



## 2020-21 Return to School Plan



### Plan Purpose:

Harbor Light Christian School has developed guidelines for maintaining a safe and healthy on-campus environment for students, staff and families. These guidelines have taken into consideration all areas of campus life. This plan will be instituted for the 2020-21 school year. This plan is also subject to edits as the administrator, in conjunction with the Board of Education, feels it necessary to better serve our community.

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### Desks/Tables

Student desks and tables will be wiped down with an EPA approved disinfectant when each new group of students enter the classroom.

### Frequently Touched Surfaces

Handles, doors, and other frequently touched surfaces will be cleaned regularly throughout the day with an EPA approved disinfectant.

### Schoolwide Cleaning

Students will still participate in an end of the day cleaning crew, however, this will be closely supervised. Students will CLEAN (soap and water) and spray a EPA approved disinfectant on desks. Additionally, the school building will undergo a nightly cleaning schedule after each school day to help ensure the cleanliness and safety of the building in preparation for each new school day.

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### Education

Staff will educate and reinforce the importance of proper handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. In addition, students will also be educated and reminded to cough and sneeze into their elbow or to cover with a tissue.

### Hand Sanitizers

Hand sanitizer dispensers are installed inside each classroom and throughout the building in order to support healthy hygiene behaviors. The sanitizer used will contain at least 60% alcohol. These dispensers will be checked daily to ensure an adequate supply for staff and students.

### Moving to Classrooms

Each time students move to a new classroom, students will either hand wash or use hand sanitizer before or upon entry.

### Supplies

Student supplies will be separated in individually labeled cubbies, containers or lockers. Shared classroom materials will be limited to small groups and be disinfected between uses to the extent possible.

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## Masks

On the whole, HLCS believes that students and families should be given a choice to wear a mask for the full day or not, in phase 5. We encourage each family to talk with their child(ren) about the importance of respecting students who make a choice about masks that differs from their own. We respect all decisions families make about masks. There are some times and places when masks will be used.

3/4 year old preschool: Facial coverings should be ~~WtbgjXYfYX~~ for preK students in hallways and common areas. Facial coverings are not recommended for use in classrooms by children ages 3 and 4. Facial coverings are a family choice.

K-12th: In phase 5, students are not required to wear masks within the classroom setting. When students are entering/exiting the building, in the hallways, or in a common gathering area it is required that students wear masks throughout the day. Examples of common areas include, but are not limited to: bathrooms, office, balcony, walking into chapel.

Elementary students: there will be areas within each classroom designated for masked and unmasked students to sit. While inside during free time, if an unmasked child wishes to learn or play alongside a masked child, the child will need to put a mask on while engaging in the activity. In accordance with State of Michigan guidelines, in phase 4 all students in grades K-6 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class. Therefore, elementary chapel and elementary lunch will move to classrooms during phase 4.

Middle and High students: In phase 5, any middle or high school teacher may request students wear a mask during class for the protection of staff. In phase 4, students will follow the state requirements. Masks will be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one.

Staff members will be required to wear masks within the hallways and common gathering areas. While teaching, teachers are given the choice of masking or not. Classroom teachers should use discernment and discretion if a close contact, prolonged activity dictates the use of masks on a case by case basis. Additionally, if a teacher is closely assisting a student or small group, and distancing is not feasible, a mask should be worn. Clear masks are encouraged for PK-6th grade teachers while teaching language or grammar.

Any students or staff member who can not medically tolerate a mask, should have a note on file in the office from their primary care provider or a mental health professional.

## Protective Barrier

A protective barrier will be placed at the cafeteria counter.

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## Arrival'

- Students may arrive at HLCS between 7:45am-8:00am. As students arrive, masks are required to be worn within the hallways. Students may stop at their locker then go to class where they will be screened and have temperatures checked before entering their individual classroom.
- Parents are welcome into the school with their child(ren) as long as they wear a mask and stay for no more than 15 minutes during the drop off period.
- A parent, grandparent, or friend coming to school to volunteer for a period longer than 15 minutes, needs to check in through the office and will be screened and have their temperature checked.
- The foyer entrance doors will be divided. First-sixth grade will enter through eastern most doors (right side), kindergarten, middle, and highschool students will enter the western most doors (left side.)
- For the first three weeks, families will be asked to fill out a screening ticket for each child. The child will hand a ticket to their teacher and have their temperature checked.
  - Students who are clear= having a temperature of less than 100.4 and answering no to all of the questions on the screening "ticket".
  - If a student forgets their ticket at home, the teacher can hand the student/parent a ticket for the student/parent to fill out.
  - If a student/parent has answered, "yes" to any of the questions on the ticket, please call the office before coming to school or entering the building. This does not mean they will not be allowed to come to school, however, there will be additional screening that takes place with the school nurse.
  - In event of child/staff member having a new onset of symptoms, we will follow the flow chart provided by the Health Department in their Return to School toolkit on pages 8 (Appendix 1)
  - If any student has a temperature of 100.4 or above they need to remain home and seek guidance from the school nurse.
- Staff and children of staff will complete a self screening process in the main office upon entering school. Staff children should stay in their parent's room/ office until 7:45, at which time they can go to their first hour class.
- Students arriving after 8:00 am should report to the office\ for screening.

## Dismissal

- Elementary dismissal will happen promptly at 3:00pm. Elementary students will use the eastern most doors of the foyer to exit. Please pick students up by 3:15. The outside lane will be coned off during pick up to allow students to distance.
- Elementary students remaining in the foyer after carpool dismissal will move to the office or after school care if child care ratios allow.
- Middle and High School students will be released from class at 3:00pm. Students will go directly to their cleaning crew, following cleaning crew they will go to their lockers and then be

dismissed. MS/HS students will not be released to the foyer until 3:10pm. MS/HS students should exit the western most foyer doors. Please have all middle and high school students picked up by 3:20 at the latest.

- MS/HS students remaining in the foyer after carpool dismissal will move to the school office at 3:20.

### Desks and Tables

Classroom desks will be spaced out to the extent possible within each classroom. Desks will be arranged facing the same direction, generally facing the forward. Exceptions will be made for science and specials.

In classrooms where tables are used, students will be spaced as far apart as possible within the classroom. Also, all tables within a classroom will be used to limit the number of students per table.

### Front Office

The front office will open at 7:30-8:15. Lisa will be available in the foyer for any family needs. If visiting the office outside of this time, one individual or one family unit may be in the front office at a time. Additional office visitors will be asked to wait outside the office.

### Hallways

In the hallway throughout the school building, staff, students, and visitors are encouraged to walk on the right side of the hallway.

While students are in hallways and bathrooms, they are required to wear a mask.

### Locker Information

MS/HS students will pack their backpack for their morning classes when they go to their 1st hour class and repack their backpacks for afternoon classes after lunch to reduce the time going back and forth to their lockers between classes. Students will be able to visit lockers between classes on an as needed basis.

### Teachers

As able, teachers will seek to maintain adequate spacing between themselves and students when in the classroom.

### Windows

When able, classroom windows will be opened to increase air flow within the room. At a minimum, each window will be open for the last 5 minutes of class and during passing time, unless there is extreme weather that does not allow it.

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## Guests

- Before and during school hours, guests age 5 years or over will be required to wear a mask while in hallways or in common areas within school. Hallways will be open to parents from 7:45-8:00am.
- Guests will be asked to use hand sanitizer or wash hands upon entry to the building.

## Staff

- Staff will conduct daily self-monitoring of symptoms and submit a health screen form at the beginning of each school day.
- Staff will be asked to use hand sanitizer or wash hands upon entry to the building

## Students

- Parents should check their children's temperature at home every morning and should monitor for symptoms. A temperature of 100.4 or higher, irregular cough, congestion, shortness of breath, or any gastrointestinal symptoms should be checked. The Health Department of Northwest Michigan will provide HLCS with a document to share with parents.
- If a student develops symptoms while at school, students will be moved into the first aid room in the front office.
- Symptomatic students will be sent home from school and kept home until completely recovered according to the illness guidelines. *fñ`bYgg[i`]XY]bYgZ`ca`<`YU'h`'8YdUf'h`Yb'h`*

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- In the event of a pending COVID test, HLCS will contact the Health Department of Northwest Michigan in order to notify them of a possible case at HLCS.
- In the event of a positive COVID test, HLCS will contact the appropriate county health department when a parent or staff member notifies the school of the positive test.
- Depending on the amount of possible exposure as deemed by local health officials, certain individuals and/or grade levels may need to self isolate and remain at home for a set period of time.
- Students or employees who test positive for COVID will not return to school until they are no longer infectious. Local health officials will provide instruction about returning to school at that time.
- In the event of a positive case, pending test of a symptomatic student/staff member/or a symptomatic students/staff member we will follow as advised in the Health Department's Return to School toolkit pages 5-9, and 12-13 (Appendix 2)  
[NWHealth Return to School Tool Kit](#).



- In the event of a positive case or suspected case the school nurse and or administrator will contact the Health Department immediately after receiving the information of a positive case/suspected case. The Health Department will need a list of close contacts within the school.
- In the event of a confirmed case, the school nurse or administrator will notify the school community regarding the positive case (not using names/providing privacy) and also regarding the steps being taken to mitigate spread. The Health Department will use the information on close contacts provided by the school in their investigation and take on the role of notifying close contacts and providing direction to those close contacts.

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#### SPORTS TEAMS

- All sports teams will be subject to the MHSAA rulings as to when and how sports will be played in the state of Michigan.
- Athletic Director, Shelda Blair will work in partnership with the Administrator and Board to mitigate the impact on our students.
- All teams will be subject to standard personal hygiene protocols such as no sharing of water bottles, refraining from personal contact, regular use of hand sanitizer, minimal use of locker rooms.

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#### Field Trips

For the first semester of school HLCS will not be doing any off site field trips. HLCS staff will look for ways to enrich instruction through proper outdoor activities on site and virtual field trips.

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#### Chapel Elementary:

Chapel will be on Thursday in the gymnasium. Half of the elementary school will be present at a time. PK-2 will be in chapel first, followed by 3-6th grades. Each class will have a designated separate space. Students will wear a mask while entering/exiting and are free to take it off if sitting 6 feet away from other students. In phase 4, chapel will come into the classroom.

#### Chapel MS/HS:

Chapel will be on Thursday in the gymnasium during 2nd hour. Students will wear a mask while entering/exiting and are free to take it off if sitting 6 feet away from other students.

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Students will eat lunch in the following groups: K-2, 3-6, MS/HS. Students will wash their hands before and after lunch. The number of students per table will be limited and students will sit in class

specific tables. Outdoor seating will be available if adequate supervision is available. During phase 4, elementary students will eat in their classroom.

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Elementary recess will occur in the following groupings: K-2, 3-6.

MS/HS teachers will seek to incorporate various movement activities/breaks within their classrooms as well as take their class outside when appropriate.

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Certain elementary special classes (Technology, Spanish, Science) will be done within the grade level classroom in an effort to minimize the movement of students throughout the hallways. Other special classes will work to reduce shared supplies, keep kids distanced, while still allowing kids to explore the beauty of God's creation.

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HLCS is planning to start school on Tuesday, September 8 with all students safely on campus each day.

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- At any point in the year, if the school experiences a significant spike in absenteeism due to the Covid-19 diagnosis, the HLCS Covid-19 Response Team may deem it necessary to break for a 2-week period at which time we would convert to the virtual classroom setting.
- As has been our policy, an overall absenteeism rate of 20% or higher would result in a shortened week to allow for deep cleaning, rest, and separation.
- In the event of a two-week closure, tuition will remain the responsibility of the parent, knowing that HLCS teachers will still provide education to each student.
- Special programs (large gatherings) such as the Christmas and Spring Music Programs are subject to change prior to the event if deemed necessary by the Board of Education.

### Homebound, Mental, Social, and Emotional Needs

- Harbor Light Christian School will provide a distance learning for any student who is subject to a long-term stay at home. HLCS is piloting live streaming in classrooms to monitor effectiveness for this method of distance learning.
- HLCS will work closely with parents to support the mental, social, and emotional needs of students who may be adversely affected as a result of the Covid-19 pandemic.

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- If HLCS moves to online learning for a two week period, teachers will utilize Google Classroom to communicate lessons, homework, and expectations.
- Details for how parents access and help students use Google Classroom are here: [HLCS Google Classroom for Parents](#)

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Please refer to our [FAQ document](#) for specific questions regarding information in this document. The FAQ document will be updated as new questions arise. As questions and answers are added from the initial time this document was available, they will be dated to show when new updates are on the document.

# Appendix 1

**STAFF/ADULTS**

Staff/adults working in school with any of the following symptoms (new/different/worse from baseline of any chronic illness) should be **excluded from work** and encouraged to follow up with their healthcare provider:

**ONE** of the following:

1. Feverish
2. Cough
3. Shortness of breath

**OR TWO** of the following:

1. Muscle aches without another explanation
2. Chills
3. Sore throat
4. Headache
5. Vomiting or Diarrhea
6. Loss of taste or smell

They should not return until it has been:

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**
- Symptoms have improved

*(Employers should not require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work.)*

**STUDENTS**

Student has **ANY** of the following symptom (new/different/worse from baseline of any chronic illness):

- Temperature 100.4 or signs of fever (chills/sweating)
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache

**EXCLUDE FROM SCHOOL**

Student has **ANY** close contact or potential exposure risk in the past 14 days:

- Had close contact with a person with confirmed COVID-19
- Had close contact with person under quarantine for possible exposure to COVID-19
- Had travel history

**NO**

**YES**

1. Refer to Healthcare Provider
2. Refer to COVID-19 testing location for possible testing  
*(Schools should not require testing results as a part of return to school policies.)*

**Diagnosed with COVID-19 OR no other diagnosis available**

**HOME ISOLATION UNTIL:**

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**
- Symptoms have improved

Had close contact with a person with confirmed COVID-19 within last 14 days?

**NO**

**COVID-19 Test Results NEGATIVE**

**Student may return** based on the guidance for their symptoms (see "Managing Communicable Diseases in Schools"):

1. Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
2. Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
3. Cough/Shortness of breath: improvement
4. Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
5. Severe headache: improvement

**YES**

**Finish 14 Day Quarantine**

# Appendix 2

Student/Staff person is confirmed or symptomatic^ pending results or a close contact.			
Scenario 1:	Scenario 2:	Scenario 3:	Scenario 4:
<p><b>A student/staff person within the school is confirmed to have COVID-19 (tests positive for COVID-19 with a nasal/throat swab).</b></p>	<p><b>A student/staff person within the school is symptomatic and lab result for COVID-19 are pending.</b></p>	<p><b>A student/staff person within the school is symptomatic and no testing for COVID-19 is done.</b></p>	<p><b>A student/staff person within the school is a close contact to a confirmed COVID-19 case.</b></p>
<p>The student/staff person <b>AND</b> all household members of the student/staff person are <b>immediately</b> excluded from school.</p> <p>The confirmed positive student/staff person must isolate at home. The student/staff person must be excluded from school until</p> <ul style="list-style-type: none"> <li>• 24 hours with no fever (without the use of fever-reducing medication) <b>and</b></li> <li>• Symptoms have improved <b>and</b></li> <li>• 10 days since symptoms first appeared.</li> </ul> <p>Household members and the quarantined student/staff person who are close contacts are excluded for 14 days after their last date of close contact.</p>	<p>The student person is excluded from school until results of the test are available.</p> <p>IF the test returns positive, see scenario 1.</p> <p>If test results are negative and the ill student/staff had close contact to someone with COVID-19, they must still finish their quarantine.</p> <p>If test results are negative and the ill student/staff had no known exposure to COVID-19, the student/staff person may return based on the guidance for their predominate symptoms (see <a href="#">“Managing Communicable Diseases in Schools”</a>).</p> <p>Household members and student/staff person who are close contacts of the <i>pending</i> case with no history of COVID-19 exposure (prior to lab results) should be monitored for symptoms while waiting for test results. They do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>	<p>For ALL STAFF and for STUDENTS only IF They Answered YES to any Questions in Section 2<sup>#</sup> of Screener: The student/staff person is excluded from school until:</p> <ul style="list-style-type: none"> <li>• 24 hours with no fever (without the use of fever-reducing medication) <b>and</b></li> <li>• Symptoms have improved <b>and</b></li> <li>• 10 days since symptoms first appeared.</li> </ul> <p>For STUDENTS If They Answered NO to all of the Questions in Section 2 of the Screener: The <b>student</b> may return based on the guidance for their diagnosis/predominate symptoms (see <a href="#">“Managing Communicable Diseases in Schools”</a>).</p> <p>Household members and student/staff person who are close contacts: if the individual had close contact with a confirmed case of COVID-19 and suspicion for COVID-19 are high, they may need to be excluded from school. Consults with your health department.</p> <p>Otherwise, household members and student/staff person who are close contacts do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>	<p>The student/staff person must quarantine for <b>14 days since last date of close contact.</b></p> <p>Household members, classmates, and teachers of the quarantined student/staff person may continue to attend school and should monitor for symptoms. They do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>

<sup>A</sup>Symptoms for students: fever, feeling feverish, cough, difficulty breathing, sore throat, diarrhea, vomiting, abdominal pain, severe headache

<sup>A</sup>Symptoms for staff: New or worsening: fever, feeling feverish, cough, difficulty breathing, sore throat, muscle aches, vomiting, diarrhea, new loss of taste or smell ([Source](#); Should we be screening employees, Content of screening questions)

*\*Questions in Section 2: Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; OR had recent travel history in last 14 days.*

*\*Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.*

<b>Household member of a student within the school is confirmed or symptomatic pending results or a close contact.</b>		
<b>Scenario 1:</b>	<b>Scenario 2:</b>	<b>Scenario 3:</b>
<b>Household member of a student within the school has been confirmed to have COVID-19.</b>	<b>Household member of a student within the school is symptomatic, pending results, and has had close contact with a known case.</b>	<b>Household member of a student within the school has had close contact to a known case of COVID-19.</b>
Students who live in the same house as the COVID-19 positive person are excluded from school while the household member is in isolation (10 days). The student must quarantine for <b>14 days</b> after the last date of close contact while they are contagious.	Students who live in the same household of the family member are excluded from school until test results are in.  If the household member is positive, see scenario 1. If the household member is negative, student may be able to return to school unless household member is determined to be a probable case of COVID-19.	Student can remain in school but should be monitored. They do not need to be excluded from school.  If COVID -19 symptoms develop in the household member, students should be excluded from school, and should be treated as in Scenario 1 pending results.

*\*Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.*

