Reporting COVID Process Steps – Staff
1. Staff notifies School Supervisor and School Nurse of COVID positive, close contact, or symptoms.
2. If nurse is not first contact, supervisor gathers staff name and best contact #. Supervisor informs staff that the School Nurse will be in contact with the staff member to gather information and provide guidance. Staff may not report to work until cleared by nurse. Supervisor emails the staff information to the School Nurse with a follow-up call if afterhours.
3. School Nurse contacts the staff member to gather information.

Positive or Presumptive Positive Case:	Symptomatic but no Positive test:	Close Contact of a Positive Case:
➢ School Nurse advises staff to isolate. Isolation should be at least 10 days from the onset of symptoms until at least 24 hours of symptom improvement without the use of fever- reducing medication.	➢ School Nurse advises staff to stay home isolated for 10 days. Staff is advised to see a doctor and/or get a COVID (PCR required) test. If the doctor recommends testing, a copy of the result MUST be sent to the School Nurse. ➢ If symptom onset occurs in school, the employee should notify the admin and leave the building immediately. Once out of the building staff member should contact the nurse.	➢ School Nurse advises staff to stay home quarantined (see Definition D) for 10 days and monitor for symptoms. ➢ If symptoms develop, recommend staff see their family doctor. If the doctor recommends testing, a copy of the result MUST be sent to the School Nurse. ➢ For those who have been vaccinated, quarantine opt-out decisions will be made per CDC and DPH guidelines (see Definition F and G).
➢ School Nurse reports positive case & isolation period to HR and to building administrator.	➢ School Nurse reports status of staff member to HR and building administrator. ➢ If Admin are notified first, they will report status to the nurse.	➢ School Nurse reports status of staff to HR and building administrator. If Admin are first notified, they will report status to nurse.
➢ School Nurse works with school administration to complete & submit DPH contact tracing documentation.	➢ Staff may return to work with a physician's release and improvement of symptoms or, if they test, documentation of the negative result and resolution of symptoms.	➢ DPH clearance letter should be sent to school nurse and can be obtained by visiting https://dhss.delaware.gov/dhss/dph/qclr/ClearanceLetter.aspx ➢ In the absence of DPH guidance otherwise, staff may return to work after communicating with the School Nurse, satisfying quarantine time (10 days) and having no symptoms.
➢ Notifications ○ HR/Admin will send out school-wide letter (if needed) ○ School Nurse will notify staff & student close contacts		
➢ DPH clearance letter is required to return to work for positive cases.		

4. HR and admin will work with staff members (symptomatic, positive & close contact) on all questions related to time off, ability to work from home, etc.

5. School Nurse will provide updates to HR and admin as needed with COVID status, notes, return to work status.

Summary:

Staff contacts **RN/Supervisor**

RN contacts **HR, Staff, DPH, and provides updates to Supervisor/HR**

Definitions:

A. Contagious – someone who becomes ill and tests positive is considered to have been contagious for 48 hours before the onset of symptoms. Contact tracing and notification should include those 48 hours AT A MINIMUM. The COVID coordinator and school nurse can choose to include additional time for contacts out of an abundance of caution.

B. Close Contact – language from the CDC that has changed from direct contact. "A close contact is anyone within 6 feet of an infected person for at least 15 minutes (at once or cumulative over a period of 24 hours) regardless of face coverings. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person had any symptoms or tested positive for COVID-19." Contacts of close contacts do not need to quarantine unless they are a caregiver of a close contact who has personal care needs (diapering, feeding, etc.).

C. Isolation – at least 10 days from the onset of symptoms until at least 24 hours of symptom improvement without fever reducing medication. For an asymptomatic positive case of COVID-19, isolation is for 10 days following the test date (specimen collection date) with no symptoms. Individuals should be isolated with no shared spaces (own bedroom, bathroom, no contact with family members).

D. Quarantine – 10 days from potential exposure, should limit outside contact and stay home. Starting 1/11/21, quarantine time is 10 days from the date of last exposure to the positive case, or 7 days with a negative PCR or Antigen test on the 5th day after exposure, or later.

E. Presumptive Positive - person with close contact to confirmed positive case who becomes symptomatic.

F. Quarantine opt-out post vaccination- Allows a person who meets the following requirements to opt out of quarantine after exposure to a person positive for COVID-19 if they:

    a. Are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine)*

    b. Remain asymptomatic since the current COVID-19 exposure

    c. Wear a face mask for 14 days or until they are tested 3-5 days after exposure and the test result comes back negative.

G. Opt out decisions will be made per CDC and DPH guidelines.

    a. Staff must submit a copy of their vaccination card to the school nurse or Human Resources to validate their vaccination status and opt out of quarantine.

Reporting COVID Process Steps – Student

1. Family notifies the nurse of COVID positive, close contact, or symptoms. *If another staff member is informed first, they should refer the family to the nurse & send an email directly to the nurse summarizing what was shared with them as well.*

2. School Nurse contacts family to gather information.

Positive or Presumptive Positive Case:	Symptomatic but no Positive test:	Close Contact of a Positive Case:
➢ School Nurse advises family to have student isolate. Isolation should be at least 10 days from the onset of symptoms until at least 24 hours of symptom improvement without the use of fever-reducing medication.	➢ School Nurse advises family to keep student home isolated for 10 days. Family is advised to see a doctor and/or get a COVID (PCR required) test. If the doctor recommends testing, a copy of the result MUST be sent to the School Nurse. ➢ If symptom onset occurs in school, a responsible adult should pick up the student within 30 minutes. Administration will be notified after 30 minutes.	➢ School Nurse advises family to keep student home quarantined for 10 days (see Definition D) and monitor for symptoms. ➢ If symptoms develop, recommend student see pediatrician or family doctor. If the doctor recommends testing, a copy of the result MUST be sent to the School Nurse. ➢ For those who have been vaccinated, quarantine opt-out decisions will be made per CDC and DPH guidelines (see Definition F and G).
➢ School Nurse reports positive case & isolation period to HR and to building administrator. ➢ School Nurse will also notify the secretary to update attendance to reflect Nurse Excluded Excused Absence.	➢ School Nurse reports status of student & isolation period to HR and building administrator. ➢ School Nurse will also notify the secretary to update attendance to reflect Nurse Excluded Excused Absence.	➢ School Nurse reports status of student & quarantine period to HR and building administrator. ➢ School Nurse will also notify the secretary to update attendance to reflect Nurse Excluded Excused Absence.
➢ School Nurse works with school administration to complete & submit DPH contact tracing documentation.	➢ Student may return to school with a physician's release and improvement of symptoms or, if they test, documentation of the negative result and resolution of symptoms.	➢ DPH clearance letter should be sent to school nurse and can be obtained by visiting https://dhss.delaware.gov/dhss/dph/qclr/ClearanceLetter.aspx ➢ In the absence of DPH guidance otherwise, students may return to school after communicating with School Nurse, satisfying quarantine time & no symptoms.

➢ Notifications
    ○ HR/Admin will send out school-wide letter (if needed)
    ○ School Nurse will notify staff & student close contacts		

➢ DPH letter is required to return to school after a positive case.		

3. School Nurse will provide updates to HR/Admin as needed with COVID status, notes, and return to school status.

Summary:

Family contacts **RN**

RN contacts **Family, DPH, and HR/Admin**

Definitions:

A. Contagious – someone who becomes ill and tests positive is considered to have been contagious for 48 hours before the onset of symptoms. Contact tracing and notification should include those 48 hours AT A MINIMUM. The COVID coordinator and school nurse can choose to include additional time for contacts out of an abundance of caution.

B. Close Contact – language from the CDC that has changed from direct contact. "A close contact is anyone within 6 feet of an infected person for at least 15 minutes (at once or cumulative over a period of 24 hours) regardless of face coverings. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person had any symptoms or tested positive for COVID-19." Contacts of close contacts do not need to quarantine unless they are a caregiver of a close contact who has personal care needs (diapering, feeding, etc.).

C. Isolation – at least 10 days from the onset of symptoms until at least 24 hours of symptom improvement without fever reducing medication. For an asymptomatic positive case of COVID-19, isolation is for 10 days following the test date (specimen collection date) with no symptoms. Individuals should be isolated with no shared spaces (own bedroom, bathroom, no contact with family members).

D. Quarantine – 10 days from potential exposure, should limit outside contact and stay home. Starting 1/11/21, quarantine time is 10 days from the date of last exposure to the positive case, or 7 days with a negative PCR or Antigen test on the 5th day after exposure, or later.

E. Presumptive Positive - person with close contact to confirmed positive case who becomes symptomatic.

F. [Quarantine opt-out post vaccination](#)- Allows a person who meets the following requirements to opt out of quarantine after exposure to a person positive for COVID-19 if they:

    a. Are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine)*

    b. Remain asymptomatic since the current COVID-19 exposure

    c. Wear a face mask for 14 days or until they are tested 3-5 days after exposure and the test result comes back negative.

G. Opt out decisions will be made per CDC and DPH guidelines.

    a. The student's Parent/Guardian must submit a copy of the student's vaccination card to the school nurse to validate their vaccination status and opt out of quarantine.