

# Checklist for COVID-19 situations



## You have a person that tells you they have received a positive test for COVID-19

1. Administrator asks the COVID-19 positive person whether they are symptomatic or asymptomatic.
  - a. Symptomatic - you will need to contact trace 48 hours from when they first started to exhibit symptoms. **A “contact” means person(s) who were located less than 6’ from a COVID-19 person for at least 15 minutes)**
  - b. Asymptomatic - contact tracing is done 48 hours from the date and time the test was administered.
2. Call your direct supervisor and let them know you have a student or employee who has tested positive for COVID-19.
3. Call the Franklin County Board of Health (FCBoH) at 614-525-3160 and make sure they are aware of this person’s positive test. FCBoH will do contract tracing of this person.
4. To assist FCBoH, have the following information:
  - a. Activities the COVID positive person has been involved in (sports, classes, etc.)
  - b. All individuals that were seated within 6 feet of this person for at least 15 minutes during the previous 48 hours (dates dependent upon the person being symptomatic or asymptomatic). This is why seating charts are important.
5. Communication of this to others
  - a. If the COVID-19 positive person is a student, an email will be sent by the school nurse and/or the principal to the parents of other students in that child’s class(es), team and any other group the child may have been in contact with.
  - b. For employees who test positive, staff will be notified by a building administrator. Parents of students this staff member was in general contact with will also be contacted. An email will also be sent out to the entire school community letting them know there was a teacher who has tested positive.
  - c. In the email the administrator/clinic staff member will let all know whether the person was symptomatic or asymptomatic.
  - d. For teams and extracurricular groups, have the coach or teacher notify that group there has been a COVID-19 positive test, and whether the person was symptomatic or asymptomatic.
6. Other communication may come via an administrator and/or the school nurse in a manner similar to what we do for other contagions.
7. The building administrator will order the room(s) or area closed off and communicate with the custodial staff to have these area(s) thoroughly sanitized.

## When can a COVID-19 individual return to school or work?

1. A person who is symptomatic can return once all of the following have occurred:
  - They are free of fever (without the use of medication) for at least 24 hours
  - Symptoms have improved
  - At least 10 days have passed since symptoms first appeared

OR

2. If testing is readily available, an asymptomatic individual with a positive COVID-19 test may return to school after all of the following has occurred:
  - They continue to have no symptoms
  - 10 days have passed since positive test

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## **For those exposed to a COVID-19 individual (less than 6' for at least 15 minutes)**

1. Remove that person from school immediately. Employee, they go home. Student, they will be immediately placed in the COVID room and they must take themselves home or a parent/guardian will be called to pick the child up.
2. Encourage this person or the parent/guardian to get a COVID-19 test.
3. Individual must stay home until 14 days after last exposure
4. Individual should self-monitor for symptoms:
  - Check temperature twice a day
  - Watch for fever over 100°F, cough, or shortness of breath, or other symptoms of COVID-19
  - If no symptoms after 14 days, individual may return to school
5. Students who must stay home for a 14-day quarantine will transition to remote learning until they can return to school.

## **If a person says they feel ill, and has had no contact with a COVID-19 person**

1. If they have gone to get a COVID-19 test, keep the person out of school or work until test results come back.
2. If the test is positive, follow the steps outlined in **#4 of a positive COVID-19 test.**
3. If they do not get a test or their test comes back negative, they can return to school or work once they are symptom-free.

## **If there is a student or employee you suspect of having COVID-19**

1. They must immediately be separated from others and sent home.
2. Staff and students who have been exposed (again, less than 6 feet for 15 minutes) must immediately be relieved of duties and sent home.
3. For students who must wait for a parent or others to pick them up
  - a. The student must be given a face covering if they do not have one and
  - a. Placed in a room or area separate from the clinic or other areas students are likely to visit
  - b. The area should be supervised by school personnel who maintain social distance and wear personal protective equipment (PPE)
  - c. Parents will be called to pick the child up and will be encouraged to get the child a COVID-19 test to confirm the child's status
  - d. If symptoms intensify before parent or guardian can transport the child, the district may arrange for emergency medical transport
4. If an employee or student get a COVID-19 test that comes back negative and are symptom free, they can return to work/school immediately.
5. If such a person does not get a test, they can return once they are symptom free for 24 hours.