



Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 (K-12)

INTERIM GUIDANCE

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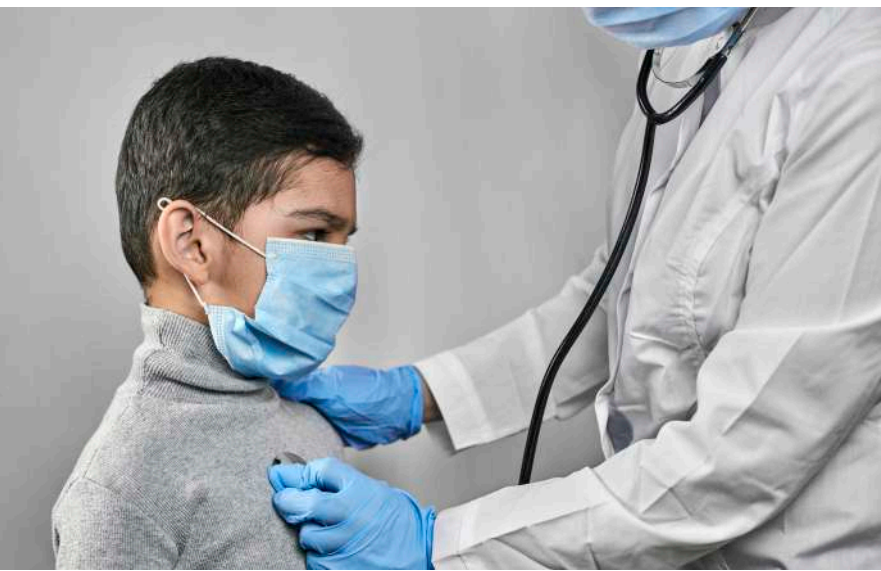
NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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Upon Arrival at School or Transportation Entry		EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
WHO		Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic	Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Staff or Student presents with at least one of the following COVID-19 symptoms (<i>Fever • Chills • Shortness of breath or difficulty breathing • New cough • New loss of taste or smell</i>)
Staff Member OR Student: A designated individual (e.g., parent or guardian) is PRESENT to immediately support child to get home or to medical care safely		Page 4	Page 5-6	Page 7-8
Student: A designated individual (e.g., parent or guardian) is NOT PRESENT to immediately support child to get home or to medical care safely		Page 9	Page 10-11	Page 12-13

During the School Day		EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
WHO		Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic	Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Staff or Student presents with at least one of the following COVID-19 symptoms (<i>Fever • Chills • Shortness of breath or difficulty breathing • New cough • New loss of taste or smell</i>)
Student		Page 14	Page 15-16	Page 17-18
Staff Member		Page 19	Page 20-21	Page 22-23



Introduction

This Screening Reference Guide is intended as a helpful tool for local education leaders across the state that should be used in response to suspected, presumed, or confirmed cases of COVID-19.

Note: This document does not outline all detailed public health guidance for K-12 schools – for all public health guidance view the [StrongSchoolsNC Public Health Toolkit \(K-12\)](#). For more information on PPE and Infection Control Items, view the [StrongSchoolsNC Infection Control and PPE Guidance \(K-12\)](#).

This Screening Reference Guide outlines protocols for staff to follow when responding to a positive symptom screening (see Toolkit linked above for example symptom screening forms). These protocols identify next steps in interacting with students or staff who have screened positive, meaning they:

- 1) Share they were exposed to someone with COVID-19 (defined as having close contact of less than 6 feet distance for more than 15 minutes) but have no symptoms;
- 2) Share they were diagnosed with COVID-19 less than 10 days ago but are not currently symptomatic; OR
- 3) Present with at least one of the following COVID-19 symptoms:
 - Fever
 - Chills
 - Shortness of breath or difficulty breathing
 - New cough
 - New loss of taste or smell

The following staff should adhere to protocols outlined in this Screening Reference Guide:

- All school staff who interact with students, to know what to do if students share they had an exposure or diagnosis of COVID-19, or develop COVID-19 symptoms during the day
- School staff who are conducting daily symptom screening upon arrival at school or at transportation entry
- School nurses or delegated staff

School staff who are responsible for cleaning, notification to local health departments, and/or communication to students, families, teachers, and staff, according to the protocols outlined in this guide.

**Have questions about
this guidance? Reach out to
StrongSchoolsNC@dhhs.nc.gov
(in English or Spanish).**



Screening Flow Chart

Screen for COVID-19

NO FLAGS

Proceed to school



**EXPOSURE,*
NO SYMPTOMS**

Cannot go to school

- Home for 14 days since exposure



**DIAGNOSIS,
NO SYMPTOMS**

Cannot go to school

- Home for 10 days since first positive COVID-19 test



**AT LEAST
1 SYMPTOM****

- Fever
- Chills
- Shortness of breath/
difficulty breathing
- New cough
- New loss of taste
or smell

Cannot go to school

- If confirmed positive COVID-19 OR person has not been tested: 10 days since first symptoms, no fever for 3 days (without the use of fever reducing medicine), AND, 3 days of symptom improvement, including coughing and shortness of breath
- If negative COVID-19 test: No fever for 24 hours (without the use of fever reducing medicine), AND they have felt well for 24 hours
- If confirmed diagnosis other than COVID-19 (e.g., stomach virus, ear infection): Follow normal school policies to return to school

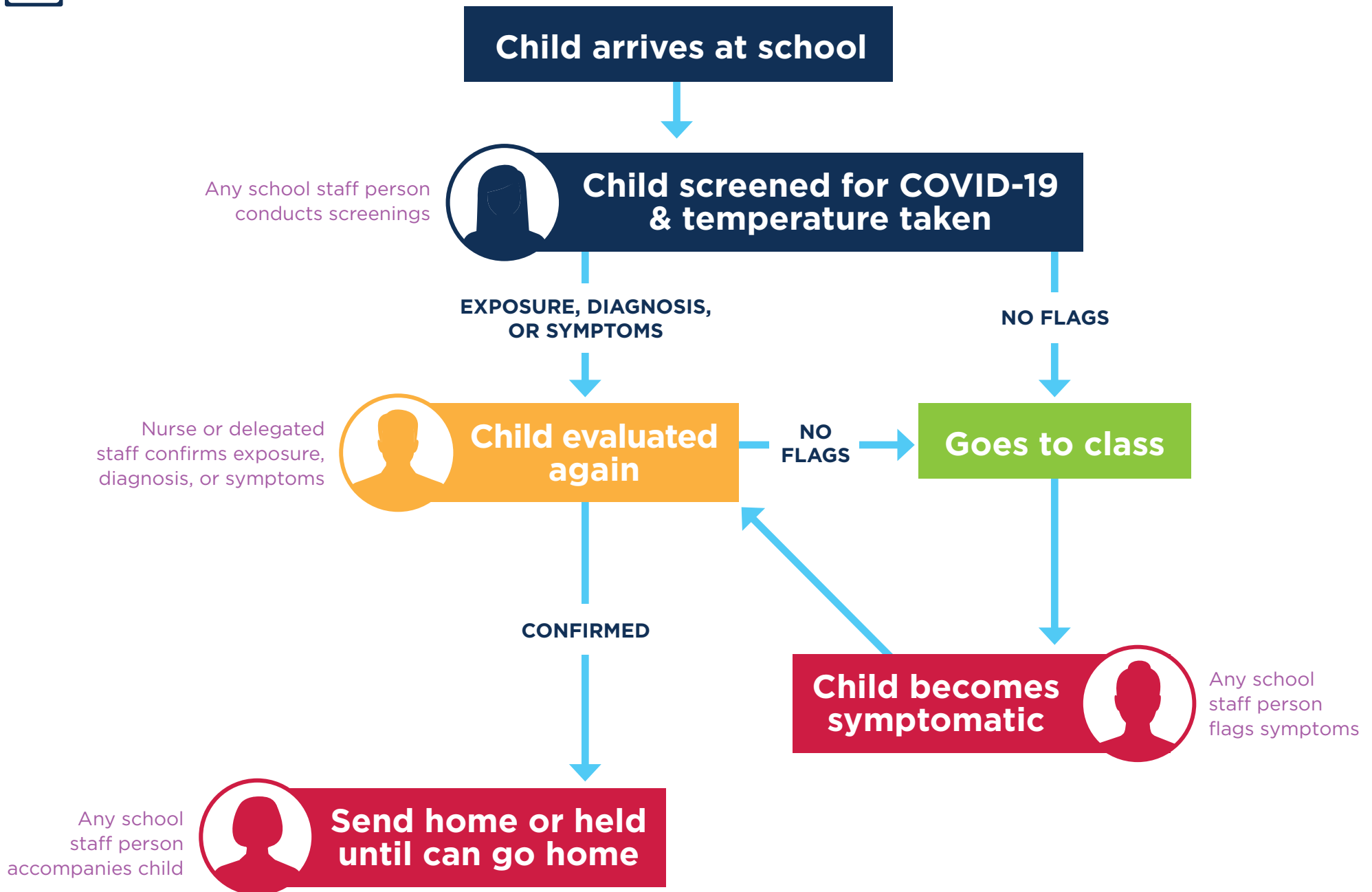


* Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.

** The more narrow set of COVID-19 symptoms listed here reflects required exclusionary symptoms in order to avoid over-exclusion of people from school facilities.



Staff Roles Flow Chart





Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Staff Member OR Student: A designated individual (e.g., parent or guardian) is PRESENT to immediately support child to get home or to medical care safely
CATEGORY	EXPOSURE, NO SYMPTOMS: Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic

Exclusion

- ☐ Do not allow person to enter school facility
- ☐ If staff, supervisor must be notified immediately
- ☐ Person must immediately go home.
- ☐ Person may return to school 14 days after last close contact, if no symptoms develop nor do they have a positive COVID-19 test.
- ☐ Person may participate in remote learning and teaching (if applicable) while out.

Infection Control

- ☐ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening, unless the person (or family member, for a student) states that an exception applies. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.

Transportation

- ☐ Person may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must contact the [Local Health Department](#) to report potential exposure
- ☐ School must follow the directions shared by the Local Health Department for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.

Cleaning

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.

Communication with students, families, and staff

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.



Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Staff Member OR Student: A designated individual (e.g., parent or guardian) is PRESENT to immediately support child to get home or to medical care safely
CATEGORY	DIAGNOSIS, NO SYMPTOMS: Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic

Exclusion

- ☐ Do not allow person to enter school facility
- ☐ If staff, supervisor must be notified immediately
- ☐ Person must immediately go home.
- ☐ Person may return to school 10 days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test
- ☐ Person may participate in remote learning and teaching (if applicable) while out.

Infection Control

- ☐ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening, unless the person (or family member, for a student) states that an exception applies. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.

Transportation

- ☐ If student, they may not utilize group transportation such as the bus in order to leave the school facility.

Notification

- ☐ School must notify the [Local Health Department](#) of laboratory-confirmed COVID-19 case(s) among students or staff (as required by [NCGS § 130A-136](#)) and work with them to follow their procedures such as contact tracing.
- ☐ School must follow the directions shared by the Local Health Department for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the Local Health Department as to whether closure of a classroom or entire building is required. There may be no need to close the school if the Local Health Department determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The Local Health Department may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.
- ☐ Use an [EPA-registered disinfectant that is active against coronaviruses](#). Clean and disinfect frequently touched surfaces.
- ☐ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ☐ Follow [NCDHHS Environmental Health Section guidance](#) for additional cleaning and disinfection recommendations.
- ☐ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
 - Follow cleaning guidance in the Transportation section of the StrongSchoolsNC Public Health Toolkit (K-12).
- ☐ School must follow any other directions shared by the Local Health Department for this particular instance.

Communication with students, families, and staff

- ☐ Schools must coordinate with the Local Health Department to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ☐ If positive COVID-19 test:
 - The Local Health Department will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19.
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with [NCGS § 130A-143](#) and all other state and federal laws.

Local Health Department Next Steps

- ☐ The Local Health Department staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.



Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Staff Member OR Student: A designated individual (e.g., parent or guardian) is PRESENT to immediately support child to get home or to medical care safely
CATEGORY	SYMPTOMS: Staff or Student presents with at least one of the following COVID-19 symptoms (<i>Fever • Chills • Shortness of breath or difficulty breathing • New cough • New loss of taste or smell</i>)

Exclusion

- ☐ Do not allow person to enter school facility
- ☐ If staff, supervisor must be notified immediately
- ☐ Person must immediately go home and seek medical care
- ☐ If diagnosed with COVID-19 based on a test or symptoms, person may return to school when:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared.
- ☐ If they have had a negative COVID-19 test, person may return to school once there is no fever without the use of fever-reducing medicines and has felt well for 24 hours.
- ☐ Person may participate in remote learning and teaching (if applicable) while out.
- ☐ A person can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

Infection Control

- ☐ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening, unless the person (or family member, for a student) states that an exception applies. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.

Transportation

- ☐ If student, they may not utilize group transportation such as the bus in order to leave the school facility.

Notification

- ☐ If positive diagnosis: School must notify the [Local Health Department](#) of laboratory-confirmed COVID-19 case(s) among students or staff (as required by [NCGS § 130A-136](#)) and work with them to follow their procedures such as contact tracing.
- ☐ School must follow the directions shared by the Local Health Department for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the Local Health Department as to whether closure of a classroom or entire building is required. There may be no need to close the school if the Local Health Department determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The Local Health Department may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.
- ☐ Use an [EPA-registered disinfectant that is active against coronaviruses](#). Clean and disinfect frequently touched surfaces.
- ☐ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ☐ Follow [NCDHHS Environmental Health Section guidance](#) for additional cleaning and disinfection recommendations.
- ☐ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
 - Follow cleaning guidance in the Transportation section of the [StrongSchoolsNC Public Health Toolkit \(K-12\)](#).
- ☐ School must follow any other directions shared by the Local Health Department for this particular instance.

Communication with students, families, and staff

- ☐ Schools must coordinate with the Local Health Department to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ☐ If positive COVID-19 test:
 - The Local Health Department will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with [NCGS § 130A-143](#) and all other state and federal laws.

If positive COVID-19 test: Local Health Department Next Steps

- ☐ The Local Health Department staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.



Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Student: A designated individual (e.g., parent or guardian) is NOT PRESENT to immediately support child to get home or to medical care safely
CATEGORY	EXPOSURE, NO SYMPTOMS: Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic

Exclusion

- ☐ Separate student in designated area with supervision by a delegated staff person until transportation is available
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home safely
- ☐ Student may return to school 14 days after last close contact, if no symptoms develop nor do they have a positive COVID-19 test.
- ☐ Student should participate in remote learning while out.

Infection Control

- ☐ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening, unless the person (or family member, for a student) states that an exception applies. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering while remaining at least six feet away.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must contact the [Local Health Department](#) to report potential exposure
- ☐ School must follow the directions shared by the Local Health Department for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.

Cleaning

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.

Communication with students, families, and staff

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.



Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Student: A designated individual (e.g., parent or guardian) is NOT PRESENT to immediately support child to get home or to medical care safely
CATEGORY	DIAGNOSIS, NO SYMPTOMS: Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic

Exclusion

- ☐ Separate student in designated area with supervision by a delegated staff person
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home safely
- ☐ Student may return to school 10 days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test
- ☐ Student should participate in remote learning while out.

Infection Control

- ☐ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening, unless the person (or family member, for a student) states that an exception applies. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering while remaining at least six feet away.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must notify the [Local Health Department](#) of laboratory-confirmed COVID-19 case(s) among students or staff (as required by [NCGS § 130A-136](#)) and work with them to follow their procedures such as contact tracing.
- ☐ School must follow the directions shared by the Local Health Department for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the Local Health Department as to whether closure of a classroom or entire building is required. There may be no need to close the school if the Local Health Department determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The Local Health Department may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.
- ☐ Use an [EPA-registered disinfectant that is active against coronaviruses](#). Clean and disinfect frequently touched surfaces.
- ☐ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ☐ Follow [NCDHHS Environmental Health Section guidance](#) for additional cleaning and disinfection recommendations.
- ☐ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
 - Follow cleaning guidance in the Transportation section of the [StrongSchoolsNC Public Health Toolkit \(K-12\)](#).
- ☐ School must follow any other directions shared by the Local Health Department for this particular instance.

Communication with students, families, and staff

- ☐ Schools must coordinate with the Local Health Department to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ☐ If positive COVID-19 test:
 - The Local Health Department will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19 .
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with [NCGS § 130A-143](#) and all other state and federal laws.

Local Health Department Next Steps

- ☐ The Local Health Department staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.



Positive Screening Protocols

Upon Arrival at School or Transportation Entry

WHO	Student: A designated individual (e.g., parent or guardian) is NOT PRESENT to immediately support child to get home or to medical care safely
CATEGORY	SYMPTOMS: Staff or Student presents with at least one of the following COVID-19 symptoms (<i>Fever • Chills • Shortness of breath or difficulty breathing • New cough • New loss of taste or smell</i>)

Exclusion

- ☐ Immediately isolate student in designated area with supervision by a delegated staff person
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home and to medical care safely
- ☐ If diagnosed with COVID-19 based on a test or symptoms, student may return to school when:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared.
- ☐ If they have had a negative COVID-19 test, student may return to school once there is no fever without the use of fever-reducing medicines and has felt well for 24 hours.
- ☐ Student should participate in remote learning while out.
- ☐ The student can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

Infection Control

- ☐ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings during screening, unless the person (or family member, for a student) states that an exception applies. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Individuals waiting to be screened must stand six feet apart from each other.
- ☐ The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering or surgical mask while remaining at least six feet away.
- ☐ The symptomatic student must wear a cloth face covering or surgical mask unless a family member states that an exception applies.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ If positive diagnosis AND symptomatic individual: School must notify the [Local Health Department](#) of laboratory-confirmed COVID-19 case(s) among students or staff (as required by [NCGS § 130A-136](#)) and work with them to follow their procedures such as contact tracing.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the Local Health Department as to whether closure of a classroom or entire building is required. There may be no need to close the school if the Local Health Department determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The Local Health Department may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.
- ☐ Use an [EPA-registered disinfectant that is active against coronaviruses](#). Clean and disinfect frequently touched surfaces.
- ☐ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ☐ Follow [NCDHHS Environmental Health Section guidance](#) for additional cleaning and disinfection recommendations.
- ☐ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
 - Follow cleaning guidance in the Transportation section of the [StrongSchoolsNC Public Health Toolkit \(K-12\)](#).
- ☐ School must follow any other directions shared by the Local Health Department for this particular instance.

Communication with students, families, and staff

- ☐ Schools must coordinate with the Local Health Department to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ☐ If positive COVID-19 test:
 - The Local Health Department will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with [NCGS § 130A-143](#) and all other state and federal laws.

If positive COVID-19 test: Local Health Department Next Steps

- ☐ The Local Health Department staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.



Positive Screening Protocols

During the School Day

WHO	Student
CATEGORY	EXPOSURE, NO SYMPTOMS: Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic

Exclusion

- ☐ Separate student in designated area with supervision by a delegated staff person until transportation is available
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home safely
- ☐ Once student is able to leave school, student may return to school 14 days after last close contact, if no symptoms develop nor do they have a positive COVID-19 test.
- ☐ Student should participate in remote learning while out.

Infection Control

- ☐ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings, unless the person (or family member, for a student) states that an exception applies. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering while remaining at least six feet away.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must contact the [Local Health Department](#) to report potential exposure
- ☐ School must follow the directions shared by the Local Health Department for this particular instance.

Closure

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.

Cleaning

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.

Communication with students, families, and staff

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.



Positive Screening Protocols

During the School Day

WHO	Student
CATEGORY	DIAGNOSIS, NO SYMPTOMS: Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic

Exclusion

- ☐ Separate student in designated area with supervision by a delegated staff person until transportation is available
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home safely
- ☐ Student may return to school 10 days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test
- ☐ Student should participate in remote learning while out.

Infection Control

- ☐ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings, unless the person (or family member, for a student) states that an exception applies. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering while remaining at least six feet away.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must notify the [Local Health Department](#) of laboratory-confirmed COVID-19 case(s) among students or staff (as required by [NCGS § 130A-136](#)) and work with them to follow their procedures such as contact tracing.
- ☐ School must follow the directions shared by the Local Health Department for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the Local Health Department as to whether closure of a classroom or entire building is required. There may be no need to close the school if the Local Health Department determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The Local Health Department may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.
- ☐ Use an [EPA-registered disinfectant that is active against coronaviruses](#). Clean and disinfect frequently touched surfaces.
- ☐ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ☐ Follow [NCDHHS Environmental Health Section guidance](#) for additional cleaning and disinfection recommendations.
- ☐ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
 - Follow cleaning guidance in the Transportation section of the [StrongSchoolsNC Public Health Toolkit \(K-12\)](#).
- ☐ School must follow any other directions shared by the Local Health Department for this particular instance.

Communication with students, families, and staff

- ☐ Schools must coordinate with the Local Health Department to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ☐ If positive COVID-19 test:
 - The Local Health Department will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with [NCGS § 130A-143](#) and all other state and federal laws.

Local Health Department Next Steps

- ☐ The Local Health Department staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.



Positive Screening Protocols During the School Day

WHO	Student
CATEGORY	SYMPTOMS: Staff or Student presents with at least one of the following COVID-19 symptoms (<i>Fever • Chills • Shortness of breath or difficulty breathing • New cough • New loss of taste or smell</i>)

Exclusion

- ☐ Immediately isolate student in designated area with supervision by a delegated staff person
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home and to medical care safely
- ☐ If diagnosed with COVID-19 based on a test or symptoms, student may return to school when:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared.
- ☐ If they have had a negative COVID-19 test, student may return to school once there is no fever without the use of fever-reducing medicines and has felt well for 24 hours.
- ☐ Student should participate in remote learning while out if they are feeling well enough.
- ☐ A student can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

Infection Control

- ☐ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings, unless the person (or family member, for a student) states that an exception applies. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering and any necessary PPE given symptoms, while remaining at least six feet away.
- ☐ The symptomatic student must wear a cloth face covering or surgical mask unless a family member states that an exception applies.

Transportation

- ☐ Student may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ If positive diagnosis AND symptomatic individual: School must notify the [Local Health Department](#) of laboratory-confirmed COVID-19 case(s) among students or staff (as required by [NCGS § 130A-136](#)) and work with them to follow their procedures such as contact tracing.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the Local Health Department as to whether closure of a classroom or entire building is required. There may be no need to close the school if the Local Health Department determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The Local Health Department may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.
- ☐ Use an [EPA-registered disinfectant that is active against coronaviruses](#). Clean and disinfect frequently touched surfaces.
- ☐ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ☐ Follow [NCDHHS Environmental Health Section guidance](#) for additional cleaning and disinfection recommendations.
- ☐ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
 - Follow cleaning guidance in the Transportation section of the [StrongSchoolsNC Public Health Toolkit \(K-12\)](#).
- ☐ School must follow any other directions shared by the Local Health Department for this particular instance.

Communication with students, families, and staff

- ☐ Schools must coordinate with the Local Health Department to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ☐ If positive COVID-19 test:
 - The Local Health Department will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with [NCGS § 130A-143](#) and all other state and federal laws.

If positive COVID-19 test: Local Health Department Next Steps

- ☐ The Local Health Department staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.



Positive Screening Protocols

During the School Day

WHO	Staff Member
CATEGORY	EXPOSURE, NO SYMPTOMS: Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic

Exclusion

- ☐ Supervisor must be notified immediately
- ☐ Person must immediately go home.
- ☐ Person may return to school 14 days after last close contact, if no symptoms develop nor do they have a positive COVID-19 test.
- ☐ Person may participate in remote teaching (if applicable) while out.

Infection Control

- ☐ Ensure that all teachers and staff wear face coverings, unless the person states that an exception applies. Cloth face coverings must be worn by all teachers and staff on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.

Transportation

- ☐ Person may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must contact the [Local Health Department](#) to report potential exposure
- ☐ School must follow the directions shared by the Local Health Department for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.

Cleaning

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.

Communication with students, families, and staff

- ☐ School must follow the directions shared by the Local Health Department for this particular instance.



Positive Screening Protocols

During the School Day

WHO	Staff Member
CATEGORY	DIAGNOSIS, NO SYMPTOMS: Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic

Exclusion

- ☐ Supervisor must be notified immediately
- ☐ Person must immediately go home.
- ☐ Person may return to school 10 days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test
- ☐ Person may participate in remote teaching (if applicable) while out.

Infection Control

- ☐ Ensure that all teachers and staff wear face coverings, unless the person states that an exception applies. Cloth face coverings must be worn by all teachers and staff on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.

Transportation

- ☐ Person may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ School must notify the [Local Health Department](#) of laboratory-confirmed COVID-19 case(s) among students or staff (as required by [NCGS § 130A-136](#)) and work with them to follow their procedures such as contact tracing.
- ☐ School must follow the directions shared by the Local Health Department for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the Local Health Department as to whether closure of a classroom or entire building is required. There may be no need to close the school if the Local Health Department determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The Local Health Department may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.

- ☐ Use an [EPA-registered disinfectant that is active against coronaviruses](#). Clean and disinfect frequently touched surfaces.
- ☐ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ☐ Follow [NCDHHS Environmental Health Section guidance](#) for additional cleaning and disinfection recommendations.
- ☐ For school transportation vehicles:
 - Do not use the vehicle until after cleaning and disinfection.
 - Wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible).
 - Follow cleaning guidance in the Transportation section of the [StrongSchoolsNC Public Health Toolkit \(K-12\)](#).
- ☐ School must follow any other directions shared by the Local Health Department for this particular instance.

Communication with students, families, and staff

- ☐ Schools must coordinate with the Local Health Department to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ☐ If positive COVID-19 test:
 - The Local Health Department will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19
 - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
 - The notice to staff and families must maintain confidentiality in accordance with [NCGS § 130A-143](#) and all other state and federal laws.

Local Health Department Next Steps

- ☐ The Local Health Department staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).
- ☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.



Positive Screening Protocols During the School Day

WHO	Staff Member
CATEGORY	SYMPTOMS: Staff or Student presents with at least one of the following COVID-19 symptoms (<i>Fever • Chills • Shortness of breath or difficulty breathing • New cough • New loss of taste or smell</i>)

Exclusion

- ☐ Supervisor must be notified immediately
- ☐ Person must immediately go home and seek medical care
- ☐ Person may return to school 10 days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test
- ☐ Person may participate in remote teaching (if applicable) while out, if feeling well enough.
- ☐ A person can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

Infection Control

- ☐ Ensure that all teachers and staff wear face coverings, unless the person states that an exception applies. Cloth face coverings must be worn by all teachers and staff on buses or other transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ☐ The symptomatic teacher or staff member must wear a cloth face covering or a surgical mask unless they state that an exception applies.

Transportation

- ☐ Person may not utilize group transportation such as the bus in order to leave the school facility

Notification

- ☐ If positive diagnosis AND symptomatic individual: School must notify the [Local Health Department](#) of laboratory-confirmed COVID-19 case(s) among students or staff (as required by [NCGS § 130A-136](#)) and work with them to follow their procedures such as contact tracing.
- ☐ If symptomatic individual: School must immediately contact Local Health Department to report potential exposure

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the Local Health Department as to whether closure of a classroom or entire building is required. There may be no need to close the school if the Local Health Department determines that close contacts are excluded and there is sufficient space to continue normal operations.
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- ☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.