



## **Protocols for Responding To COVID-19 Scenarios**

*August 12, 2020*

### **Introduction, Overview and Strategies**

As a supplement to the [New Jersey Department of Education The Road Back: Restart and Recovery Plan for Education](#), RPS is providing parents, faculty and staff with additional information on policy and protocols for responding to specific COVID-19 scenarios this school year. Updated guidance from the Centers for Disease Control (CDC) and the New Jersey Department of Health (NJDOH) related to this topic may be released in the coming weeks and this policy and protocol may be updated accordingly.

#### **This policy provides information and protocols in response to the following:**

- What RPS will do if an individual in the school community tests positive for COVID-19.
- What RPS will do if there is a symptomatic individual.
- Who should contact their physician for recommendations on getting tested for COVID-19.
- In what circumstances an individual needs to quarantine (when they have been exposed but are not sick) or isolate (when they are sick).

**The reopening goal for RPS is the safe return of as many students as possible to in-person learning.**

A safe return to in-person learning will require a culture of health and safety throughout RPS. Generally accepted practices RPS will use to reduce the risk of transmission include:

- **RPS will administer a mandatory COVID-19 Survey with questions related to previous exposure, possible exposure, and travel to students/parents, faculty, and staff through ArgoNet.** The survey must be filled out and submitted within the one week period before their respective return to campus.
- **All students, faculty, and staff must monitor daily for symptoms using the Clear2 App. Anyone with any symptoms must stay home.** Students, faculty, and staff must also use the Clear2 Kiosk or visit a check-in location for temperature check upon arrival to campus each day.

- **Masks must be brought from home, labeled with the owner's name, and adequately cover both the nose and mouth.** Bandannas, neck gaiters, scarves, and valve masks will not be allowed. Face shields may be worn in addition to masks, but cannot replace wearing a mask for any reason. If a face mask cannot be worn, the individual will need to learn/work remotely. Cloth face masks need to be washed at the end of every day. Single use disposable face masks should be discarded daily.
- **Hand hygiene is critical.**<sup>1</sup> Students, faculty, and staff are required to exercise hand hygiene (hand washing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.
- **Physical distance greatly reduces the risk of transmission.**<sup>2</sup> As COVID-19 is transmitted through respiratory droplets, putting distance between yourself and others reduces risk. In classroom settings there will be a minimum of 6 feet of separation or physical barriers in place.
- **Cohorts/assigned seating.**<sup>2</sup> Organizing students into cohorts can help to mitigate transmission of the virus. Assigned seats can assist with contact tracing. Wherever possible, seats will be assigned (including classrooms, buses, and during meals).
- **Each student must have two reliable emergency contacts on file with the school.** The emergency contact must be available to pick up the student within one hour in the event that the student becomes ill at school.

### **Communication to RPS Community**

RPS will have standardized notification letters ready to be electronically mailed to the school community as deemed necessary for each possible instance of transmission or infection.

### **Continuation of instruction**

When students must stay home for quarantine or isolation, teaching and learning will not stop. RPS will provide remote learning for students who cannot be in school for any extended period of time.

### **Testing, contact tracing, and isolation**

It is important to note that testing, combined with contact tracing and quarantine/isolation, helps control the spread of COVID-19.<sup>3</sup> All test results, both positive and negative, are reported to the New Jersey Department of Health (NJDOH) by the testing site.<sup>4</sup> When a person has a positive COVID-19 test, the local DOH will reach out to provide support so that these individuals can remain safely in isolation. They will also ask for help to identify close contacts. The local DOH will then reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While the local DOH will provide support, to further assist with contact tracing, the student/family or faculty/staff member is asked to reach out to their personal contacts and notify the school.

### **Isolation for COVID-19 positive cases is a minimum of 10 days<sup>5</sup>**

Most people who test positive and have a relatively mild illness will need to stay in isolation for at least 10 days. People who test positive can resume public activities after 10 days from when symptoms first appeared and once they are:

- A. fever free for at least 72 hours (without the use of fever reducing medication)

- B. experienced improvement in other symptoms (for example, their cough has gotten much better)

**Repeat testing prior to return is not mandatory.**<sup>6</sup> Return to school will be based upon the protocols outlined in this document.

**Close contacts of a positive COVID-19 case should be tested.**<sup>7</sup> For general guidance, NJDOH defines close contact as:<sup>8</sup>

- Being within 6 feet of a COVID-19 case for at least 10 minutes while the case was symptomatic or within the 48 hours before symptom onset.
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

**In school settings**, close contacts include students, faculty, and staff who were within 6 feet of the COVID-19 case for at least 10 minutes<sup>8</sup> in a classroom, in other school spaces, on the bus, or at an extracurricular activity. In school situations where the students are in self-contained classrooms for an extended period, all students, faculty, or staff within this “cohort” are considered close contacts as they may have been within 6 feet of the person with a positive test result. Possible close contacts must not come back to school until they have quarantined for 14 days and not developed symptoms, as symptoms may appear 2-14 days after exposure.<sup>9</sup> If a close contact tests positive for COVID-19, then isolation is for a minimum of 10 days from when symptoms first appeared **and** until at least 72 hours have passed with no fever (without the use of fever reducing medication) and improvement in other symptoms is noted.

## **Most Common Symptoms of Covid-19**

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**.<sup>10</sup> Note that some symptoms of COVID-19 are the same as the flu or a bad cold.<sup>11</sup> Do not assume it is another condition. **When in doubt, stay home!**

**You MUST STAY HOME if you have any of the symptoms listed.**

Below is the full list of symptoms for which parents/guardians should monitor their children, and faculty and staff should monitor themselves.<sup>11</sup>

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache
- Muscle pain
- Nausea, vomiting, or diarrhea
- Fatigue
- Nasal congestion or runny nose

If you are experiencing any of the above symptoms, you should quarantine and contact your physician to get recommendations on testing.<sup>10</sup> A [list of test sites in New Jersey is available here](#).

## **Protocols for Individual Positive Test, Symptomatic Individual, or Multiple Positive Cases in the School Community**

**While specific protocols vary, there are some common elements for each possible COVID-19 scenario:**

- Evaluate symptoms
- Separate from others
- Clean and disinfect spaces visited by the person
- Contact physician for recommendations on testing for COVID-19
- Isolate at home while awaiting results
- If test is positive:
  - Remain at home for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed with no fever (without the use of fever reducing medication), along with improvement in other symptoms<sup>5</sup>
  - Monitor symptoms
  - Notify the school and personal close contacts
  - Answer the call from the local DOH to help identify close contacts to help them prevent transmission

### **Protocol 1: Student, Faculty, or Staff Tests Positive for Covid-19**

1. The student, faculty, or staff member must remain at home (except to get medical care) and monitor their symptoms. The student's parent or caregiver, faculty or staff member must notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. For most people who have a relatively mild illness, they will need to stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed with no fever (without fever reducing medication), along with improvement in other symptoms.<sup>5</sup> If the individual was under the care of a physician, they must have a clearance note to return to school/work.

2. The Health Office staff in turn notifies others as pre-determined by the school (e.g., school administrators, school nurse or school medical point of contact, building management, and maintenance).

3. The Health Office staff will determine whether the student, faculty, or staff member was on the premises during the time frame that started 2 days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.

- A. If so, promptly close off areas visited by the COVID-19 positive individual until the areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
- B. Promptly clean and disinfect the bus(es) the student, faculty, or staff member was on, if any, and if not already done.

#### 4. LOWER SCHOOL (self-contained classroom):

- A. Send communication to the other families in the student's class (e.g., cohort) that there has been a positive test without naming the individual student, faculty, or staff member who tested positive.
- B. Communication sent to families, faculty, or staff should:
  - a. Inform them there was a positive test (while maintaining confidentiality) in the self-contained classroom.
  - b. Explain that since they were within this cohort, we consider them a "close contact." In cases where the student may have been in close contact with others outside their cohort, having assigned seating and keeping up-to-date seating charts will help identify who should be considered a close contact.
  - c. Instruct those designated as close contacts to quarantine and contact their physicians for recommendations on testing.
  - d. Explain that close contacts cannot return to school until they have quarantined for 14 days and have not developed symptoms or tested positive.<sup>9</sup>
  - e. Remind families and/or faculty and staff of the importance of not having contact with higher-risk individuals (e.g., grandparents or those with underlying medical conditions).
  - f. Remind families and/or faculty and staff of the list of COVID-19 symptoms for which to monitor.
- C. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:
  - a. Make sure these students are properly wearing masks. Extra masks will be provided by the school. Enforce strict physical distancing. Require students to continually wash their hands.
  - b. The school will quickly identify the individuals who may be "close contacts" of the student and notify students and their families.
  - c. Parents/guardians or authorized adults of close contacts in the class or other close contacts may pick students up prior to the end of the day. Parents/guardians or authorized adults must wear a mask when picking up their student. Students who are close contacts and students with any symptoms will not be permitted to ride the school bus to get home. Parents/guardians or authorized adults and students, as well as faculty and staff, should wash their hands upon arriving at home and change their clothes as a precaution.
  - d. Close contacts cannot return to school until they have quarantined for 14 days and have not developed symptoms or tested positive.<sup>9</sup> If the individual was under the care of a physician, they must have a clearance note to return to school/work.

- D. As feasible, to assist with contact tracing, a list will be compiled including phone number and email of any other close contacts the student, faculty, or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until the individual was isolated. Instruct those students and/or faculty and staff members to contact their physician s for recommendations on testing according to the same protocol as the student’s cohort above.

**5. MIDDLE AND UPPER SCHOOL (no single self-contained classroom):**

- A. The school should identify the student, faculty, or staff member’s possible “close contacts” based on the assigned seating charts. The lookback period should begin 2 days before symptoms appeared (or 2 days prior to the date of the positive test if there were no symptoms) and include up until the time the student was isolated.<sup>12</sup> Close contacts are considered to be students, faculty, and staff members who were within 6 feet of the individual for at least 10 minutes in class<sup>8</sup>, on the school bus, or at activities.
- B. Follow the protocols outlined in section 4 above (Lower School protocols).
- C. Close contacts should contact their physician for recommendations on testing and quarantine while waiting for results of their test.
- D. Close contacts cannot return to school until they have quarantined for 14 days and have not developed symptoms or tested postive.<sup>9</sup> If the individual was under the care of a physician, they must have a clearance note to return to school/work.

**Protocol 2: Close Contact of Student, Faculty, or Staff Tests Positive for COVID-19**

1. The student, faculty, or staff member who was in close contact with someone who tested positive for COVID-19 should contact their physician for recommendations on being tested.
2. Close contacts cannot return to school until they have quarantined for 14 days from exposure, have not developed symptoms, or tested postive.<sup>9</sup> If the individual was under the care of a physician, they must have a clearance note to return to school/work.

**IF POSITIVE TEST:** The student, faculty, or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared or 10 days has passed from their test date **and** until at least 72 hours have passed with no fever (without the use of fever reducing medication), along with improvement in other symptoms or they have not developed symptoms.<sup>5,13</sup> If the individual was under the care of a physician they must have a clearance note to return to school/work. **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty, Or Staff Tests Positive For COVID-19](#)

### **Protocol 3: Student Is Symptomatic at Home**

1. Families will need to monitor students at home each morning using the Clear2 App before arriving on campus.

#### **A. IF ANY SYMPTOMS ARE NOTED:**

- a. Do not send the student to school.
- b. Call the appropriate Division Office and inform them the student is staying home due to symptoms. Report specific symptoms.
- c. All symptomatic individuals, even those with mild symptoms, should consult with their physician about their symptoms and testing.<sup>10</sup> An individual who does not wish to be tested must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.<sup>5</sup> If the cause of the symptom(s) is other than COVID-19, the individual must have a medical note from their physician with an alternative diagnosis in order to return to school.
- d. If tested, isolate at home until test results are returned.
- e. Proceed as follows according to test results:
  - i. **IF NEGATIVE:** The student may return to school based upon medical guidance and a clearance note from their physician and necessary management of another diagnosis after being asymptomatic for 24 hours (without the use of fever reducing medication).<sup>13</sup>
  - ii. **IF POSITIVE:** The student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medications), along with improvement in other symptoms.<sup>5</sup> If the individual was under the care of a physician they must have a clearance note to return to school.. **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty, Or Staff Tests Positive For COVID-19](#)

### **Protocol 4: Student Is Symptomatic on The Bus**

1. Although families are the most important first line of defense for monitoring symptoms, bus drivers and bus monitors also play an important role in flagging possible symptomatic students.

2. If symptoms are noticed as the student is getting on the bus and if there is a parent/guardian present, do not allow the student to board the bus. Parent/guardian should then **FOLLOW STEPS UNDER:** [Protocol 3: Student Is Symptomatic at Home](#)

3. If the student is already on the bus, ensure the student is properly masked and keeps their mask on. Ensure other students keep their masks on properly. Ensure the student keeps required physical distance from other students.

4. The bus driver/monitor should call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate cell phone numbers for school and district personnel (nurse or other medical personnel). The dispatch should contact the school to inform the school nurse (or school medical point of contact) of a possible symptomatic child.

5. A member of the Health Office staff should meet the bus as it arrives, wearing a mask. As practical, the student with possible symptoms should exit the bus first.

6. The bus should be cleaned/disinfected.

7. The Health Office staff should evaluate the student for symptoms. **SEE:** [Most Common Symptoms Of COVID-19](#)

**A. IF ANY SYMPTOMS ARE NOTED:**

- a. Place the student in the designated area. All students in the designated area must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the designated area.
- b. Contact an authorized adult for pick-up.
  - i. **AN AUTHORIZED ADULT MUST PICK UP the student within one hour of being contacted:** The student waits to be picked up in the designated area. The authorized adult must wear a mask when picking up the student. Adults and students should wash their hands upon arriving at home and change their clothes, as a precaution.
  - ii. The student will not be permitted to ride the school bus to go home.
  - iii. All symptomatic individuals, even those with mild symptoms, should consult with their physician about their symptoms and testing.<sup>10</sup> An individual who does not wish to be tested must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.<sup>5</sup> If the cause of the symptom(s) is other than COVID-19, the individual must have a medical note from their physician with an alternative diagnosis in order to return to school.
- c. Isolate at home until test results are returned.
- d. Proceed as follows according to test results:
  - i. **IF NEGATIVE:** The student may return to school based upon medical guidance and a clearance note from their physician and necessary management of another diagnosis after being asymptomatic for 24 hours (without the use of fever reducing medication).<sup>13</sup>

- ii. **IF POSITIVE:** The student must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have a relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.<sup>5</sup> If the individual saw a physician, they must have a clearance note to return to school. **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty, Or Staff Tests Positive For COVID-19](#)

**B. IF NO SYMPTOMS:**

- a. If the evaluation shows the student does not have symptoms, send the student to class.

**Protocol 5: Student Is Symptomatic at School**

1. Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the Health Office staff.
2. The teacher ensures the student is wearing a mask that fully covers the nose and mouth at all times.
3. The teacher calls the Health Office staff to inform them that they have a possible case and sends the student to the designated area for evaluation.
4. The Health Office staff will evaluate the student for symptoms (see list above: [Most Common Symptoms Of COVID-19](#))

**A. IF ANY SYMPTOMS ARE NOTED:**

- a. Place the student in the designated area. All students in the designated area must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the designated area.
- b. Contact an authorized adult for pick-up.
  - i. **AN AUTHORIZED ADULT MUST PICK UP the student within one hour of being contacted:** The student waits to be picked up in the designated area. The authorized adult must wear a mask when picking up the student. Adults and students should wash their hands upon arriving at home and change their clothes as a precaution.
  - ii. The student will not be permitted to ride the school bus to go home.
  - iii. All symptomatic individuals, even those with mild symptoms, should consult with their physician about their symptoms and testing.<sup>10</sup> An individual who does not wish to be tested must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.<sup>5</sup> If the cause of the symptom(s) is other than COVID-19, the

individual must have a medical note from their physician with an alternative diagnosis in order to return to school.

- c. Isolate at home until test results are returned.
  - d. Proceed as follows according to test results:
    - i. **IF NEGATIVE:** The student may return to school based upon medical guidance and a clearance note from their physician and necessary management of another diagnosis after being asymptomatic for 24 hours (without the use of fever reducing medication).<sup>13</sup>
    - ii. **IF POSITIVE:** The student must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.<sup>5</sup> If the individual saw a physician, they must have a clearance note to return to school. **FOLLOW STEPS UNDER: [Protocol 1: Student, Faculty, Or Staff Tests Positive For COVID-19](#)**
- B. IF NO SYMPTOMS:**
- a. If the evaluation shows the student does not have symptoms, send the student back to class.

#### **Protocol 6: Faculty or Staff Is Symptomatic at Home**

1. Faculty and Staff should monitor themselves at home each morning using the Clear2 App.

**A. IF ANY SYMPTOMS ARE NOTED:**

- a. Do not come to work.
- b. Contact the appropriate Division Office to report an absence. Give specific symptoms.
- c. All symptomatic individuals, even those with mild symptoms, should consult with their physician about their symptoms and testing.<sup>10</sup> An individual who does not wish to be tested must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along improvement in other symptoms.<sup>5</sup> If the cause of the symptom(s) is other than COVID-19, the individual must have a medical note from their physician with an alternative diagnosis in order to return to school.
- d. If tested, isolate at home until test results are returned.
- e. Proceed as follows according to test results:
  - i. **IF NEGATIVE:** The faculty or staff member may return to work based upon medical guidance and a clearance note from their physician and necessary management of another diagnosis after being asymptomatic for 24 hours (without the use of fever reducing medication).<sup>13</sup>
  - ii. **IF POSITIVE:** The faculty or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close

contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed with no fever (without fever reducing medication), along with improvement in other symptoms.<sup>5</sup> If the individual saw a physician they must have a clearance note to return to work. **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty or Staff Tests Positive For COVID-19](#)

### **Protocol 7: Faculty or Staff Is Symptomatic at School**

1. As noted above, faculty and staff should be encouraged not to come to school if they are experiencing any symptoms of COVID-19.

2. If a faculty or staff member suspects any symptoms during the day, they should follow the school's protocols for getting another adult to cover their class mid-day, if needed, and see the Health Office staff to be evaluated for symptoms.

- A. **IF NO SYMPTOMS:** The faculty or staff member can return to their duties or follow the school's standard protocols for being excused due to illness.
- B. **IF ANY SYMPTOMS:**
  - a. All symptomatic individuals, even those with mild symptoms, should consult with their physician about their symptoms and testing.<sup>10</sup> An individual who does not wish to be tested must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.<sup>5</sup> If the cause of the symptom(s) is other than COVID-19, the individual must have a medical note from their physician with an alternative diagnosis in order to return to school.
  - b. If tested, isolate at home until test results are returned.
  - c. Proceed as follows according to test results:
    - i. **IF NEGATIVE:** The faculty or staff member may return to school based upon guidance and a medical clearance note from their physician and necessary management of another diagnosis after being asymptomatic for 24 hours (without the use of fever reducing medication).<sup>13</sup>
    - ii. **IF POSITIVE:** The faculty or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed with no fever (without fever reducing medication), along with improvement in other symptoms.<sup>5</sup> If the individual saw a physician, they must have a clearance note to return to work. **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty or Staff Tests Positive For COVID-19](#)

## **Protocol 8: Presence of Multiple Positive Cases in The School or Community and Potential School Closure (partial or full)**

1. If there is more than one confirmed COVID-19 case (students, faculty, or staff) in the school at one time, or if there is a series of single cases in a short time span, school administration will work with the NJDOH and/or local DOH to determine if it is likely that there is transmission happening in school.
2. For each individual case, **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty, Or Staff Tests Positive For COVID-19](#) *When there is one isolated case, the individual's close contacts will need to stay home and quarantine for 14 days, not the whole school.*
3. When there is suspected in-school transmission *beyond one cohort or a small number of cohorts*, school leaders must consult with the NJDOH and/or local DOH as to proposed next steps. These steps could include, *for example*, making a decision to either;
  - A. Close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation.
  - B. Close the school partially or fully for the longer duration of a 14-day quarantine period.
4. Should there be circumstances where there are multiple cases in multiple cohorts, school leaders must consult with the NJDOH and/or local DOH as to proposed next steps. These steps could include, *for example*, making a decision to either;
  - A. Shut down the cohort(s) for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation.
  - B. Shut down the division and/or the campus for the longer duration of a 14-day quarantine period.
5. If the decision is made to close for some number of days, the school will send clear information and instructions to families and staff:
  - A. Informing them that it is possible COVID-19 is being transmitted on campus.
  - B. Noting that there may be more potential cases that are not yet symptomatic.
  - C. Recommending students quarantine and not have contact with others.
  - D. Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents).
  - E. Reminding families of the list of COVID-19 symptoms for which to monitor.
  - F. Ensuring that remote learning is immediately provided to all students.
6. Before bringing students back to school:
  - A. Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products). Re-order replacement inventory.
  - B. Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing).
  - C. Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school.



**Quick Reference Sheet: Key Actions for Individual COVID-19 Events**

Event	Location of Event	Testing Result	Quarantine/Isolate
<p><b>Individual is symptomatic</b></p>	<p>If an individual is symptomatic <u>at home</u>, they must stay home and get tested as recommended by their physician.</p>	<p>Individual tests <b><u>negative</u></b></p>	<p>Return to school once asymptomatic for 24 hours (without the use of fever reducing medication) with a clearance note from their physician.</p>
	<p>If an individual student is symptomatic <u>on the bus or at school</u>, they must remain masked and adhere to strict physical distancing. Students will then be met by the Health Office staff and stay in the designated area until they can go home. They will not be sent home on the bus.</p>	<p>Individual tests <b><u>positive</u></b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared <b><u>and</u></b> until at least 72 hours have passed with no fever (without fever reducing medication) and improvement in other symptoms. If seen by a physician, they will need a clearance note to return to work/school.</p>
	<p>If an individual faculty or staff member is symptomatic <u>at school</u>, they must find coverage for their duties and then go home and get tested as recommended by their physician.</p>	<p>Individual <b><u>is not tested</u></b></p>	<p>Remain home in isolation for 10 days from when symptoms first appeared <b><u>and</u></b> until 72 hours have passed with no fever (without fever reducing medication) and improvement in other symptoms. If seen by a physician, they will need a clearance note to return to work/school.</p>
	<p>If an individual is <u>at home</u> when they learn they were in close contact with an individual who</p>	<p>Individual tests <b><u>negative</u></b></p>	<p>Quarantine and monitor for symptoms for 14 days from the last date of exposure with the confirmed case. If seen by a physician, they will need a clearance note to return to work/school.</p>

<p><b>Individual is exposed to COVID-19 positive individual</b></p>	<p>tested positive for COVID-19, they must stay at home and be tested as recommended by their physician.</p>	<p>Individual tests <b>positive</b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared or 10 days have passed since their positive test <b>and</b> until at least 72 hours have passed with no fever (without fever reducing medication) and improvement in other symptoms or they have not developed symptoms. If seen by a physician, they will need a clearance note to return to work/school.</p>
	<p>If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they must be masked for the remainder of the day and adhere to strict physical distancing while on campus. They may not take the bus home. Once they get home they must stay at home and be tested as recommended by their physician.</p>	<p>Individual <b>is not tested</b></p>	<p>Remain home in quarantine for 14 days from exposure and no onset of symptoms. If seen by a physician, they will need a clearance note to return to work/school.</p>

References:

- <sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>
- <sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- <sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-testing.html>
- <sup>4</sup> <https://www.cdc.gov/coronavirus/2019-ncov/lab/reporting-lab-data.html>
- <sup>5</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>
- <sup>6</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/testing-overview.html>
- <sup>7</sup> <https://covid19.nj.gov/pages/testing>
- <sup>8</sup> <https://covid19.nj.gov/faqs/nj-information/contact-tracing/for-contact-tracing-who-is-considered-a-close-contact>
- <sup>9</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- <sup>10</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- <sup>11</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- <sup>12</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>
- <sup>13</sup> [https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID\\_guidance\\_reopening\\_childcare.pdf](https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID_guidance_reopening_childcare.pdf) pgs.4-5,7