



*Southeastern California Conference of SDA Office of Education
Presents:*

COVID-19 Procedures If Someone On A School Campus:

- **Shows Symptoms of COVID-19**
- **Is Exposed to or is Positive with COVID-19**
- **Protocol and Notification**

In Addition:

- **Who To Contact**
- **Forms To Fill Out**
- **Return To School Protocol**

Students That Present Symptoms While at School

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19: Please use the [school provided symptoms check form](#) or check for:

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

COVID-19 Protocol & Notification

Should a student exhibit any of the above symptoms at a school site, the following protocols will be followed:

- 1) Students will go to a designated isolation area until they can be picked up by a parent or guardian.
- 2) School administrators will notify local county health officials (County Department of Public Health) immediately regarding suspected and confirmed cases of COVID-19 while maintaining confidentiality. **(see list below of county contact info)** The County Department of Public Health will assist the school to determine a course of action should a student test positive for COVID-19 on a case-by-case basis. This may include dismissal of students and most staff for a short period of 1-3 days.
- 3) The County Department of Public Health should take the responsibility for working directly with the individual and families for notification and contact

tracing. If there is a delay or while waiting, the school may choose to assist by having a school official or parent fill out the **COVID Positive or Exposure Report Form*.

- 4) In consultation with the local county health officials, students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, by phone or written correspondence which **may** include:
 - a. If known, date of potential exposure
 - b. Information on incubation period and safety protocols that help to limit exposure
 - c. Phone numbers to schedule an appointment at a local testing site
 - d. Return to school protocols when applicable

Imperial County: <http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/>

Orange County: <https://occovid19.ochealthinfo.com/>

Riverside County: <https://www.rivcoph.org/coronavirus>

San Bernardino County: <http://sbcovid19.com/>

San Diego County: <https://www.sandiegocounty.gov/coronavirus.html>

Note: Parents should be prepared to pick up their student(s) immediately in the instance they develop COVID-19 symptoms while at school. Please be sure to have updated emergency contacts.

*Provided by SECC to principals in WORD format or a sample electronic version of this form may be found at: <https://forms.gle/tfBejXK7PC8epXS96>

Definition of Exposure:

People often get exposed through close contact with another person. Close contact means that you have been within 6 feet of someone with COVID-19 for 15 minutes or more. Some people get COVID-19 without knowing how they were exposed. You can get exposed when you come into direct contact with the secretions (droplets) of someone who has COVID-19 (being coughed or sneezed on, kissing, sharing utensils, etc.).

Returning to School After a Diagnosis of COVID-19

Schools may find it useful to follow CDC guidance when developing a school policy on when sick individuals can return to school in person or use the * form provided by the SECC. For example, if a student or staff member was suspected or confirmed to have COVID-19, they could be asked to stay at home (with remote learning or work options) until the appropriate criteria are met as described below:

If the individual has symptoms, they should stay home until:

1. At least 3 days have passed since *recovery* (resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms)

AND

2. either:
 - a. At least 10 days have passed *since symptoms first appeared*

OR

- b. they have two negative results, spaced at least 24 hours apart, based on authorized COVID-19 diagnostic tests by a medical professional.

Otherwise, if the individual tested positive in a diagnostic COVID-19 test but does not get symptoms, they should stay home until:

1. At least 10 days have passed since the positive result in the diagnostic test (assuming no symptoms appeared during that time)

OR

2. they have two negative results, spaced at least 24 hours apart, based on authorized COVID-19 diagnostic tests by a medical professional.

*SECC Schools Administrators have been provided with a **COVID Return to Work/Screening Tool** form.

Teachers/Staff Exposure and/or Confirmed Case Scenarios

Employee Screening

Employees must complete a Health Screening and be symptom free prior to work. Employees who are symptomatic for COVID-19 must stay at home and contact school administration. **School administration will follow the same protocol and notification steps outlined above.**

General Measure for Employees

Employee Exposure and/or Confirmed Case Scenarios

- Employee has been exposed to COVID-19 and is asymptomatic:
 - Self-monitor for symptoms (respiratory problems, temperature) for 14 days
 - Can continue to work wearing a mask
 - If any symptoms arise during the 14-day period, employee must not report to work and is referred for testing
 - If test results are negative, may return and must continue to self-monitor for 14 days

Employee has been exposed and develops symptoms:

- Employee must not report to work. In-home isolation
- If symptoms occur while at school, employee will alert school administration and immediately go home.
- Refer for testing:
 - While test is pending continue home isolation
 - If test is negative and employee is no longer symptomatic, and if source employees tests negative, discontinue isolation and clear employee for work
 - If source employee tests positive, complete 14-day quarantine.

Employees with suspected or confirmed positive COVID-19 Test

- Remains on home isolation until:
 - 72 hours has passed since recovery defined as resolution of fever without the employee using fever-reducing medication and improvement in respiratory symptoms and
 - At least 10 days have passed since their last positive test

Asymptomatic employee with laboratory confirmed Positive COVID-19 Test

- Remains on home isolation until:
 - At least 10 days have passed since their first positive COVID-19 test, assuming they have not developed any symptoms since their positive test

If symptoms develop, follow protocol for symptomatic individuals