



Gary Community School Corporation

Strong. Resilient. Built for Education.

GCSC Health and Safety procedural protocols for infectious diseases, including COVID-19.

Contents

Symptoms.....	2
Contact Information.....	3
Return to School After Exclusion Process	3
Mask Requirements and Hand Washing.....	4
Screening Procedures.....	5
Medical Inquiries.....	5
Isolation Room Protocols	6
Cleaning Procedures	7
Reporting Requirements	8
Documentation Process	8
Communication Process	9
Appendix: Visuals.....	11

Symptoms

Parents are strongly urged to not send any child they know or suspect may be ill to school.

Upon arrival at the school building, students will be temperature screened by the school nurse, FACE liaisons, and security staff. Any temperature over 100.4 will be further evaluated by the school nurse, and if deemed necessary will be isolated in the COVID/ISOLATION room.

- If a child exhibits any of the following signs or conditions, parents are encouraged not to send them to school.
 - A fever of 100.4° F or greater
 - Persistent Cough resulting in shortness of breath or difficulty breathing
 - Chills or repeated shaking with chills
 - New onset muscle pain and /or headache
 - Sore throat
 - New loss of taste or smell
 - New onset of Nausea, Vomiting, and Diarrhea
- If sent to school with any of these symptoms, students will be immediately isolated, returned home, and may be medically excluded (see below for Return to School after Exclusion process). Only the school nurse, and in his/her absence the building administrators, make the decision to send ill students home.
- If a student becomes ill while at school with any of these symptoms, the student will be immediately isolated, returned home, and may be medically excluded post nursing evaluation. (see below for Return to School After Exclusion process).
- All ill persons must stay home for a minimum of 72 hours after symptom onset before returning to school. Students who only exhibit a fever, without any other symptoms, may return to school after 24 hours as long as the student is fever-free, without the use of fever-reducing medications.
- Any student with a fever for any reason must be fever-free, without the use of fever-reducing medications, for 24 hours before returning to school.
- Additionally, all staff and students with fevers or symptoms associated with COVID-19 are strongly encouraged to seek medical attention for further evaluation and instructions.
- Students and staff may return before the 72-hour window has elapsed if they are approved to do so in writing by their healthcare provider.

Contact Information

- ❖ **All students must have valid, current means of reaching parents or designated guardians on file with their schools at all times.**
 - Contact information must be updated regularly and whenever there is a change (new phone number, change of address, new authorized adult etc.).
 - Parents must maintain a plan and the resources necessary to have an ill child picked up by an authorized adult, within one (1) hour of being contacted by GCSC personnel.
 - Failure to do so repeatedly without correction may be viewed as “child endangerment” and may be referred to Indiana Children and Family Services for investigation.

Return to School After Exclusion Process

- ❖ **Students will be excluded from school if they test positive for COVID-19 or may be excluded without a test if they exhibit one or more of the symptoms of COVID-19 (list does not include all COVID 19 symptoms)**
 - A fever of 100.4° F or greater
 - Persistent Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
 - Shortness of breath or difficulty breathing (for students with asthma, a change from their baseline breathing)
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Nausea
 - Vomiting
 - Diarrhea
- Return to School After Exclusion
 - Once a student is excluded from the school environment and has a positive test for COVID -19, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:
 - They have not had a fever for at least 24 hours (that is a full day of no fever without the use of medicine that reduces fevers); **and**

- Other symptoms have improved (for example, no longer has shortness of breath and coughing or other symptoms have improved); **and**
 - At least 10 calendar days have passed since symptoms first appeared: **or**
 - The individual has tested negative and has no fever for at least 24 hours without use of fever reducing medication ;
or
 - Have been released by a healthcare provider.
 - Once a student is excluded from the school environment and **test negative** for COVID -19 or not tested **but have no symptoms**, they may return if they satisfy the recommendations of the CDC. The parent shall confirm with the school nurse prior to the student being allowed to return to the building that the prescribed period of isolation and treatment has been successfully completed. Currently those guidelines are:
 - They have not had a fever for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers); **and**
 - Other symptoms have improved (for example, when cough or shortness of breath have improved); **and**
 - At least 10 calendar days have passed since symptoms first appeared: **or**
 - Have been released by a healthcare provider.
 - Excluded students are not allowed to return to the building before speaking with the School Nurse (Medical exclusion days are not counted against a student's attendance or truancy)
- ❖ **Even without symptoms, the district/school may exclude a student from the school building and recommend that they self-quarantine for 10 calendar days**
- If a student has recently had contact with a person with a suspected or confirmed case of COVID-19, (including family members and/or other students living in the household)
 - has someone in their home being tested for COVID-19, or
 - has recently traveled from somewhere considered to be a “hot spot” by the CDC.

Mask Requirements and Hand Washing

- ❖ **All Students, contractors, staff and visitors, are required to wear cloth face coverings during all in person class instruction and when mask-wearing requirements or recommendations will not cause a health risk.**

- All students are required to wear mask or cloth face coverings while on school buses and group transportation vehicles (such as buses or vans transporting teams or groups to events).
 - Students are not required to wear masks during vigorous or strenuous sporting activities where wearing masks could inhibit breathing and cause a health risk.
- ❖ **GCSC insist that all employees and students wash their hands often. If soap and water are not readily available, use of a hand sanitizer that contains at least 60 percent alcohol is allowed.**
- Reinforcing healthy habits regarding handwashing is encouraged of the parents at home and guidance can be found [here](#).
 - GCSC schools will incorporate key times into the school day when all persons should wash their hands.
 - Times will be done in a staggered class pattern to maintain social distancing between students and include:
 - Start of the school day
 - Before eating
 - After using the restroom
 - After blowing nose, coughing, or sneezing
 - After using shared equipment
 - Ample supplies of soap, disinfecting wipes and sanitizer will be maintained and made available to all students. However, an individual personal use supply from home is encouraged.
 - Students are requested and will be routinely reminded to avoid touching your face, eyes, nose, or mouth as these are also important steps a person can take to avoid becoming sick or spreading germs to others.

Screening Procedures

- ❖ **Upon arriving to school, students may be randomly checked or screened for symptoms, fevers, or contact with infected persons.**
 - If so, a student may be selected and asked questions regarding their medical status in relation to CDC screening guidelines for COVID- 19.

- ❖ **Upon arriving to school, students will be required to maintain social distancing protocols as they enter the building, move through the halls, line up for lunch, transfer or enter classes, etc.**

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given to districts/schools in this

circumstance to make additional medical inquiries of students and staff members than would otherwise be allowed.

- If a parent reports that a student is ill, GCSC staff members will ask the parent whether the student is exhibiting any symptoms of COVID-19. (refer back to the list of symptoms)
- If an employee calls in sick or appears ill, the GCSC will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is visibly and obviously ill, the GCSC will make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person suspected or confirmed case of COVID-19, or has someone in their home being tested for COVID-19, GCSC may exclude the student or employee from the school building and recommend that the student non-student self-quarantine for 10 calendar days. Students may continue to participate in their education via virtual learning.

Isolation Room Protocols

Students and staff may become ill and display signs of infection that are consistent with COVID 19 while at school. When this happens, if the student or staff are unable to leave school immediately, they will need to be placed in a designated isolation area that is away from other staff and students.

A space is to be set aside to monitor students, staff, or support personnel who develop or are sent to school with a suspected airborne infectious disease or condition. This room will be monitored by the school nurse. In the nurse's absence or incapacitation, secondary personnel as designated by the school principal will be trained to monitor occupants for distress, and how to respond, enter, exit and if necessary, safely provide assistance to persons isolated as described.

Although the isolation room protocols are geared to respond to Covid-19 safety criteria, any patient that the nurse deems as possibly infectious (primarily through airborne particles, such as the flu, measles etc.) may be placed in isolation until appropriate transportation out of the school is arranged.

The isolation room is to be a designated space monitored either by direct line of sight or thru electronic audio and visual monitoring. The space must be a minimum of 10'X10' (preferably larger) and separated from routine patient population and traffic. It will be equipped with at a minimum:

Equipment List:

- 1 Examination room
- 2 Examination Benches / Beds
- 1 HEPA or similar air filtration system
- 1 Supply Cart
- 1 Video Monitor
- 1 Room partition/ Privacy screens
- 1 Examination Stool / rolling chair
- 1 trash bin
- 1 red bag trash bin
- 1 Emesis kit
- 2 Floor Mats

Supply List:

- 1 No Touch Thermometer
- 1 case barrier pads (Chucs)
- Hand Sanitizer
- Pillows
- Blankets
- 1 Box of gloves
- 3 sets of PPE
- 1 Cooling blanket
- Facial tissue
- Disposable towels
- Disposable masks

When isolation room is occupied by more than one patient, a room divider or screen is to be installed between patients and each patient is to have, and be able to maintain, at least 6 feet of separation while on their cot. Mask / facial coverings are to be worn by all occupants as tolerated.

Nursing personnel attending to a child's needs while in isolation will wear an N95 level or better particulate mask, eye covering/facial barrier and gloves. Additional PPE will be donned as deemed appropriate based on evaluated risk factors. No one other than the nurse or principal appointed and trained nursing support designee are to enter an occupied Isolation Room.

NURSE, designated isolation room attendance
PRINCIPAL when nurse is not available
ASST. PRINCIPAL when nurse is not available
DEAN when nurse is not available
SECURITY when nurse is not available

Cleaning Procedures

An aerosol disinfectant and hard surface cleaner / disinfectants are to be used immediately after patient discharge by nursing personnel to clean and sanitize area. In addition, the room is to be thoroughly cleaned and disinfected daily by maintenance staff.

Anyone coming in direct, extended contact with the student must have on gloves, disposable facial mask and gown. If just opening the door to instruct that parent has arrived, then a facial mask is adequate.

After touching, and/or prolonged contact in the area with the isolated patient, nursing staff members should discard gown, dispose of mask and gloves in a designated trash can and wash hands with soap and water, and sanitize hard and frequently touched surfaces. Maintenance must be notified and requested by nursing to clean and disinfect any wet or grossly contaminated surfaces in the isolation room, and the affected student/staff space in the general education classrooms at least daily (e.g. the specific student's desk in their general education room)

Reporting Requirements

Parents must notify the school if the student has been exposed to a person who has tested positive for COVID, is exhibiting any signs and symptoms of COVID or has tested positive for COVID. Please call the school and ask for the school nurse, and if not available, ask for an administrator. For individuals that are confirmed positive, the parent will be informed that the local health department will be notified and will be contacting them.

When a **confirmed** positive COVID case is reported to the school, the nurse, or in the absence of the nurse the school administrator, will notify GCSC Human Resources and the nurse will notify Gary Health Department.



Once schools receive a notice from a parent or staff member that they have tested positive for COVID-19, the school must immediately contact the Gary Health Department. Schools should no longer report cases of COVID-19 to the Indiana Department of Education (IDOE).

Which students are considered close contacts that would be considered for further quarantine?

Close contact is defined by the CDC as someone who has been within 6 feet of the COVID infected individual for a cumulative total of 15 minutes or more in a 24 hour period starting two days before the onset of symptoms or the positive test results.

Documentation Process

When an event occurs where a student is sent home ill due to displaying COVID-19 symptoms, or the school is notified regarding a confirmed positive test result for COVID-19, the nurse will add a nursing note in Infinite Campus, which is Gary's student information system. The note shall be provided for the affected students, including those deemed to be close contacts regarding the events and communication steps completed by the nurse. The nurse shall use a Gary notification form to the parent or guardian regarding quarantine and return instructions.

Communication Process

School nurses, and in their absence an administrator, will utilize the current form of “Notice of Suspected Contagious or Infectious Disease” and complete the form regarding the suspected COVID-19 symptoms and close contacts. The form shall be sent home with the student **and** a phone call to the parent or guardian. The form shall include the “Return to School after Exclusion” which is a copy of the following information:

- ❖ Return to School After Exclusion
 - Once a student is excluded from the school environment and have a positive test for COVID -19, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:
 - They have not had a fever for at least 24 hours (that is a full day of no fever without the use of medicine that reduces fevers); **and**
 - Other symptoms have improved (for example, no longer has shortness of breath and coughing or other symptoms have improved); **and**
 - At least 10 calendar days have passed since symptoms first appeared: **or**
 - The individual has tested negative and has no fever for at least 24 hours without use of fever reducing medication; **or**
 - Have been released by a healthcare provider.
 - **Parents: Please call your child’s school nurse prior to sending your child back after the exclusion process.**

For students that are not considered close contacts, the Gary Community School Corporation Human Resources Department will send an email or robo-call to families in the respective schools, when there is a confirmed, positive case. The notice shall state:

Dear (name of school) parents:

This call is to inform you that there has been a confirmed case of COVID among our in-person learning students. Due to our isolation protocols, very few students were in close contact with this student at school. We are working closely with the health department, education, and nursing staff to identify any children or staff who may have been in close contact with the affected student and their families.

Any students and their families that are determined to be at risk will be contacted directly by Health Department and GCSC staff and given specific instructions. If you and your student are **not** contacted, we do not believe that you are affected by this incident.

However, we ask that all our GCSC families continue to closely monitor our student's health and safety. Please note any changes in your child's health and seek medical

attention as needed. Free COVID testing and health screening services are available through the Gary Health Department and other area providers.

Please do not send your child to school if they are not feeling well or have been around other family members who are ill. Thank you for your calm cooperation, remember "We're All in This Together."

COVID - 19 Daily Screener for Parents

COVID-19 Screening for Parents

Every morning before you send your child to school please check for signs of illness:

<input type="checkbox"/>	 FEVER 100.4° OR CHILLS <small>*for school-based policy if threshold is lower</small>	<input type="checkbox"/>	 SORE THROAT	<input type="checkbox"/>	 COUGH* OR SHORTNESS OF BREATH <small>*especially new onset, uncontrolled cough</small>
<input type="checkbox"/>	 DIARRHEA, NAUSEA OR VOMITING, ABDOMINAL PAIN	<input type="checkbox"/>	 HEADACHE* <small>*particularly new onset of severe headache, especially with fever</small>	<input type="checkbox"/>	 NEW LOSS OF TASTE OR SMELL

*May present with more than one symptom. This list does not include all possible symptoms.

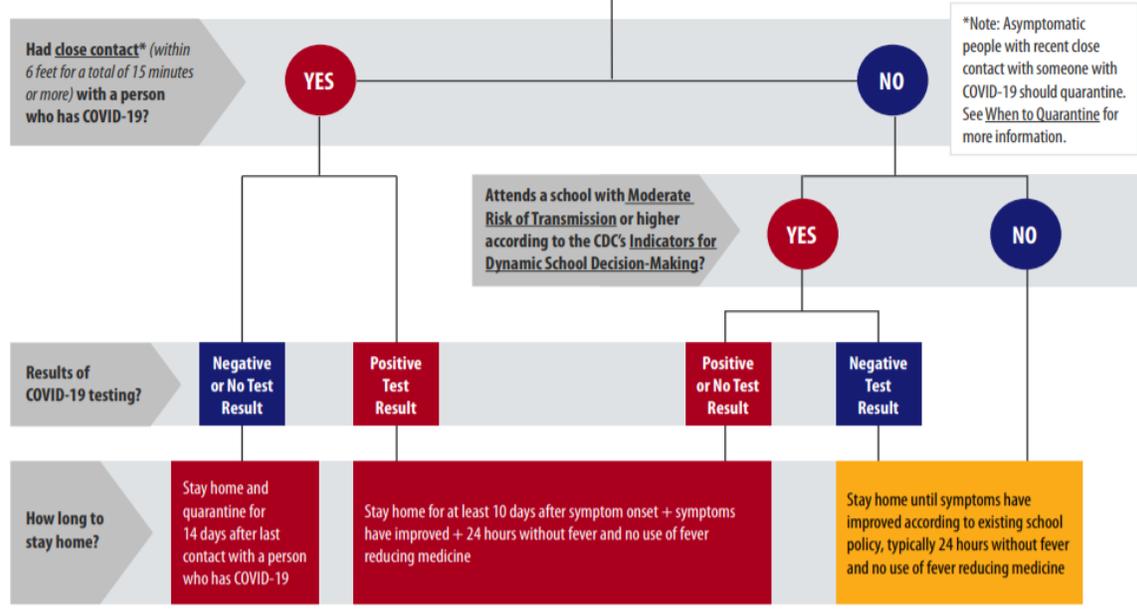
- 1 Does your child have any sign of illness above?
- 2 Were you in close contact (within 6 feet for a total of 15 minutes over a 24-hour period) with anyone confirmed with COVID-19?
- 3 If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin isolation of your child and contact your healthcare provider. Have you been tested for COVID-19? Only a positive test or provider diagnosis can confirm if someone has a current infection.



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

COVID-19 SCHOOL SYMPTOM SCREENING FLOWCHART

Student with Symptoms of Infectious Illness



DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school



cough



Shortness of breath
or problem breathing



chills



sore throat



loss of taste
or smell



muscle pain

OTHER SYMPTOMS INCLUDE:

fever, runny nose, diarrhea, feeling nauseous
or vomiting, feeling tired, headache,
and poor appetite



cdc.gov/coronavirus