

# Checklist for Managing Students/ Staff with Symptoms of COVID-19

A. Management of Sick Student/Staff	
1. Evaluate exposure, diagnosis and symptoms	<ul style="list-style-type: none"><li>○ Ask about known or suspected exposure to a confirmed COVID-19 case during the 14 days prior to illness start</li><li>○ Ask about chronic illness diagnosis or recent non-COVID illness diagnosis that would explain symptoms</li><li>○ Ask about current symptoms and date symptoms appeared (see <a href="#">School Case &amp; Close Contact Lists Template</a> in toolkit)</li></ul>
2. Isolate sick student/staff in designated area. Ensure sick students are supervised	<ul style="list-style-type: none"><li>○ Implement appropriate infection control<ul style="list-style-type: none"><li>▪ Use of cloth face coverings for sick student/staff</li><li>▪ Ensure use of medical grade masks for staff supervising sick student/s</li></ul></li></ul>
3. Notify designated parent/guardian or other individual to facilitate student/staff getting home safely	
4. Provide resources and information to ill staff and families of ill students	<ul style="list-style-type: none"><li>○ <a href="#">COVID-19 Fact Sheets for Families and Staff</a> (in toolkit)</li><li>○ COVID testing – where to get tested, etc. (see <a href="http://kingcounty.gov/covid/testing">kingcounty.gov/covid/testing</a>)</li><li>○ <a href="#">Return to School Information for Families and Staff</a> (in toolkit)</li></ul>
5. Clean & disinfect area	<ul style="list-style-type: none"><li>○ Do not use area until cleaning is complete (example: close off area, post sign, etc.)</li><li>○ Request custodial services to appropriately clean &amp; disinfect</li></ul>
B. Collect information	
1. Determine potential infectious period	<ul style="list-style-type: none"><li>○ ____/____/____ Date symptom(s) began</li><li>○ ____/____/____ Infectious period begins (2 days prior to start of symptoms)</li><li>○ ____/____/____ Infectious period ends (10 days after start of symptoms)</li></ul>
2. Draft list of potential close contacts (see Close Contact List Template in toolkit)	<ul style="list-style-type: none"><li>○ <b>Do not notify or contact potential close contacts at this time.</b> Public Health – Seattle &amp; King County will notify close contacts if student/staff are confirmed to have COVID-19 with a positive test result.</li><li>○ Include any individual who was within 6 ft. (2 meters) of a symptomatic person for at least 15 minutes during the infectious period</li><li>○ Verify sick student/staff school schedule &amp; attendance during infectious period</li><li>○ Consider if sick student may have exposed:<ul style="list-style-type: none"><li>▪ Other students in same classroom/s, other common area (bathrooms, lunchroom, etc.)</li><li>▪ Other teachers, school staff</li></ul></li><li>○ Consider sick staff may have exposed:<ul style="list-style-type: none"><li>▪ Other school staff – ask about meetings, break rooms, trainings, etc.</li><li>▪ Students – ask about students in assigned cohort &amp; outside of classroom(s)</li></ul></li></ul>
C. Communication	
1. Optional: Notify School District COVID-19 Coordinator if your district wants to track all students/staff with COVID-like symptoms at the district level.	
2. If student/staff with suspected symptoms are confirmed to have COVID-19 with a positive test result, refer to <a href="#">Checklist for Managing Student/Staff with Confirmed COVID-19</a> in the toolkit for next steps.	

# Checklist for Managing Students/ Staff with Confirmed COVID-19

<b>A. Report of COVID-19 Positive Student or Staff</b>	
1.	Complete the <i>School Case &amp; Close Contact Lists</i> to track COVID-19 positive students or staff
2.	Provide resources and information to COVID-19 positive staff or student family (see <i>toolkit templates</i> ) <ul style="list-style-type: none"> <li>○ <i>Return to School Guidance</i> for Suspected or Confirmed Cases</li> <li>○ <i>COVID-19 Fact Sheets</i> for Families or Teachers/Staff</li> </ul>
<b>B. Collect Information</b>	
1.	Determine potential infectious period. This information can be copied from <i>Checklist for Managing Student/Staff with COVID-19 Symptoms</i> if it was already collected. [NOTE: If person is asymptomatic, use the specimen collection date of the first positive COVID-19 test instead of date of symptom start] <ul style="list-style-type: none"> <li>○ ____/____/____ Date of symptom start <b>OR</b> Date of COVID-19 test if asymptomatic</li> <li>○ ____/____/____ Infectious period begins (2 days prior to start of symptoms)</li> <li>○ ____/____/____ Infectious period ends (10 days after start of symptoms)</li> </ul>
2.	Determine if COVID-19 positive student or staff was at school while infectious <ul style="list-style-type: none"> <li>○ ____/____/____ Y/N____ (Date 2 days prior to start of symptoms)</li> <li>○ ____/____/____ Y/N____ (Date 1 day prior to start of symptoms)</li> <li>○ ____/____/____ Last attendance date at school</li> </ul>
3.	Identify close contacts <ul style="list-style-type: none"> <li>○ Verify sick student/staff school schedule &amp; attendance during infectious period</li> <li>○ Identify potentially exposed students or staff</li> <li>○ Consider if sick student may have exposed: <ul style="list-style-type: none"> <li>▪ Other students in same classroom/s, other common area (bathrooms, lunchroom, etc.)</li> <li>▪ Other teachers, school staff</li> </ul> </li> <li>○ Consider if sick staff may have exposed: <ul style="list-style-type: none"> <li>▪ Other school staff – ask about meetings, break rooms, trainings, etc.</li> <li>▪ Students – ask about students in assigned cohort &amp; outside of classroom/s</li> </ul> </li> </ul>
4.	Track COVID-19 positive students/staff and close contacts <ul style="list-style-type: none"> <li>○ Use <i>School Case &amp; Close Contact Lists</i> in School toolkit</li> </ul>
<b>C. Communication</b>	
1.	Notify <b>School District COVID-19 Coordinator</b> of positive COVID-19 case <ul style="list-style-type: none"> <li>○ Send the <i>School Case &amp; Close Contact Lists</i></li> </ul>
2.	Work with the <b>District COVID-19 Coordinator</b> to notify close contacts of exposure and required quarantine from school <ul style="list-style-type: none"> <li>○ See <i>School Case &amp; Close Contact Lists</i> in toolkit for the information needed</li> <li>○ Consider multiple types of communication (email, letter, phone call). Ensure information is in preferred language (see toolkit for translated letters).</li> </ul>
3.	Notify <b>Public Health - Seattle &amp; King County</b> <ul style="list-style-type: none"> <li>○ Use online reporting system: <a href="#">COVID-19 Intake Survey</a></li> </ul>
4.	Considerations for communication to school community <ul style="list-style-type: none"> <li>○ Notify all families and staff of number of COVID-19 positive students and staff (see <i>COVID-19 Fact Sheets</i> in toolkit)</li> <li>○ Ensure identity of student or staff with COVID-19 is not shared and remains protected</li> </ul>