



FREMONT UNION HIGH SCHOOL DISTRICT

Cupertino High School | Fremont High School | Homestead High School | Lynbrook High School | Monta Vista High School | Adult School

Isolation Room Policy

Isolation rooms will be identified at each campus (5 comprehensive sites, Educational Options and Adult School/programs (as appropriate/needed based on the student population) for the purpose of minimizing exposure of staff and students to students with COVID-19 symptoms. The isolation room is for temporary holding of students who are displaying symptoms until a parent/guardian can be notified and release or pick-up is confirmed. The space must allow for social distancing of multiple students (at least 6 feet apart) and be well ventilated, with open windows/doors or through the use of a MERV 13 filtration system.

An Isolation Room Designee, referred to as Designated Trained Personnel (DTP) and a back-up will be identified to provide supervision of students assigned to the isolation room. DTP/Back-up will be provided appropriate personal protective equipment (PPE) including at minimum gloves, surgical mask, and face shield. Fit testing and training on the use of a N95 respirator will be provided to all personnel who may be assigned to isolation room supervision (DTP and DTP backup) as well as the Health Clerk and Health Clerk back-up. An N95 mask should be worn when in close contact with individuals displaying serious symptoms such as coughing, sneezing, or vomiting.

Students who exhibit or complain of experiencing COVID-19 symptoms as identified by the Center for Disease Control (CDC) will be assigned to the isolation room and will remain there until they are picked up/released from school.

This policy will be made known to all students, families and staff in preparation for returning to in-person instruction.

Isolation Room Determination

Isolation room locations will be determined by site administrators.

Isolation Room Procedure

STUDENT:

1. If a student is identified with COVID-19 symptoms the front office is to be contacted by teacher/staff member in order for the student to be escorted immediately to the isolation room.
2. The student and escort will proceed directly to the isolation room utilizing the entrance that minimizes the potential for contact with other students or staff.
3. Students directed to the isolation room must wear a face covering at all times. If the student does not have a face covering or the one they brought to school becomes damaged or soiled, the DTP will provide the student with a disposable face mask. Students exhibiting difficulty breathing, shortness of breath, or who cannot wear a face mask will be provided a face shield.

Students unable to wear a face covering for any reason must not share the isolation room with another student.

4. After speaking with the DTP, the student will remain in the room, appropriately distanced from any others in the room. DTP will monitor the student to ensure they remain in their designated seat/area in order to maintain 6 feet of distance with anyone else in the room.
5. Upon notification of the parent/guardian and receiving consent, the student will exit the school site utilizing the exit that minimizes the potential for contact with other students or staff.

TEACHER/STAFF MEMBER:

1. If a student states they are experiencing, or are observed to be experiencing, any of the COVID-19 symptoms below, inform them that the main office will be called and to gather their belongings while awaiting an escort to the isolation room. If the student is unable to ambulate, request a wheelchair.

Symptoms of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

2. Call the office to inform that a student is exhibiting symptoms and needs to be escorted to the isolation room. Describe the symptoms the student stated experiencing or was observed experiencing.
3. Monitor student presence and location in the classroom while awaiting the escort.

DESIGNATED TRAINED PERSONNEL/BACK-UP: these staff members will undergo fit testing for an N95 respirator and training on the proper use and storage of the respirator.

1. Upon being called to escort a student, the DTP/Back-Up should wear appropriate PPE (gown and N95 necessary if the student is displaying serious symptoms such as coughing, sneezing, or vomiting).
2. Ensure the health clerk knows a student is going to be escorted to the isolation room, and have a device with them on which they complete the symptom checker.
3. Upon arrival at the classroom, the DTP/Back-Up and student should complete the symptom checker, see chart below (access via using either Google Form or QR Code), outside the classroom prior to walking to the isolation room.

School	Google Form	QR Code
CHS	https://forms.gle/AVJu2ZYMSYz6TFkXA	
FHS	https://forms.gle/kH96edoEFPfS1VBj7	
HHS	https://forms.gle/RS2q4VFPZFQyQdiP7	
LHS	https://forms.gle/8Wcw3uAF5J1uXxVt6	
MVHS	https://forms.gle/ukUAd1LQhrCLWy7f7	
Adult School	https://forms.gle/PgTjDTt89Y2j8bmM8	
Ed Ops	https://forms.gle/g2Xczh67Zj6vhWP57	

4. Upon arrival at the office, utilize the entrance that minimizes the potential for contact with other students or staff. Review isolation room [rules and expectations](#) with student prior to their entry into the room.
5. Provide adequate supervision (based on symptoms) of students to ensure safety and compliance with isolation room [rules and expectations](#).
6. Inform student of release or pick-up from school following confirmation by the Health Clerk/Back-Up.
7. [Don all appropriate PPE](#) BEFORE entering the isolation room with or without the presence of students (this ensures safety from any previous use of the room).

 		 		
<p>STEP 1 Clean hands</p>	<p>STEP 2 Don Gown (based on symptoms)</p>	<p>STEP 3 Don Mask (surgical or N95 based on symptoms)</p>	<p>STEP 4 Don Face Shield</p>	<p>STEP 5 Don Gloves</p>

8. Remove PPE immediately BEFORE exiting the isolation room in the proper sequence as shown below. Garbage can must be located inside the room at the door.

			 	 
<p>STEP 1 Dispose of Gloves</p>	<p>STEP 2 Dispose of Face Shield</p>	<p>STEP 3 Dispose of Gown</p>	<p>STEP 4 Dispose of surgical mask; store N95 as described below</p>	<p>STEP 5 Clean hands</p>

9. Perform hand hygiene upon exiting the isolation room.

10. Maintain confidentiality of the identity of the student in the isolation room and share only with staff and administrators who are identified as part of the COVID-19 response chain.

HEALTH CLERK/HEALTH CLERK BACK-UP:

1. Will be notified by the DTP/DTP Back-up when a student will be escorted to the isolation room.

2. Monitor the symptom checker. Once information is populated they will contact the family for pick-up or release.
3. Communicate with DTP/Back-Up about pick-up or release.
4. Inform COVID-19 administrator that a student has gone home based on symptoms.

Isolation Room Rules and Expectations (posted on the door and in the room at each designated seat)

The isolation room is intended as a safe temporary waiting area for students who report experiencing, or are observed experiencing, COVID-19 symptoms. Any student assigned to the isolation room is expected to follow the following rules and expectations:

1. Sit in any designated seat that is at least 6 feet away from another person, including the isolation room designee.
2. Maintain at least 6 feet of distance between other people at all times.
3. Do not enter an isolation room if:
 - a. another person is present without face covering on.
 - i. wait at the doorway for the isolation room designee to provide guidance.
 - b. student is not wearing a face covering.
 - i. request a face covering from the isolation room designee.
4. Keep face covering on at all times. If unable to do so due to respiratory difficulties or because the face covering has become damaged/soiled, remove the face covering and inform the isolation room designee as soon as he/she arrives. Do not enter the isolation room without a face covering.
5. Remain seated until dismissed or instructed to move about the room.
6. Keep noise levels to a minimum and work on class work until dismissed from school.
7. Avoid discussions with others while in the isolation room.
8. Dispose of trash in the appropriate bin within the isolation room.
9. If the restroom is needed, notify the isolation room designee and wait for instructions:
 - a. avoid interacting with other students while in the restroom
 - b. wash hands with soap and water for at least 20 seconds
 - c. return to the isolation room immediately taking care to avoid interacting with others.
10. Upon dismissal, exit the isolation room and proceed to the school exit as instructed.

N95 Respirator Use and Storage

Fit Testing

The N95 respirator is an example of personal protective equipment that is used to protect the wearer from airborne particles and liquids contaminating the face. The N95 respirator is designed to achieve a very close facial fit with the edges of the respirator forming a seal around the nose and mouth. Proper fitting of the N95 respirator is necessary for effective protection against harmful airborne particles.

Putting on the N95 Respirator

1. Hold the respirator in the palm of your hand with the straps facing the floor. Place the N95 respirator on your face covering your nose and mouth.
2. Pull the bottom strap up and over top of your head, and put it behind your head below your ears.
3. Take the upper strap and put it behind your head towards the crown of your head.
4. Mold the nosepiece of the respirator over the bridge of your nose to obtain a tight seal. Always follow the manufacturer's instructions for wearing a respirator.
5. Perform a fit check to ensure there is a good seal against the skin.

Maintenance of N95 Mask for Multiple Uses

According to the CDC, "There is no way of determining the maximum possible number of safe reuses for an N95 respirator as a generic number to be applied in all cases." However, the CDC recommends taking the following steps to reduce contact transmission and safer extended use:

- Clean hands with soap and water or alcohol-based hand sanitizer before and after touching or adjusting the respirator.
- Avoid touching the inside of the respirator.
- Use a pair of clean (non-sterile) gloves when donning a used N95 respirator. Discard gloves after donning/adjusting the N95 respirator. If gloves are necessary for the next step the person wearing the mask is following, they should put on a clean pair of gloves.
 - Store N95 as listed below UNLESS there was an aerosol generating procedure such as a nebulizer. In that case the N95 is to be discarded.
 - Discard N95 respirators contaminated with blood, respiratory or nasal secretions, or other body fluids from a student.
 - Keep N95 respirators in a clean, breathable container such as a paper bag between uses.
 - To minimize potential cross-contamination, store respirators so that they do not touch each other and the person using the respirator is clearly identified. Storage containers should be disposed of or cleaned regularly.
 - Reuse N95 respirator no sooner than 7 days after last use (ex. Monday respirator should not be reused until the following Monday).

