Covid-19 Incident Communication & Reporting Process for Schools & Employees

Healthy hygiene practices are important:

- Maintain a social distance of at least 6 feet at all times.

- Practice frequent hand washing, especially after using shared resources such as computers or workstations.

- Use hand sanitizer when washing is not available.

- Students, employees, parents and volunteers are required to wear masks (unless contraindicated in a medical, 504, or IEP exemption).

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Symptom monitoring:

- Temperatures **will not** be routinely taken upon entering school or district buildings unless specified by a special program.

- Parents will be asked to take their student's temperature and monitor for other COVID-19 symptoms each morning before school.
  - see symptom guide on next page

- **If symptoms are present** for an employee or student, stay home until:
  - At least 10 days have passed since the first symptom appeared, AND symptoms have improved, AND there has been no fever for at least 24 hours without the use of fever reducing medication **OR**
  - Released to work or school with note from a healthcare professional containing another diagnosis **OR**
  - A negative test with release from the Department of Health, or health care provider.

DO NOT come to school or work if you were advised to be tested and are awaiting test results, or are newly experiencing any of the symptoms listed below:

- Fever or chills
- Cough unrelated to asthma or different than normal
- Shortness of breath or difficulty breathing
- Muscle or body aches, not explained by exercise

- New loss of taste or smell
- Sore throat
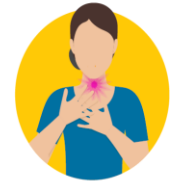- New runny nose or congestion
- Nausea or vomiting
- Diarrhea

Fever
(temperature of 100.4°F or 38°C or higher or feeling feverish)

Cough

Shortness of breath

Immediately consult with your health care provider or Department of Health. Please notify the school nurse and/or Human Resource Services:

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Students or Employees who:

- **Test Positive - Stay home from school or work until:**
  - <u>A minimum of 10 days</u> have passed since the first symptom appeared, symptoms have improved **AND** there have been **no symptoms for at least 24 hours** without the use of medication.

- **Have a Direct Exposure - Stay home from school or work until:**
  - 14 days after the last known direct exposure.
  - When a household member is positive and unable to isolate, 14 days after the last symptom day of a positive household member, regardless of test results.
  - Direct Exposure:
    - Close interaction to symptomatic or positive person without a mask (under 6 feet) or 15 minutes or more at 6 feet or less with a mask.
    - Each time you have exposure with a person under self-isolation it is considered a direct exposure.

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Students who present with symptoms of COVID-19 during the school day:

- **Immediately, confidentially notify the school Point of Contact (POC)**
- **Send the student directly to the office** where they will be:
  - Placed in a room designated for students with symptoms.
  - Schools will notify parents to pick-up their student, and follow-up with a healthcare provider.
  - School nurses will coordinate with the SL County Health department for return to school.

Employees who present with symptoms of COVID-19 during the school day:

- **Immediately, confidentially notify Human Recourse Services and POC**

- **Send employee home or notify not to come to work**:
  - Human Resource Services (HRS) will coordinate leave applications and return to work through the SL County Health department.

COVID-19 Incident Coordination & Communication

1. Designated <u>point of contact</u> for schools and departments will communicate **<u>CONFIDENTIALLY</u>** with the school nurse and/or HRS on all COVID-19 related situations.

    -   Emails should be titled "**<u>confidential communication</u>**"

    -   For <u>Students</u>: Contact the assigned school nurse

    -   For <u>Employees</u>: Contact (michelle.Hathaway@slcschools.org **and** kari.gardner@slcschools.org)

    -   Provide a list of all individuals impacted (at school or working with the individual in the last 48 hours leading to the Covid-19 situation)

        -   Student data from Power School

        -   Employee contact phone numbers

2. The school nurse and/or HRS will coordinate with the local health department to determine self-monitoring, self-isolation, or self-quarantine, and return to school or work.

3. The administrator will coordinate with the school nurse to identify high-risk students.

4. All medical and Covid-19 related health information will be protected and private, including the names of individuals who are exposed or become sick.

5. Parents and employees will be notified in writing of any directions to self-monitor or self quarantine.

6. The Health Department will provide guidance on when and how to quarantine, check for symptoms, and when to get tested.

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