

COVID-19 SCHOOL TOOLKIT

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DISCLAIMER: This information was developed based on the latest guidance at the time. Visit cdc.gov/coronavirus or Michigan.gov/coronavirus for the most up to date information.



**District Health
Department #10**
Healthy People, Healthy Communities



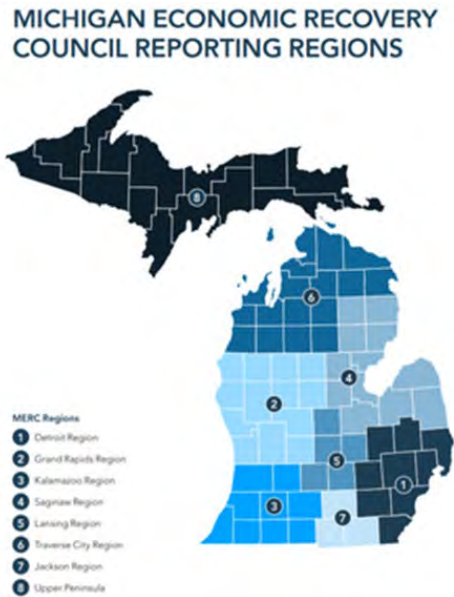
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Return to School Roadmap

Follow the instructions of the [MI SAFE SCHOOLS: Michigan's 2020-2021 Return to School Roadmap](#) to identify the Phase your region is in.



COVID-19 Screening

For School Staff and Administration

Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.

- A hard copy of an example workplace-screening tool is found in [Appendix A](#).
- You can also use a virtual screener. One option from the state is <https://misymptomapp.state.mi.us/login>
- Staff should let the employer know if they have been exposed to COVID-19 or if they have been diagnosed or have symptoms of COVID-19.

For Students and Families

It is recommended that students are screened daily before arrival to school. The school should determine the screening method based on local school conditions.

Due to the time needed and interruption to education on site health screenings cause, the health department and the CDC does not currently recommend universal symptom screenings of all students' grades K-12 be conducted by schools. Parents or caregivers should be strongly encouraged to monitor their children for signs of infectious illness every day prior to sending students to school, school activities, and school sports.

If desired, the school can set up an agreement or form ([Appendix B](#)) for parents outlining the responsibility of the parent and the responsibility of the school. A recommendation for what parents should ask is outlined below:

Student Screening

Before leaving for school, please make sure to perform the following screening. If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and put them at risk for spreading illness to others.

Children should stay home, or be sent home, if they are experiencing any of the following symptoms not related to other **known or diagnosed** medical conditions:

Section One: Symptoms

- Temperature 100.4 degrees Fahrenheit or above, or signs of fever (chills/sweating)
- Sore throat
- New** uncontrolled cough (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Section Two: Close Contact/Potential Exposure

In the past 14 days has your child:

- Had close contact (within 6 feet of an infected person for at least 15 minutes including brief encounters totaling at least 15 minutes in 24 hours) with a person with confirmed COVID-19: OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes including brief encounters totaling at least 15 minutes in 24 hours) with person under quarantine for possible exposure to COVID-19; OR
- Had international travel or have been on a cruise

If the answer is YES to any of the symptom questions, keep your child(ren) home from school.

If the answer is **YES** to any of the questions in Section One AND **YES** to any of the questions in Section Two or lives in an area with high levels of COVID-19 (Risk Level B-E found at www.mistartmap.info): Call your healthcare provider right away to get evaluated and tested for COVID-19. If you don't have one or cannot be seen, go to www.mi.gov/coronavirustest or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

If the answer is **YES** to any of the symptom questions, but **NO** to any close contact/potential exposure questions, your student may return based on the guidance for their symptoms (see "[Managing Communicable Diseases in Schools](#)"):

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

Cloth Face Coverings Help Prevent the Spread of COVID-19

The Michigan Department of Health and Human Services [Gathering Prohibition and Mask Order](#) requires all persons participating in gatherings to wear a face mask, including within schools and in all regions of the state. The CDC provides [Guidance for K-12 School Administrators on the Use of Cloth Face Coverings in Schools that provide practical recommendations for schools to implement the requirements](#).

“Face mask” means a tightly woven cloth or other multi-layer absorbent material that closely covers an individual’s mouth and nose. Medical or surgical grade masks would be included within this definition. Plastic face shields are not a replacement for a masks, but may be used in conjunction with a mask.

Exceptions:

1. Face shields, including plastic shields and hybrid products that have fabric around the edges of the shield, are not a replacement for cloth face coverings. For people who are medically unable to tolerate a face covering, a face shield may be worn alone instead. In settings where cloth face masks are not required, plastic face shields may be worn alone, and may offer some degree of protection.

2. School speech therapists may find wearing a face covering interferes with their ability to perform their job. Face shields are an appropriate alternative for the speech therapist and the student during therapy sessions.
 - Face shields must be worn by both the student and the speech therapist during the session.
 - Face shield must be assigned for use by only one student each.
 - Face shields should be cleaned and disinfected thoroughly between each use.
 - Once the therapy session has concluded, both the speech therapist and the students must put face coverings back on.

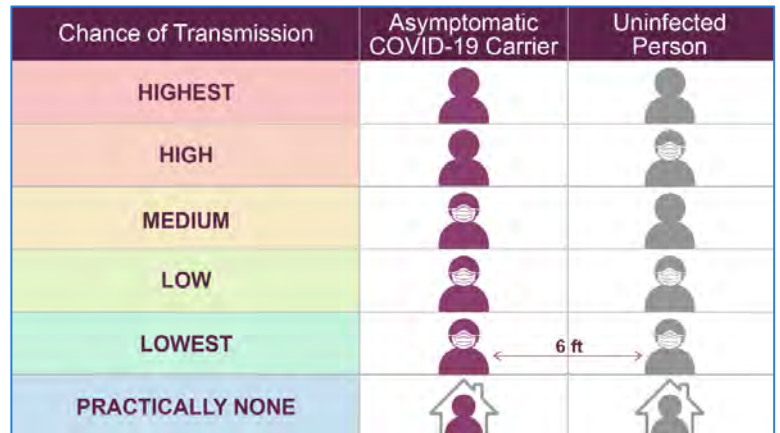
When and Where to Wear a Cloth Face Mask in Your Facility

Environment	Staff	Children Ages 2-3	Children Ages 4	Children Ages 5 and up	Parents and visitors
Classrooms, homes, cabins, or similar indoor settings	Required	Should be encouraged*	Should be encouraged*	Required	Required
Indoor hallways and common areas	Required	Should be encouraged*	Required	Required	Required
School bus or transportation	Required	Required	Required	Required	Required
Outside with social distancing	Not required	Not required	Not required	Not required	Not required

* Although cloth face coverings are not required in these settings, they should be encouraged if tolerated.



[Download a pdf of Mask Up, Mask Right](#)



[Download a pdf of Chance of Transmission](#)

Managing COVID-19 in the School

As long as there are cases of COVID-19 in the community, there will be no way to prevent all risks of COVID-19 spread in schools. **The goal is to keep the risk as low as possible and keep schools/school activities as safe as possible.** If students and staff did not go to school, they would be at risk of COVID-19 illness from their interactions in the community. Yet going to school is very important to the development and well-being of our children. It gives them proper education, social and emotional skills, safety, reliable nutrition, physical/speech and mental health therapy, and opportunities for physical activity, among other benefits¹. Our goals are to ensure that the benefits of in-person education far outweighs any risks.

¹ Source: American Academy of Pediatrics (AAP). June 25, 2020. COVID-19 Planning Considerations: Guidance for School Re-entry <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Designated COVID-19 Point of Contact

Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse) as well as a secondary person to help with difficult situations and cover absences. All school staff and families should know who this person is and how to contact them. This designated staff person will be the one responsible for communicating with the local health department and school administration for updates and direction.

Gatherings, Visitors, and Field Trips

- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible and be sure to follow gathering requirements outlined in the MDHHS [Gathering Prohibition and Mask Order](#).
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
- At this point, no sports or in person extracurricular activities are permitted: [Gatherings and Face Mask Order](#). When they are available again, pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities. Refer to [Interim Guidance for Contact Sports](#) for full details.

Identifying Small Groups and Keeping Them Together (Cohorting)

While keeping students 6 feet from one another is one of the preferred mitigation strategy, it may be difficult to achieve in the school setting. If this is the case, schools can cohort students and staff. Cohorting just means keeping the same students together during the day, and not splitting them up to go to different classes. Cohorts are important because it limits how many students and teachers will be exposed to COVID-19 should someone at school be contagious. Cohorts may be by classroom and/or groups within the classroom.

It is recommended to keep the cohort together as much as possible throughout the whole day. The cohort would eat together, have recess together on the playground, and so forth. Older students can stay with a cohort through their core classes. Limit mixing between cohorts as much as possible. Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).

Staggered Scheduling

- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.

What happens when someone at school gets COVID-19?

If the school becomes aware of a case of COVID-19 in a student or staff member:

1. Isolate the student or staff member
2. Ensure proper cleaning and disinfection
3. Notify the local health department
4. Notify the school community
5. Identify close contacts
6. Have close contacts quarantine right away

Isolate the student or staff member

Continue to monitor the health status of the student or staff member in the Isolation/Mitigation Room while they are awaiting transport home or to the health care provider.

Ensure proper cleaning and disinfecting

Cleaning and disinfection should be performed in the areas where the student or staff member was located.

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection, including storing products securely away from children.
- Review “Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes” developed by the CDC, also found in Appendix C.

Notify the local health department

The designated school staff should notify the health department as soon as possible, but within 24 hours per the requirements of the October 6 epidemic order, [Reporting of Confirmed and Probable Cases of COVID-19 at Schools](#). The health department will notify your designated school staff contact when they become aware of a case as well. Only a select few at the school will know the identity of the person confirmed to have COVID-19. Those few individuals are critical to helping the health department determine who were close contacts to the case and determine what areas of the school need special attention for disinfection and cleaning. Other than those few individuals, the person’s identity is kept confidential in respect of their privacy as well as following regulations of FERPA (for schools) and HIPAA (for the health department).

The local health department may ask you to complete a form, such as the one provided in Appendix D, to help with contact tracing. The health department will contact individuals and provide quarantine instructions **as appropriate and able** depending on the severity of spread in the community.

It is important to note, during periods of widespread community spread, the local health department will **not** be able to reach out to all contacts and will prioritize the highest risk groups for contact tracing calls.

Notify the school community

The October 6 epidemic order, [Reporting of Confirmed and Probable Cases of COVID-19 at Schools](#) requires that if the local health department notifies the school of a case of COVID-19 associated with the school, the school must provide public notice to the school community in a highly visible location on the school’s website. Further, schools are encouraged to provide the school community information about measures in place to protect against the transmission of COVID-19.

Identify Close Contacts

A person with COVID-19 is considered contagious starting 2 days (48 hours) before they started having symptoms. If they never have symptoms, they are considered contagious starting 2 days (48 hours) before their COVID-19 nasal/throat swab test was performed. Close contacts to a person with contagious COVID-19 are at risk of getting sick and becoming contagious/infectious. They must be identified and be quarantined.

Quarantine: A 14 day waiting period for people who are known to have been exposed to COVID-19. During quarantine, individuals stay home and away from others as much as possible.

Isolation: People who are sick with COVID-19 stay home except to get medical care for at least ten days while they recover.

Close contact: For COVID-19, a close contact is someone that has been within 6 feet (about 2 arms’ length) of an infected person for at least 15 minutes, or for a total of 15 minutes in a 24 hour period, with or without a face covering.

Close Contacts Quarantine Right Away

People who know they were a close contact of a person with COVID-19, should immediately quarantine.

Local health departments conduct case investigation and contact tracing, as able, to identify and quarantine close contacts of individuals who have COVID-19. With the virus spreading widely throughout the state, it is not possible to contact everyone who has been exposed to COVID-19. Other than notification from a school or workplace, individuals may also find out they have been exposed to the virus through a notification through the MI COVID Alert app., or through a call received by the local health department or contact tracer.

Examples of Close Contacts in the Schools

Quarantine separates people who were exposed to a contagious disease to see if they become sick. This is important because people who are infected with COVID-19 are very contagious starting two days before they have any symptoms of being sick, so unless they are kept separated from other people, they will spread the illness without even knowing it. Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine and do not need to be identified or contacted. The large majority of close contacts do not get COVID-19, but, because it is very contagious, we must be cautious.

Example of a contact of a contact:

Bob sits next to Fred in class. Fred gets sick with COVID-19. Bob needs to be in quarantine but is healthy at this time. Bob plays on the football team. No one on the football team has been near Fred. Therefore, the football team doesn't need to be notified about Fred being sick or worry about Bob being on quarantine at this time.

Odds are, Bob will not get sick and will be back to school and football in a couple of weeks.

Many things affect what a close contact is and this needs to be determined on a case by case basis with help from the local health department, as available. However, at a minimum, the following examples should apply to most situations.

Assuming all COVID-19 prevention methods have been followed (everyone has been consistently and properly using face coverings, washing hands frequently, cleaning frequently touched items often, maintaining physical distancing as best as possible, not sharing items, etc.), a close contact might be:

- *If the contagious individual were a teacher:* If the contagious teacher was not keeping at least 6* feet away from students while teaching (i.e., walking around while lecturing, doing a lot of one on one, face to face instruction), the entire class might need to be on quarantine.
 - If the teacher is not wearing appropriate face covering, the spread of droplets and aerosol is greater.
- *Classmates sitting or often within 6* feet* of the contagious individual, either in the classroom or on the bus, unless it only occurred one time in a 24-hour period **and** was less than 15 minutes.
 - This would typically be the one to two rows of students sitting closest to the contagious individual.
- *Lunchmates* of student if sitting within 6* feet of contagious individual.
 - This is a higher risk time as face coverings cannot be worn.
- *Playmates on the playground or in gym* within 6* feet of the contagious individual unless interactions are consistently kept very brief, no common items are shared, and locker room time is not shared.
- *Sports teammates* within 6* feet of the contagious individual unless interactions are consistently kept very brief, no common items are shared, and locker room time is not shared.
- *Opposing teammates* in sporting events that shared time on the field or court with the contagious individual unless it can be confirmed that there were no potential interactions within 6* feet between the contagious individual and specific teammates from the opposing team and no contact with shared items.
- *Classmates or others that had interactions* with the contagious individual lasting over 15 minutes, or for a total of 15 minutes in a 24 hour period in confined areas such as bathrooms, office room, where distancing of 6* feet is difficult.
- *Any other person outside of school* that had similar exposure to a contagious individual is considered a close contact.

*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 case.

It will be very helpful for parents to keep note of where their student is going and who they are spending time with outside of school. This will help greatly in finding close contacts should someone become infected. You may also understand from this list the importance of assigned seating and keeping students from mingling together as much as possible to keep the spread of disease to a minimum. We know kids don't like assigned seats or losing freedoms but please help encourage them and remind them why this is important.

School Action Steps

Student/Staff Person is Confirmed or Symptomatic^ Pending Results or a Close Contact*.			
Scenario 1:	Scenario 2:	Scenario 3:	Scenario 4:
<p>A student/staff person within the school is confirmed to have COVID-19 (tests positive for COVID-19 with a nasal/throat swab).</p>	<p>A student/staff person within the school is symptomatic and lab results for COVID-19 are pending.</p>	<p>A student/staff person within the school is symptomatic and no testing for COVID-19 is done.</p>	<p>A student/staff person within the school is a close contact to a confirmed COVID-19 case.</p>
<p>The student/staff person AND all household members of the student/staff person are immediately 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"> – 24 hours with no fever (without the use of fever-reducing medication) and – Symptoms have improved and – 10 days since symptoms first appeared. <p>To best protect the student/staff and others, household members and the quarantined student/staff person who are close contacts should be excluded for 14 days after their last date of close contact.</p> <p>Optionally, after 10 days, if no symptoms develop, quarantine may end early, but symptoms must be monitored for the remaining four days.</p>	<p>The student/staff person is excluded from school until results of the test are available.</p> <p>If test results are negative and the ill student has 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 had no known exposure to COVID-19, the student/staff person may return based on the healthcare provider guidance for their predominate symptoms (see "Managing Communicable Diseases in Schools").</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>The student/staff person is excluded from school until:</p> <ul style="list-style-type: none"> – 24 hours with no fever (without the use of fever-reducing medication) and – Symptoms have improved and – 10 days since symptoms first appeared. <p>The student may also return based on the healthcare provider guidance for their diagnosis/predominate symptoms (see "Managing Communicable Diseases in Schools").</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. Consult 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>To best protect the student/staff and others, the person should quarantine for 14 days since last date of close contact.</p> <p>Optionally, after 10 days, if no symptoms develop, quarantine may end early, but symptoms must be monitored for the remaining four days.</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>

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.) *Immunocompromised employees may require longer exclusion periods*

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 international travel or been on a cruise
- Lives in an area with high levels of COVID-19 in the community (Risk Level B-E found at www.mistartmap.info)

NO

- Refer to Healthcare Provider
- 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

YES

COVID-19 Test Results NEGATIVE OR Alternate diagnosis provided by healthcare provider

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

NO

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

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

YES

Finish 14 Day Quarantine

How Does COVID-19 Spread?

COVID-19 can spread by droplets (most likely), aerosols (less likely), and objects (least likely).

Respiratory Droplets

Respiratory droplets are small particles that enter the air when we cough, sneeze, laugh, yell, and talk. They are little flecks of spit. Respiratory droplets tend to settle out of the air after traveling several feet from the person that released them. Respiratory droplets can also spread directly by kissing or sharing personal items like drinks, vape pens, silverware, or other things that go from one person's mouth to another. We can reduce the spread of droplets to each other by wearing face coverings, avoiding large crowded groups, and staying more than 6 feet apart from each other.

Aerosols

Aerosols are even smaller particles that are created when we breathe, talk, sing, sneeze, or cough. They are lighter and can stay in the air much longer than respiratory droplets but dry up more quickly. We can reduce the spread of aerosols by increasing outdoor air ventilation or filtering air that is being recirculated.

Objects

Objects can spread the COVID-19 virus when respiratory droplets or aerosols settle on them, leaving germs behind or if someone has the COVID-19 virus on their hands from touching their nose or mouth than touches an object. COVID-19 appears to stay on objects for up to one to three days. We can reduce the spread of COVID-19 through objects by frequent handwashing, not touching our face, frequent cleaning and disinfection, and use of automatic or touchless controls.

How Do We Get Infected With COVID-19?

You can catch COVID-19 by more ways than being less than 6 feet away from an infected person for 15 minutes or for a total of 15 minutes in a 24-hour period. Important things that must be considered when deciding whether someone could be at risk for getting COVID-19 are the intensity, frequency, and duration of exposure to someone contagious with COVID-19. Basically, did you get exposed to enough virus that your immune system could not fight it off and you end up getting sick?

Intensity of Exposure

The intensity of exposure refers to how much virus you were exposed to. Was the sick person contagious when you were exposed to them? Were they coughing and sneezing without a mask on versus having no symptoms with a mask on? Did you kiss them? Did you share personal items like a drink or a vape pen? Did you sit right next to and have a face-to-face conversation with them or were you 6 feet away with your back to them? You can see how some situations can cause you to be exposed to a lot more virus than other situations. The more virus you are exposed to, the more likely you are to get sick.

Frequency of Exposure

The frequency of exposure refers to how often you had contact with someone who was contagious. If you had a brief face-to-face conversation with a teacher each day for several days while the teacher was contagious with COVID-19, those exposures may add up to be enough to overwhelm your system and lead to an infection.

Duration of Exposure

The duration of exposure refers to how long were you exposed. If you were in a classroom with someone contagious for COVID-19 for 6 hours a day while they were contagious for several days, yet your seat was not within 6 feet of them, you may still have had a long enough duration of exposure to that person, particularly to aerosols and objects in that classroom.

Personal Health

Your personal health, like how good your immune system is, also plays a part in whether or not you will get infected, as does whether you were using all the COVID-19 risk reduction methods possible.

When a Student Should Stay Home and Will Be Sent Home

Students should stay home if having symptoms of COVID-19. If they start having symptoms of COVID-19 while at school, they will need to be sent home. The complete list symptoms are listed on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. The CDC recommends a shorter list be used for screening students to avoid unnecessary exclusions of students who do not have COVID-19. Screening students for illness and return to school decisions should include

1. Symptom Screen: Students with any of the following symptoms should be excluded from school:

- Temperature 100.4 degrees Fahrenheit or higher or signs of fever (chills/sweating)
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

2. Evaluation for COVID-19 Exposure Risks: To determine needed follow up and return to school for students with any of the above symptoms, determine if they have any of the following risks for COVID-19 in the prior 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 international travel or been on a cruise
- Lives in an area with high levels of COVID-19 in the community (Risk Level B-E found at www.mistartmap.info)

If the student has one of the symptoms above and ANY of the exposure risks, the parent or guardian of the student should be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center. The parent or guardian can also call 2-1-1 or go to www.mi.gov/coronavirustest to find the closest location to have the student tested for COVID-19

For Students that Have Symptoms of COVID-19 AND have ANY of the High-Risk Exposures:

If the findings from the health care provider and testing find:

Child has symptoms of COVID-19 and tests positive for COVID-19 with a nasal/throat swab*:

- Keep out of school until it has been at least 10 days from the first day they had symptoms AND they have had 24 hours with no fever and have improving symptoms
 - There is no need to get a “negative test” or a doctor’s note to clear the child to return to school if they meet these criteria
- *if they have symptoms, they must stay out of school until test results are available

Child has symptoms of COVID-19 and no testing for COVID-19 was done:

- Keep out of school until it has been at least 10 days from the first day they had symptoms AND they have had 24 hours with no fever and have improving symptoms.

Child has symptoms of COVID-19 and tests negative for COVID-19*:

- If they were exposed to COVID-19 within past 14 days (i.e., a close contact to a case of COVID): They must complete their full 14-day quarantine.
- Otherwise, they may return based on the guidance for their symptoms (see “[Managing Communicable Diseases in Schools](#)”)

*if they have symptoms, they must stay out of school until test results are available

For Students that Have Symptoms of COVID-19 AND have NONE of the High-Risk Exposures:

- Keep out of school until they have met the guidance for their symptoms (see “[Managing Communicable Diseases in Schools](#)”)

For Staff (see also Appendix A)

Symptoms recommended for employee screening per the MI Symptom Screener include any of the following that are new/different/worse from baseline of any chronic illness:

One of the following:

- Fever of 100.4 or above, or feverish
- Uncontrolled cough
- Shortness of breath

OR Two of the following:

- Muscle aches without another explanation
- Chills
- Sore throat
- Severe headache
- Vomiting
- Diarrhea
- Loss of taste or smell

Any adult working in the schools with any of these symptoms should be **excluded from work** and encouraged to follow up with their healthcare provider. 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

Staff members should also stay home if they are in quarantine due to exposure to an individual with a confirmed case of COVID-19 or have other signs of illness described in a provider’s sick policy. Use signage to remind employees about [symptoms](#) to watch and to [stay home](#) when they are sick.

(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.)

Child or staff that has been exposed to COVID-19 but has no symptoms:

- Must be in quarantine (exclude from school) for 14 days from the last day they were exposure

International Travel

Since the COVID-19 transmission is still high in many countries, some international travelers should stay home for 14 days after returning from travel, monitor their health, and practice social distancing. See <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html> for a list of high risk, or Level 3, countries. Students who are excluded from school should be afforded the opportunity, as soon as feasible when they are well enough to participate in classwork, to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

[VIDEO: How to Wear a Cloth Face Covering](#)

APPENDIX A**COVID-19 Workplace Health Screening**

Company/School Name: _____

Employee: _____ Date: _____

Time In: _____

1. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. In the last 14 days, have you developed any of the two following symptoms that are new/different/worse from baseline of any chronic illness:

Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Temperature:		

DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19

If you answer **YES** to any of the symptoms listed in section 1, **OR YES** to two or more of the symptoms listed in section 2, **OR** your temperature is **100.4°F or higher**, please do not go into work. Self-isolate at home and contact your primary care physician's office for direction.

- You should isolate at home until you are fever free for at least 24 hours, your symptoms are improving, and it has been at least 10 days since symptoms first appeared or per guidance of your local health department or healthcare provider.
- If diagnosed as a probable COVID-19 or test positive, call your local health department and make them aware of your diagnosis or testing status.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been told by the health department or your healthcare provider to self-isolate or self-quarantine?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you traveled internationally or taken a cruise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer **YES** to any of these questions, please do not go into work. Self-quarantine at home for 14 days. Contact your primary care physician's office if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware.

Signature: _____ Date: _____

For questions or more information, visit www.dhd10.org/coronavirus

Version: 12/22/2020

APPENDIX B

COVID-19 School Health Screening Agreement

Instructions for Parents and/or Guardians

For the health and safety of our students, the local public health department asks that students be screened for symptoms of COVID-19 before entering the school. The health department and the CDC do not recommend these screenings be done at the schools due to the interruption this would cause to your child's education.

We ask that you complete the steps of the attached student screening, prior to sending you child to school, any school activities, or sports. We ask that you complete this agreement form below indicating your understanding and agreement to perform symptom screenings on your child.

By signing this form, I am agreeing to screening my child for symptoms of COVID-19 daily for the 2020-2021 school year, unless otherwise directed. I also understand that it is my responsibility to call the school as soon as possible to let them know if my child is not going to school for potential COVID-19 symptoms.

I commit to screening my child _____ for COVID-19 symptoms and exposure.

Parent(s)/ Guardian(s) Name: _____

Address: _____

Phone Number: _____

Parent or Guardian Signature: _____

Date: _____

Student Screening

Before leaving for school, please do the following screening. If your child has any of the following symptoms, it indicates a possible illness that may decrease the student's ability to learn and put them at risk for spreading illness to others.

MARK ALL THAT APPLY

Symptoms

- Temperature 100.4 degrees Fahrenheit or feels feverish
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Close Contact/Potential Exposure

In the past 14 days has your child:

- Had close contact (within 6 feet of an infected person for at least 15 minutes in a 24 hour period) with a person with confirmed COVID-19: OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes in a 24 hour period) with person under quarantine for possible exposure to COVID-19; OR
- Had international travel or have been on a cruise

If the answer is **YES** to any of the **symptom** questions, keep your child(ren) home from school.

If the answer is **YES** to any symptoms question and **YES** to any close contact/potential exposure question or live in an area with high levels of COVID-19 in the community, call the school as soon as possible to let them know the reason your child(ren) won't be there today. Call your healthcare provider right away. If you don't have one or cannot be seen, go to www.mi.gov/coronavirustest or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

If the answer is **YES** to any of the symptom questions, but **NO** to any close contact/potential exposure questions, your student may return based on the guidance for their symptoms (see "[Managing Communicable Diseases in Schools](#)"):

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

DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19.

Source: Centers for Disease Control and Prevention; [Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)

APPENDIX C

Guidance for Cleaning and Disinfecting

Please refer to the following link: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

APPENDIX D

Contact Tracing

Contact Tracing is a public health tool that is used to help stop the spread of certain communicable diseases. For schools, it involves identifying others that may have had recent close contact with a person confirmed to have the virus and giving that information to the local public health department. The local public health department will provide guidance on how to stay safe, protect others, and quarantining to prevent further spread of the virus.

Quarantine separates people who were exposed to a contagious disease to see if they become sick. This is important because people who are infected with COVID-19 are contagious two days before they have any symptoms of being sick, so unless they are kept separated from other people, they will spread the illness without even knowing it. Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine and do not need to be identified or contacted.

This form is to assist the local public health department of identifying close contacts within the school. Please return the information of close contacts to the local health department as soon as possible. This can also be shared with parents to identify close contacts of anyone outside of school that a student has been around.

Staff or student has a positive nasal/throat test.				
For symptomatic cases Date Symptoms Started: ___ / ___ / ___ 48 hours prior to this: ___ / ___ / ___			For asymptomatic positive tests Test Date: ___ / ___ / ___ 48 hours prior to test date: ___ / ___ / ___	
Dates staff or student attended school starting from 48 hours from onset of symptoms (or test date) ___ / ___ / ___ through ___ / ___ / ___				
Close Contacts* on those dates				
Date	Contact	Date of Birth	Address of Primary Guardian	Phone Number of Primary Guardian

* A close contact is someone being within 6 feet (about 2 arms' length) of an infected person for at least 15 minutes. 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.

APPENDIX E

Face Covering Exemption Form

PLEASE COMPLETE TOP SECTION BEFORE GIVING IT TO YOUR HEALTHCARE PROVIDER

Student/School Staff Name: _____

Date of Birth: _____ School Name: _____

The above-named individual requires documentation that they are unable to wear a facial covering due to a medical condition. Schools are required to obtain this documentation as they are with any other accommodation*. We appreciate your time and assistance in this matter.

The above-named individual **cannot** medically tolerate a face covering due to the following medical condition:

_____ Medical condition that causes trouble breathing

_____ Medical condition that makes them unable to remove the cloth face covering without assistance

_____ Has neither of the above contraindications to mask use

If unable to medically tolerate a face covering, this student/staff member **is able** to use a face shield

_____ Yes

_____ No

Healthcare provider name: _____

Signature: _____

Date: _____ Phone Number: _____

*This list of acceptable conditions along with the guidance for schools to require this documentation from a medical professional has been provided by the state of Michigan and can be found at https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-535121--,00.html.

CDC Materials

- Handwashing is your Superpower!
- Wash your Hands!
- Stop the Spread of Germs that can make you and others sick!
- Stop the Spread of Germs
- Please Wear a Cloth Face Covering
- Wear a Cloth Face Covering to Protect You and Your Friends
- Symptoms of Coronavirus (COVID-19)
- Help Protect Yourself and Others from COVID-19
- Slow the Spread of COVID-19
- Do it for Yourself and Your Friends
- What Your Test Results Mean