

# KEARSLEY COMMUNITY SCHOOLS COVID-19 TOOLKIT



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## Expectations

The Kearsley Community Schools, COVID-19 Preparedness and Response Plan, has adopted the following procedures:

- Parents are expected to take their student's temperature each morning before sending their child to school. Students with even a slightly elevated temperature, (>100.4) will be expected to stay home from school and contact their healthcare provider.
- Staff will complete a health screening survey daily. The health screening will be monitored by the Building Principal. Any staff showing any symptoms of COVID-19 are NOT to report to work and will notify their immediate supervisor.
- Families of students and staff members sent home with symptoms of COVID-19 will be contacted by the Building Principal (for students) and Assistant Superintendent (for staff). They will work with the Health Department to guide the student/staff member through the scenarios to determine next steps and what paperwork/test results may be required in order for the student/staff member to return.
- Students will be provided and required to use hand sanitizer when boarding the bus.
- Each KCS school will identify and designate a quarantine area and a staff person to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 will be placed in the identified quarantine area with a surgical mask in place until they can be picked up.
- Any student or staff member that has symptoms of COVID-19 will be asked to stay home and self-monitor for two weeks. They will also be strongly encouraged to contact their physician and get a COVID-19 test.
- The District will cooperate with the Genesee County Health Department regarding the implementation of protocols. School staff will monitor students and if a student is showing symptoms the student will be sent to the office and isolated until the parent can pick up the student and take them home. A staff member or student identified as having a confirmed case will not be allowed on district property and will be required to comply with the health department guidelines before returning to work/school.
- Kearsley schools will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, will collect the contact information for any close contacts of the affected individual from the two days before he or she showed symptoms to the time when he or she was last present at the school.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by school officials. Adult guests, allowed by school officials to enter the building will be screened for symptoms, required to wear a mask, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering the building.

## Cleaning

- Hand sanitizer stations will be available at entrances to buildings, on buses, in office spaces, and in all classrooms. Students will be encouraged to use hand sanitizer upon entering or exiting the bus, classrooms or the building.
- Hand washing instruction and reminders will be shared with students regularly. Students will be encouraged to wash hands for at least 20 seconds with anti-bacterial soap after using the bathroom and before / after eating.
- The district is doubling the custodial staff in each building during the school day. Common touch points such as door handles, light switches and bathrooms will be cleaned throughout the school day. The district has purchased Professional Electrostatic Disinfectant Sprayers to clean and disinfect all buildings and buses daily.
- Student desks will be disinfected between classes if students are moving to new classrooms.
- The use of the library / media center and computer labs will be prohibited at this time.
- Playgrounds will be closed at this time. Use of the walking track or outdoor spaces without equipment will be allowed with social distancing.
- Buses will be disinfected between runs. Students will be required to use hand sanitizer when entering or exiting the bus. Disposable masks will be available for students who lost or forgot their mask.
- Checklists will be utilized by custodians to ensure sanitizer stations and soap dispensers are filled and sinks are in working order.





## Definitions

**Coronavirus:** Coronavirus Disease (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. People with COVID-19 have had a wide range of symptoms reported — ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

**Contact Tracing:** A strategy for slowing the spread of disease in which public health workers communicate with infectious people to identify their contacts. They then follow up with those contacts to provide guidance on how to quarantine themselves and what to do if they develop symptoms of disease. No personal or financial information like social security number credit card, immigration status, license number, etc., will be asked or shared with close contacts.

**Quarantine:** The practice of keeping someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine must stay home (usually 14 days), separate themselves from others, monitor their health, and follow directions from their state or local health department. The 14 days of quarantine begin after date of last contact with infected person; if close contact is with a household member, quarantine includes the period of isolation for the infected person +14 days after their isolation ends.

**Isolation:** The practice of separating people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation (usually for 10 days) must stay home until it's safe for them to be around others. In the home, anyone sick or infected must separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

**Close Contact:** A person who was within 6 feet of a person infected with COVID-19 for more than 15 cumulative minutes with or without a face covering starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

Examples of close contacts include individuals who were close to a person who is infected with COVID-19 by providing care to them at home, sharing a living space, having direct physical contact with them (touched, hugged or kissed them), and sharing eating or drinking utensils. People may also be close contacts if they were somehow exposed to droplets from an infected person (sneezed or coughed on).



## Masks

- **Cloth Face Coverings:** Cloth face coverings are masks made from material that are meant to cover your **nose and mouth** and to be secured under the chin and are not considered personal protective equipment (PPE). These are effective in reducing the spread of the virus. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
- **Surgical Masks:** Surgical masks were originally intended to be worn by health professionals and are considered personal protective equipment. These are effective in reducing the spread of the virus.
- **N95 or N95 respirator:** A N95 mask, also known as a respirator, filters particles that meet a certain standard for air filtration, meaning that it filters at least 95% of airborne particles. These are recommended only for use by healthcare personnel who need protection from both airborne and fluid hazards (e.g. splashes, sprays).

It is Kearsley's expectation that face masks are worn by all school staff, visitors, and by all K-12 students on buses, inside school buildings, and anywhere on school grounds, including outside when individuals may be within six feet of each other. Exceptions include someone who has been approved for a medical or behavioral health exemption, anyone who is eating or drinking, and students participating in outdoor strenuous physical activity while practicing social distancing. To file for a mask exemption, please fill out the KCS Medical Mask Exemption form on the website, [www.kearsleyschools.org](http://www.kearsleyschools.org) under Return to Learn. \*\*Masks required as of 10/5/20 per E.O. 2020-185.

Students are encouraged to make or purchase reusable cloth masks when possible both for the good of the environment and their comfort.

However, the district has purchased disposable masks for those students who have not yet purchased a mask, or who, on occasion lose or forget their face covering.

Please make sure students' reusable masks are washed / disinfected regularly.



**Face Coverings Help Prevent the Spread of COVID-19**



**BAD**



**GOOD**



**BETTER**

**Stay 6 feet away from others and wear a mask.**



**BEST**

**Stay 6 feet away from others and both wear a mask.**



## Contact Tracing

Contact tracing is a public health tool that is used to help stop the spread of certain communicable diseases. It involves identifying others that may have had recent close contact with a person confirmed to have the virus and giving that information to the Health Department. The Health Department will provide guidance on how to stay safe, protect others, and quarantining, to prevent further spread of the virus. Quarantine is important with COVID-19 as a person can spread the virus before they know they are sick or if they are infected with the virus without feeling symptoms.

This form is intended to assist the Health Department in identifying close contacts within the school. Please return the information of close contacts as soon as possible. Also, a blank form can be shared with parents to identify any close contacts outside of school.

<b>Staff or student has a positive nasal/throat test</b>		
<b>For symptomatic cases</b>		<b>For asymptomatic positive tests</b>
Date symptoms started: ____/____/____		Test date: ____/____/____
48 hours prior to this: ____/____/____		48 hours prior to test date: ____/____/____
Dates staff or student attended school starting from 48 hours from onset of symptoms (or test date) ____/____/____ through ____/____/____		
<b>Close contacts* on those dates (additional space on next page)</b>		
Date	Contact Name (if a minor include parent/guardian's name)	Phone number

Those who are identified as close contacts must quarantine (not leave the house unless necessary) for 14 days from last time of known exposure. \*Close contacts are those who were in proximity to the infected person for >15 cumulative minutes and within 6-ft with or without a mask.







## CDC Contact Tracing in the School Setting (Genesee County Health Dept. Toolkit)

### Helpful questions to consider when identifying close contacts in the school setting:

- Who is the staff/student near (less than 6 feet) throughout the day?
- Has there been adequate physical distancing in breakrooms and at lunch?
- Are there any others at the school that live with the staff/student, or carpool with them?

### Other considerations for schools when there is more than one positive case identified (to look for patterns/areas of concern):

- Did the school already know staff/student had been identified as a close/household contact of someone who was positive for COVID-19?
- Is there one location/classroom in the school that seems to be more affected?
- Is there something else in common with positive cases?
- Mask adherence in the school? (Not just while in the hallway, but during classroom time?)

### ...but what about contacts of close contacts?

Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine, and do not need to be contacted or identified.

EXAMPLE: Bob sits next to Fred in class. Fred gets sick with COVID-19. Bob needs to be quarantined, even though he is healthy at this time. Bob plays on the football team, and Fred does not. No one on the football team has been near Fred. Therefore, the football team doesn't need to be notified about Fred being sick or worry about Bob being quarantined. Odds are, Bob will not get sick and will be back to school and football in a couple of weeks.

## Contact Tracing Resources:

- **Contact Tracing:** <https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing-resources.html>
- **Contact Tracer's Guide to COVID-19:** <https://www.cdc.gov/coronavirus/2019-ncov/php/notification-of-exposure.html>
- **Key Information to Collect during a Case Interview:** <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/keyinfo.html>

**Quarantine Log:** <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/14-Day->

- [Temperature-and-Symptom-Log-for-Contact-Tracing.pdf](#)

**Diagnosis Flowchart:** <https://www.cdc.gov/coronavirus/2019-ncov/images/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.jpg>



## Notification Process

A student or staff person tests positive for COVID-19.

School alerts Genesee County Health Department (GCHD) about COVID-19 positive case. Call 810-257-1017 (M-F, 8-5). Contact your Superintendent or their designee to report to the emergency after-hours line. Email [GCHD-CD@gchd.us](mailto:GCHD-CD@gchd.us)

School alerts families by providing general communication about COVID-19 positive case while protecting the identity of the person who is infected.

School interviews the COVID-19 positive person to identify close contacts per CDC definition

School alerts the close contacts of COVID-19 exposure who are a part of the school community.

GCHD begins contact tracing for related cases outside of the school community.

GCHD alerts close contacts of COVID-19 exposure who are not associated with the school.

All identified close contacts of the COVID-19 positive case must quarantine at home for 14 days from last positive day of exposure and monitor for symptoms.



## School Scenarios with Action Steps (Based on Genesee County Health Dept. COVID-19 Tool Kit)

### Student/Staff person is confirmed or symptomatic\* pending results or a close contact\*\*

Scenario 1:	Scenario 2:	Scenario 3:
<p><b>A student/staff person within the school is confirmed to have COVID-19</b></p>	<p><b>A student/staff person within the school is symptomatic* and pending lab result for COVID-19 or no testing for COVID-19 done.</b></p>	<p><b>A student/staff person within the school is a close contact to a confirmed COVID-19 case.</b></p>
<p>The student/staff person AND all household members of the student/staff person are immediately excluded from school.</p> <p>The confirmed positive student/staff person must isolate at home. The student/staff person must be excluded from school until</p> <ul style="list-style-type: none"> <li>24 hours with no fever (without the use of fever-reducing medication) and</li> <li>Symptoms have improved (e.g. cough, shortness of breath) and</li> <li>10 days since symptoms first appeared.</li> </ul> <p>Household members, classmates, and teachers of the isolated student/staff person who are close contacts are excluded for 14 days after their last date of close contact.</p>	<p>The student/staff person is excluded from school while results of the test are pending. If positive, see scenario 1. If negative and NOT considered a close contact to a positive case, the student/staff person must be symptom free for <b>24 hours without the use of medications</b> prior to returning to school. If negative, but a close contact to a positive case, see scenario 3. If no testing has been conducted, see scenario 1 <b>OR</b> If seen by a health care provider who provided them with an alternative diagnoses for their symptoms, the student/staff person may return based on the guidance for their diagnosis/predominate symptoms.</p> <p>Household members, classmates, and teachers who are close contacts of an isolated symptomatic, but not tested student/staff person may continue to attend school and should monitor for symptoms. If symptoms develop, student/staff should call their medical provider to be tested for COVID-19. If the symptomatic student/staff becomes a confirmed case, see scenario 1.</p>	<p>The student/staff person must quarantine for 14 days since last date of contact.</p> <p>Household members, classmates, and teachers of the quarantined student/staff person may continue to attend school and should monitor for symptoms. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p> <p style="text-align: right; font-style: italic;">Please see "*" and "**" references on next page.</p>



<b>School Scenarios with Action Steps</b> (Based on Genesee County Health Dept. COVID-19 Tool Kit)		
<b>Household member of a student within the school is confirmed or symptomatic* pending results or a close contact**.</b>		
Scenario 1:	Scenario 2:	Scenario 3:
<b>Household member of a student within the school has been confirmed to have COVID-19.</b>	<b>Household member of a student within the school is symptomatic*, pending results, and has had close contact with a known case.</b>	<b>Household member of a student within the school has had close contact to a known case of COVID-19.</b>
Students who live in the same house as the COVID-19 positive person are excluded from school while the household member is in isolation (10 days). The student must quarantine for <b>14 days</b> after the last date of close contact while they are contagious.	Students who live in the same household of the family member are excluded from school until test results are in.  If the household member is positive, see Scenario 1. If the household member is negative, student can return to school.	Student can remain in school but should be monitored.  If COVID-19 symptoms develop in the household member, student should be excluded from school, and should be treated as in Scenario 1 pending results. (EO 2020-172)

*\*Symptoms of COVID-19 are any of the following not explained by a known medical or physical condition (i) any ONE of the following: cough, shortness of breath or difficulty breathing, fever, new loss of taste or smell; or (ii) at least TWO of the following: chills/sweating, sore throat, muscle pain or body aches, new onset of severe headache, diarrhea, vomiting, or abdominal pain, congestion or runny nose.*

*\*\*Close contact with a confirmed COVID-19 case is defined as being within 6-feet of a person who has tested positive, for at least 15 minutes with or without a mask starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated).*



## Frequently Asked Questions (Based on Genesee County Health Dept. COVID-19 Tool Kit)

### **1: What is the difference between isolation and quarantine?**

**Isolation** is for people who are COVID positive. It separates people who are infected with the virus from people who are not infected. It usually lasts 10 days.

**Quarantine** is for people who are well but are exposed to someone who is COVID positive. It keeps someone who might have been infected with the virus away from others. It lasts 14 days since the last possible exposure.

### **2: How long must a teacher or staff person be out of school if they test positive for COVID-19?**

A teacher or staff person that tests positive for COVID-19 should isolate at home. The teacher or staff person may return to school after 24 hours with no fever and symptoms have improved (e.g. cough, shortness of breath) and 10 days have passed since symptoms first appeared.

### **3: How long must a student, teacher or staff person be out of school if they have a family member in the same house as them that tests positive for COVID-19?**

A student, teacher or staff person that lives in the same house as someone who tests positive for COVID-19 must remain out of school the entire time the family member is in isolation (typically 10 days) plus 14 additional days of quarantine. The total time out of school would be at least 24 days.

### **4: If a person tests positive but does not have symptoms, can they work from home?**

Yes, if the school has a system in place for working from home this is encouraged. An employee with mild symptoms should be able to work from home as well.

### **5: If a teacher or staff member has a household member that tests positive but does not have symptoms, can the teacher or staff member come to work anyway and monitor for symptoms?**

No, asymptomatic people who test positive can still spread the virus. A teacher or staff member that has a household member that tests positive and is considered a close contact must quarantine during the household member's isolation period and 14 days after the isolation period.

### **6: Must we close a classroom if a person with COVID-19 attended class in that classroom? If so, for how long?**

It is recommended to close off the room for at least 24 hours prior to cleaning. Additional time may be warranted to allow for cleaning and disinfecting of the classroom, as well as investigation and contact notification. Total time of closure will be determined on a case-by-case basis. Clean and disinfect the classroom following CDC guidance.



**7: If a teacher or staff person was in a classroom full of children, and that teacher later finds out that they have COVID-19 while they were in the classroom, just all the class quarantined, or only those children who were within 6 feet of the teacher for 15 minutes or more?**

If the contagious individual is a teacher and was frequently less than 6 feet away from students while teaching, the entire class may need to be on quarantine. Those who are identified as close contacts (within 6 feet of the teacher for 15 minutes or more with or without a mask) must quarantine for 14 days from last time of known exposure.

**8: If the teacher was wearing a cloth mask in the classroom, and that teacher later finds out that they have COVID-19 while they were in the classroom, do the children still have to be quarantined?**

Yes, the children who were in the classroom within 6 feet of the teacher for 15 minutes or more are still considered close contacts and must quarantine for 14 days and monitor for symptoms. The fact that the teacher was wearing a mask does not change the need to quarantine.

**9: Does a sibling of a child in quarantine have to be quarantined?**

No, if the sibling was not a direct contact of a person who tested positive for COVID-19, then they should monitor for symptoms and can continue attending school.

**10: If a student has an illness that is not COVID-19, like a cold, does that child still have to be out of school, until they are 24 hours fever free?**

If the student is experiencing any one of the COVID-19 primary symptoms or 2 or more secondary symptoms, they might have COVID-19 and they should not attend school. They should contact their regular medical provider and get tested for COVID -19. If they test negative for COVID-19, then they can return after 24 hours fever free. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

**11: Does the school have to inform the families of students when a child is excluded from school because of COVID-19, or does the Health Department do that?**

The school is responsible for communication to families of students. However, the Health Department can provide guidance.

**12: How many children have to be sick with COVID-19 before a school closes?**

The school is responsible for assisting with contact tracing within the school setting. The Health Department will do contact tracing outside of the school setting and notify all close contacts of their need to be quarantined.



**13: Does a teacher, staff person, or student have to retest for COVID-19 after testing positive before they are allowed back to school?**

No, the teacher, staff person or student who tested positive can return to school after 24 hours with no fever **and** symptoms have improved (e.g. cough, shortness of breath) **and** 10 days have passed since symptoms first appeared. The health department does not recommend a retest. Sometimes a person will continue to test positive even though they are no longer infectious.

**14: How can we know when a person is no longer infectious?**

The general timeline is 10 days since symptoms first appeared.

**15: If a student changes classes and is with many different students during the day rather than just one classroom of students, and that student tests positive do *all* those students have to quarantine?**

Yes, this is one reason it is wise to keep students in small cohorts. All students within 6 feet of the student for 15 minutes or more with or without a mask would have to quarantine for 14 days. Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.

**16: Should all students get tested for COVID-19 prior to starting school?**

No, the COVID-19 test only indicates the presence of the virus the moment the test is taken.

**17: If a student teacher or staff are told they are a close contact of a positive case and they get a COVID-19 test that is negative are they released from quarantine?**

No, a person can become COVID-19 positive any time during quarantine (the 14 days after the exposure).

**18: Should students get an antibody test to prove that they have already had COVID-19 and thus do not need to quarantine if they are exposed again?**

No, students who have already tested positive for COVID-19 will need to quarantine again. We are still learning about the virus and there is a possibility of reinfection.

**19: If a student or teacher already had a proven case of COVID-19 and then has an exposure in school, do they have to quarantine anyway?**

No, students or teachers with proven cases of COVID-19 will not need to quarantine. If the positive test was within the last 3 months of the new exposure.

**20: Does the school have to tell families which child tested positive for COVID-19? Isn't that a violation of HIPPA?**

The identity of the child or teacher should be protected as much as possible. Close contacts will be contacted and only given information related to their exposure. The name of the COVID-19 student or teacher will be shared on a need to know basis only.



**21: Will children who are at the highest risk for complications, such as children with severe respiratory problems, be required to stay out of the school classroom until this pandemic is over?**

The decision to send a child to school or not will be made jointly by the parent and school with guidance from the child's medical provider.

**22: What if a staff member/student travels out of state (or internationally)?**

There are no current restrictions for staff members or students who travel out of state. However, everyone should assume COVID-19 exposure and monitor for symptoms. Since COVID-19 transmission is still high at a global level, all international travelers should stay home for 14 days after returning from travel, monitor their health and practice social distancing.

**23. Do we need to report symptomatic but not tested individuals and their close contacts to the health department?**

No, symptomatic but not tested individuals do not need to be reported via the School COVID-19 Report Form to the health department. These can be reported aggregately, once a week through the weekly online school reporting website.

**24. Do we need to notify the health department if a student or a teacher notifies us that they're quarantining as a result of close contact with someone infected with COVID-19?**

No, at this time you only need to notify the health department of COVID-19 positive individuals.