar days from onset of symptoms **AND**
 - 24 hours with no fever (without fever-reducing medication) **AND**
 - Improvement of symptoms
- For asymptomatic employees who have been in close contact to a confirmed OR probable COVID-19 case, follow the guidance below for *COVID-19 Exposure Outside of School*.
- Students will be allowed to complete and submit work remotely during time away from school.
- If an employee tests positive for COVID-19, the Lake County Health Department (LCHD) will be notified and contact tracing will be initiated. The name of the individual who tested positive will not be shared with others in the community. Only those who need to know will be made aware.
- See the section below for more information about how to handle sick days, benefits, etc. when employees are quarantined.
- If an employee is positively diagnosed for COVID-19, follow the Isolation Protocol outlined below.
- In all cases, we will follow the guidance of the Lake County Health Department.

Isolation/Quarantine Protocol:

If any student, employee or visitor is diagnosed with COVID-19, the Health and Wellness Coordinator will work with the Leadership Team for more instructions. While every situation is unique, the following steps will likely be implemented:



WOODLANDS ACADEMY

OF THE SACRED HEART

1. The student, employee or visitor will be sent home and monitored for ongoing symptoms, as described above.
2. The coordinator will distribute a COVID-19 Exposure Letter to all parents and employees. Note that it is essential that the privacy of the impacted student or employee be protected. The coordinator will not disclose the specific identity of the infected individual to parents or any employees who do not need to know. For example, it would be appropriate to inform certain faculty members if a student in the teacher's class has been diagnosed with COVID-19. However, the coordinator will not inform other teachers in the school (or any parent). See the section below regarding confidentiality.
3. The Leadership Team will follow IDPH and LCHD guidelines to decide if a segment of the school or the entire school community will move to quarantine protocol and move to remote learning. Should this occur, the coordinator will distribute a COVID-19 Quarantine Letter to all families and employees.

When a segment of the school community or the entire school are quarantined, both the students and employees will be sent home. (See above regarding boarding students.) They are asked to remain home until they have met the IDPH and LCHD criteria to discontinue home isolation, which currently includes:

- At least 10 calendar days from onset of symptoms **AND**
- 24 hours with no fever (without fever-reducing medication) **AND**
- Improvement of symptoms or
- 14 days since exposure to the infected individual(s) for asymptomatic individuals

The coordinator will work with the Leadership Team to decide if/when some or all of the school community members will return to school.

Students should be allowed to complete and submit academic work while quarantined.

The coordinator (or team) will continue to monitor the health of all non-quarantined students and employees. The school will be thoroughly cleaned. Windows in the area should be opened to maximize airflow.

COVID-19 Exposure Outside of School:

In cases where students or employees have exposure to individuals (such as an immediate family member) who are COVID-19-positive or have a probable COVID-19 case, the following steps will be followed:



WOODLANDS ACADEMY

OF THE SACRED HEART

- The individual will be asked to remain at home for at least 14 calendar days from last exposure to their family member or infected person, or in the event the employee/student continues contact with their family member or infected person, 10 days from the time when their family member or infected person has met the IDPH's criteria to discontinue home isolation, which currently includes:
 - At least 10 calendar days from onset of symptoms **AND**
 - 24 hours with no fever (without fever-reducing medication) **AND**
 - Improvement of symptomsA healthcare provider note with "Release from Quarantine" or negative COVID-19 test result will be required upon return.
- If COVID-19 illness develops, use the ten-day isolation period guidance for a COVID-19 case from the onset date. Testing is recommended.
- Faculty members should allow students to complete and submit academic work while quarantined.
- Employee sick days, pay, and benefits should not be impacted if an employee is able to perform their duties from home.

COVID-19 EXCLUSION GUIDANCE¹

Decision Tree for Symptomatic Individuals in Pre-K, K-12 Schools and Day Care Programs



Send home or deny entry (and provide remote instruction) if ANY of the following symptoms are present: Fever (100.4°F or higher), headache, shortness of breath, cough, sore throat, vomiting, diarrhea, abdominal pain.

In addition, some individuals (especially adults) may present with the following symptoms:
congestion or runny nose, new loss of sense of taste or smell, nausea, fatigue, muscle or body aches.

Medical Evaluation and Testing are Strongly Recommended for ALL Persons with COVID-Like Symptoms.

Status	COVID-19 diagnostic test Positive (confirmed case) OR COVID-19 diagnosis without diagnostic testing (probable case)	Symptomatic individual with a negative COVID-19 diagnostic test ² <i>(Negative COVID-19 diagnostic test must be from a specimen collected 48 hours prior to or after symptom onset.)</i>	Symptomatic individual with an alternative diagnosis without negative COVID-19 diagnostic test ²	Symptomatic individual without diagnostic testing or clinical evaluation	Asymptomatic individual who is a close contact to a confirmed OR probable COVID-19 case
Evaluated by Healthcare Provider?	YES	YES / NO	YES	NO	NA
Return to School Guidance	<u>Stay home</u> at least ten ² calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	<u>Stay home</u> until symptoms have improved/resolved per return-to-school criteria for diagnosed condition. Follow provider directions, recommended treatment & return to school guidance as per school policies and IDPH Communicable Diseases in Schools .	<u>Stay home</u> until symptoms have improved/resolved per return-to-school criteria for diagnosed condition. Follow provider directions, recommended treatment & return to school guidance as per school policies and IDPH Communicable Diseases in Schools .	<u>Stay home</u> at least 10 ³ calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home for 14 calendar days after last exposure to the COVID-19 case. If COVID-19 illness develops, use the ten-day isolation period ¹ guidance for a COVID-19 case from the onset date. Testing is recommended.
Quarantine for Close Contacts?	YES	NO	NO	Household Member (e.g., Siblings, Parent) ⁴	NA
Documentation Required to Return to School	Healthcare provider note with "Release from Isolation" or negative COVID-19 test result - this was changed based on information provided by Lake County Health Department	Negative COVID-19 test result OR healthcare Provider's note indicating the negative test result	Healthcare Provider's note with alternative diagnosis	Note from parent/guardian documenting that the ill student and/or household contacts are afebrile without fever-reducing medication and symptoms have improved.	Healthcare provider note with "Release from Isolation" or negative COVID-19 test result - this was changed based on information provided by Lake County Health Department

¹ Based on available data and science, schools must make local decisions informed by local context in consultation with their local public health department.

² Severely immunocompromised or severely ill: may need to isolate for 20 days as per guidance from individual's infectious disease physician.

³ If individual has been identified by public health for quarantine or knows they are a close contact to a case, the 14-calendar-day quarantine must be completed.

⁴ Consider quarantine for other close contacts if there was poor adherence to social distancing or use of face coverings.



Face Masks:

Every employee and student will be required to wear a face covering before entering the building, while awaiting entry, and while in school. Face masks must be worn at all times when moving throughout the school and any time that someone else is in the room with you, and if possible, the door should remain open at any time another person in the same room for better ventilation. Consider the continued use of virtual meetings or moving in-person meetings to larger spaces to allow for social distancing of 6 or more feet. Face masks may only be removed if an employee is in their office or classroom alone and the door is closed, or when eating and drinking.

With the exception of the Woodlands logo, face masks must not contain logos or slogans. Solid colors and artistic patterns are acceptable within casual dress guidelines.

ISBE has done extensive research on face shields vs. face masks and we are following their recommendations. [Click here to see a letter](#) from them pertaining to this topic.

Woodlands is also asking that **face masks be limited to disposable surgical masks and cotton fabric masks**. Gaiters, bandanas, and masks with exhalation valves or vents should not be used at this time as there is question to their effectiveness.

Employees must wear their face covering correctly to ensure maximum effectiveness. Things to remember with your face covering based on CDC guidance:

- Wash your hands before putting on your face mask
- Secure it over nose, mouth, under chin, and snugly against sides of face
- Make sure you are easily able to breathe
- Do not put the face covering around neck or on forehead
- Do not touch the face covering, but wash hands immediately if you do
- You will still need to maintain social distancing of 6 feet while wearing the face covering
- When removing throughout the day;
 - wash hands or use hand sanitizer before removing
 - Untie strings or grab ear loops – only use ear loops or ties when removing
 - Fold outside corners together
 - Place covering in a container or paper bag (this is preferable for breathability) while not using
 - Wash or sanitize hands before placing back on face, and rewash or sanitize if you touch any part of the covering other than they ear loops or ties
- Wash face covering nightly or before next use

Also, see these helpful tips from the CDC on:



WOODLANDS ACADEMY

OF THE SACRED HEART

- [How to properly wear and remove your face covering](#)
- [How to wash face masks](#)
- [The do's and don'ts of face masks](#)
- [Guidance for schools on the use of face masks](#)