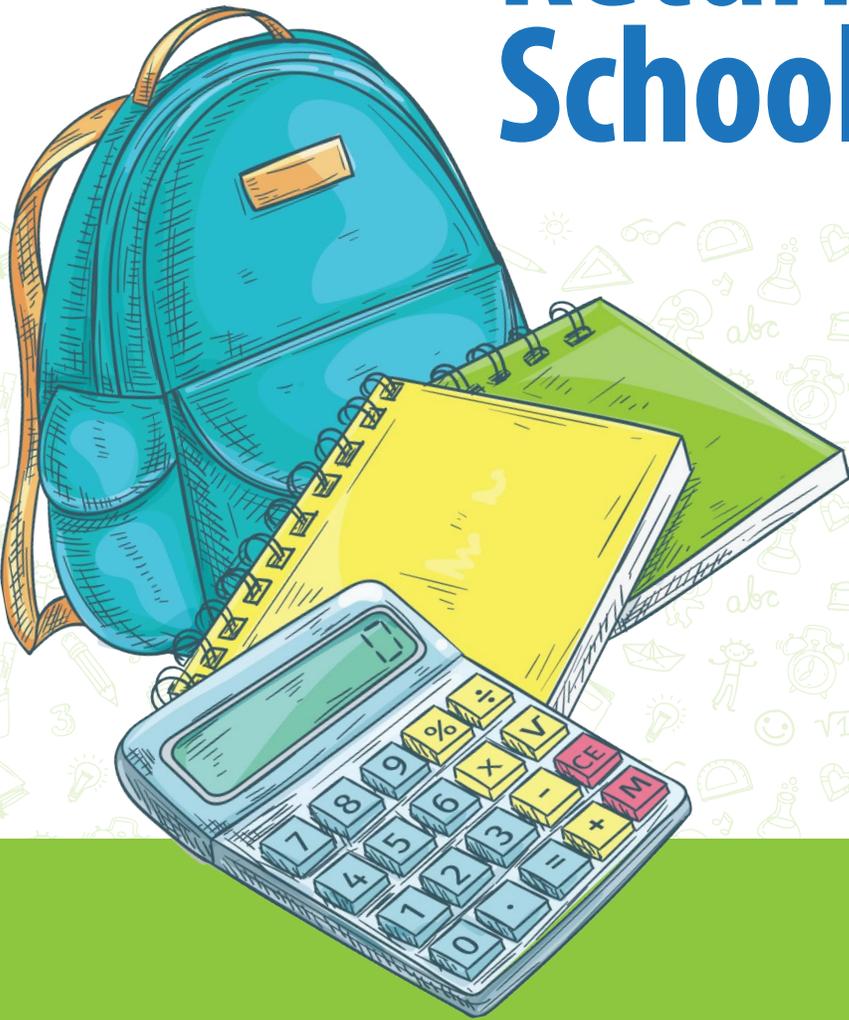


# COVID-19 Return to School Toolkit

(Part B)



Published August 18, 2020

**DISCLAIMER:** This information was developed based on the latest guidance at the time. Visit [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) or [Michigan.gov/coronavirus](https://www.michigan.gov/coronavirus) for the most up to date information.

*Legal disclaimer: The contents of this document are made available to you for informational purposes only and should not be construed as legal, financial or medical advice on any matter. This material may not reflect the most current COVID-19 developments and is subject to revision. In no event will the Saginaw County Health Department liable for any decisions made or action taken in relation upon the information provided through this document.*

# COVID-19 SCHOOL GUIDANCE

**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 makes them unable to remove the cloth face covering without assistance

\_\_\_\_\_ Other reason (please list) \_\_\_\_\_

\_\_\_\_\_ This child should complete virtual/remote learning due to this medical condition

If unable to medically tolerate a face covering, this person **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](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-535121--,00.html).

# COVID-19 SCHOOL GUIDANCE

## How to Screen Your Child Each Morning Before Leaving for School

### Symptoms to watch for:

Did they wake up flushed and warm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do they have a fever, chills, or sweats?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do they "feel sick" in any way?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are they complaining of a sore throat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do they have a new or worsening cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Gastrointestinal symptoms like diarrhea, vomiting, or abdominal pain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Severe headache?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### COVID-19 exposure to watch for:

Have they been in close contact with anyone who is COVID-19 positive? (Less than six feet for at least 15 minutes)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have they traveled to a high-risk area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**If the answer is NO to all of these questions, your child is clear to send to school.**

**If the answer is YES to any of these questions,** keep them home and contact your healthcare provider for guidance to rule out COVID-19 or other illnesses/allergies. If positive for COVID-19, stay out of school until:

- 24 hours without fever with no fever reducing medications, AND
- Significant improvement in symptoms, AND
- 10 days have passed since symptoms first began

If your child is ill but not COVID-19 positive, [download this](#) to help determine when they can return to school.

# COVID-19 SCHOOL GUIDANCE

## COVID-19 Workplace Health Screening

Company Name: \_\_\_\_\_

Time In: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

### 1. In the last 24 hours, have you experienced:

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 24 hours, have you experienced:

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
Runny nose or congestion*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<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:		

*\*New or worsening symptoms outside of what individual defines as normal.*

If you answer "yes" to any of the symptoms listed above in section 1, at least two 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 for minimum of 10 days since symptoms first appear or per Saginaw County Health Department guidance.
  - If diagnosed as a probable COVID-19 or test positive, call Saginaw County Health Department and make them aware of your diagnosis or testing status.
- You must also have 24 hours without fever (without use of fever reducing medications) and improvement in respiratory symptoms.

### 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
Traveled to high risk area internationally or domestically?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer "yes" to either 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 Saginaw County Health Department to ensure they are aware.

For questions, visit [www.saginawpublichealth.org/coronavirus](http://www.saginawpublichealth.org/coronavirus) or call the Saginaw County Health Department COVID-19 hotline (989) 758-3828.



# COVID-19 SCHOOL GUIDANCE

Saginaw County  HEALTH DEPARTMENT

## SCENARIOS to use when students, staff or teachers are positive for COVID-19

### Scenario 1:

Teacher and students in a self contained classroom (elementary)

### Scenario 2:

Rotating teacher, no assignment of seats, teacher and student free to move around in class (middle and high school)

### Scenario 3:

Assigned seats, social distance (6 or more feet apart) teacher and student with limited movement

### Scenario 4:

Administration and staff (front desk/admin)

**Covid-19 positive student/staff/teacher**  
In self-contained classroom

**Covid-19 positive teacher/staff**  
Who rotates to different classrooms

**Covid-19 positive teacher/staff**  
Who rotates to different classrooms

**Covid-19 positive administration/staff**  
With limited movement

1

2

3

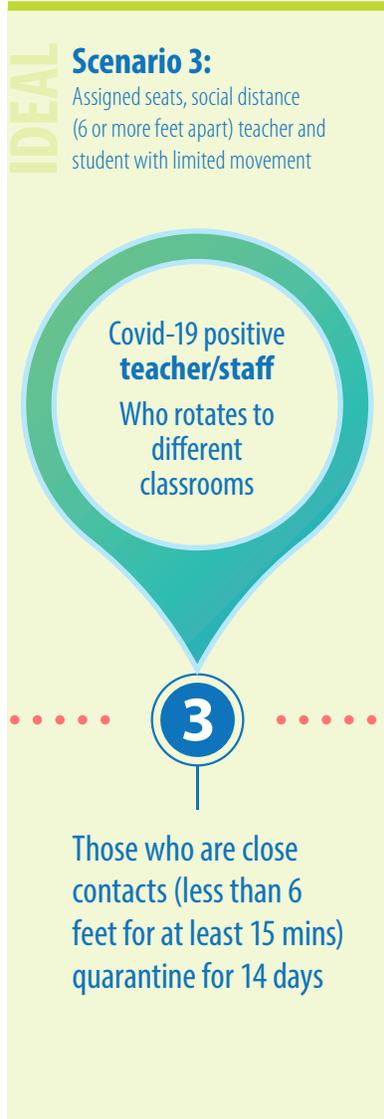
4

The entire class including teacher and students in that classroom leave school and quarantine for 14 days.

All classrooms that she/he taught quarantine for 14 days

Those who are close contacts (less than 6 feet for at least 15 mins) quarantine for 14 days

Close contacts quarantine for 14 days



Saginaw County  HEALTH DEPARTMENT



# COVID-19 SCHOOL GUIDANCE

Saginaw County  HEALTH DEPARTMENT

## SCENARIOS to use when students, staff or teachers are positive for COVID-19

### Bus considerations

- Group family members together
- Consider pre-screen prior to getting on the bus
- Parents should be educated that they (responsible adult) should be present when the student gets on the bus
- Sick students should not be allowed on the bus
- Windows slightly open to increase air flow

### Scenario 5:

Bus with no assigned seating and no clustering of families

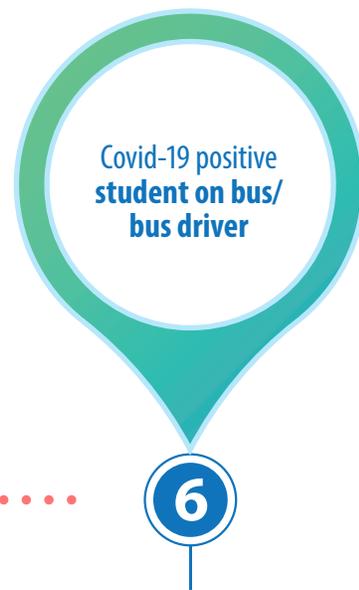
### Scenario 6:

Bus with assigned seating, each student remains in his/her seat, windows open

\* Seat logs kept



All students and bus driver quarantine for 14 days



Close contacts (less than 6 feet for at least 15 mins) quarantine for 14 days

Saginaw County  HEALTH DEPARTMENT



# COVID-19 SCHOOL GUIDANCE

Saginaw County  HEALTH DEPARTMENT

## SCENARIOS to use when students, staff or teachers are positive for COVID-19

### Isolation room recommendations

- Each sick student should be isolated in a separate room
  - Reduces risk of spread of disease
  - Students could have different disease
    - Flu
    - Common cold
    - Covid-19
  - Staff & child must wear surgical mask
  - Escort child to vehicle, do not allow parent to enter building

### Scenario 7:

Symptomatic student in school



- Isolate the student
- Call parents to pick student up
- Student to stay home until symptoms resolve (at least 10 days, no fever for 24 hours, and symptoms improving) and/or see doctor for clearance to return to school
- If child tests positive, close contacts quarantine for 14 days

### Scenario 8:

Symptomatic staff in school



- Send adult home
- Stay home until symptoms resolve (at least 10 days, no fever for 24 hours, and symptoms improved) and/or see doctor for clearance to return to school
- If positive, close contacts go on quarantine (see other scenarios)

Saginaw County  HEALTH DEPARTMENT



# COVID-19 SCHOOL GUIDANCE

Saginaw County  HEALTH DEPARTMENT

## Student or Staff Symptomatic?

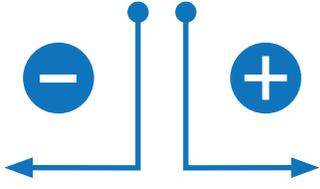


**GO HOME**  
Call healthcare provider



**CONSIDER TESTING**

**CALL HCP**  
Contact your healthcare provider for management of symptoms and guidelines on return to school



**STAY HOME**  
Stay home until:

- 24 hours without fever with no fever reducing medications, AND
- Significant improvement in symptoms, AND
- 10 days have passed since symptoms first began

Contact your healthcare provider

Saginaw County  HEALTH DEPARTMENT

# SCHOOL NAME

Address | Telephone

SAMPLE

**Tuesday, August 18, 2020**

Dear Parents/Guardians:

This letter is to inform you that an individual at [school building and grade] has tested positive for COVID-19. The District is coordinating closely with the Saginaw County Health Department in order to assure the health and safety of our community.

We have performed contact tracing with the assistance of the Saginaw County Health Department and have identified all close contacts (less than 6 feet for at least 15 minutes) to this individual. We have contacted those families with quarantine instructions. If you have not been contacted your child is not a close contact of this individual and therefore your child is not required to quarantine.

Cleaning and disinfecting of all exposed areas has been completed. The school is also taking precautions to prevent the introduction and spread of viruses and other germs and is cleaning frequently touched surfaces daily. [Insert any details on scheduling changes, if applicable.] The status of this situation is fluid, and we are monitoring it closely.

We understand the level of concern regarding COVID-19. We encourage parents and students to continue following the public health recommendations:

- Staying home when you are sick;
- Practice the **3 Ws**:
  - **W**ash your hands (with soap and water for at least 20 seconds)
  - **W**ear a mask
  - **W**atch your distance
- Covering coughs and sneezes and properly disposing of tissues;
- Continue to socialize responsibly – limit gatherings outside your household.
- Continuing to monitor your health for symptoms.

As always, we appreciate our community's support and cooperation. You can assist us by remaining vigilant but sensible in your approach to dealing with this health concern.

Should you have any questions about this situation, please feel free to contact [contact person] at [phone number].

Sincerely,

[Administrator's name]

# SCHOOL NAME

Address | Telephone

**Tuesday, August 18, 2020**

Dear Parents/Guardians:

This letter is to inform you that your child has been identified as a **close contact** of a laboratory-confirmed case of COVID-19 that occurred at [school building] on [enter date(s) of exposure]. A close contact is defined as someone who was within 6 feet of a confirmed case of COVID-19 for at least 15 minutes.

**Due to this exposure, your child will need to be kept home from school through [14 days from date of last exposure].** We ask that you be on the lookout for the signs and symptoms of COVID-19 in your child through [that date]. Symptoms can include but are not limited to **fever, cough, runny nose, shortness of breath, sore throat, headache, diarrhea, vomiting and abdominal pain.** Not everyone will get all these symptoms. The Saginaw County Health Department (or health department of your county of residence) will also be in touch with additional information.

We encourage you to contact health care provider to discuss testing or management of any symptoms that develop. Should you want your child to be tested you can call 2-1-1 or your healthcare provider may order a test. **Please note that even if your child tests negative for COVID-19 during the quarantine period he/she may NOT return to school until [Enter Date].**

Cleaning and disinfecting of all exposed areas has been completed. The school is also taking precautions to prevent the introduction and spread of viruses and other germs and is cleaning frequently touched surfaces daily. The status of this situation is fluid, and we are monitoring it closely.

As always, we appreciate our community's support and cooperation. You can assist us by remaining vigilant but sensible in your approach to dealing with this health concern. Practice the **3 Ws (Wash your Hands, Wear a Mask, and Watch your Distance).**

Should you have any questions about this situation, please feel free to contact [contact person] at [phone number] or the Saginaw County Health Department hotline at (989) 758-3828.

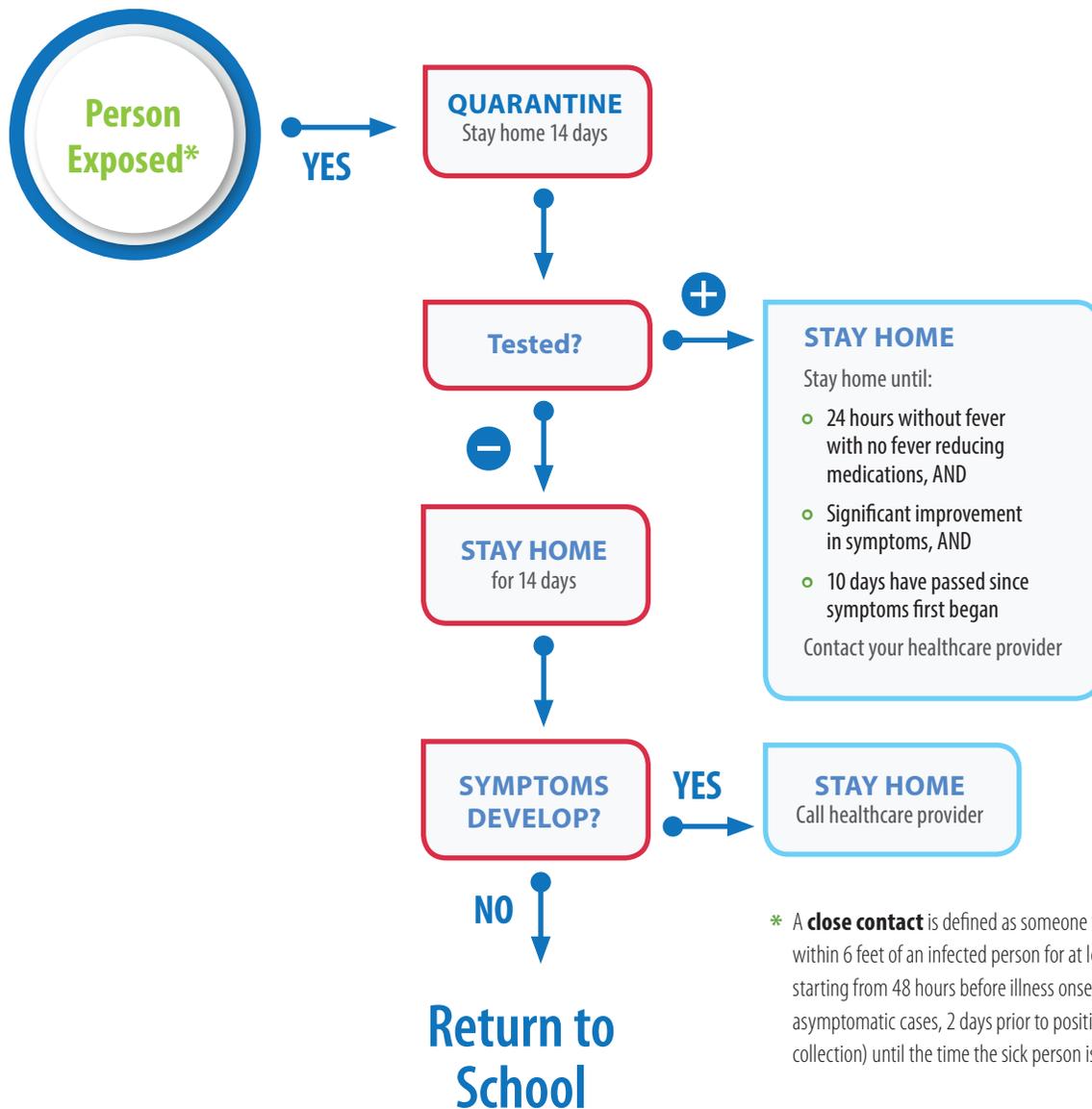
Sincerely,

[Administrator's name]

# COVID-19 SCHOOL GUIDANCE

Saginaw County  HEALTH DEPARTMENT

## Evaluation for Close Contact

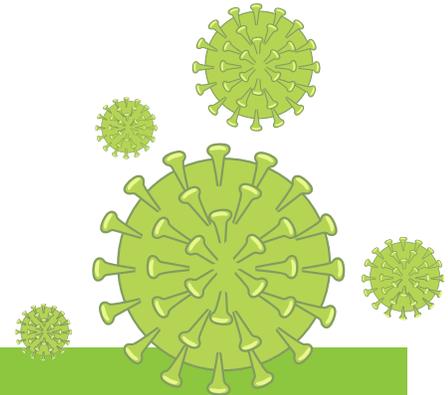


\* A **close contact** is defined as someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset (or, for asymptomatic cases, 2 days prior to positive specimen collection) until the time the sick person is isolated.

Saginaw County  HEALTH DEPARTMENT

# COVID-19 SCHOOL GUIDANCE

## When Should A Student Stay Home From School (or be sent home)



Any time they are sick, regardless of symptoms

### Any time they have these symptoms

- Fever, chills/sweating
- Sore throat
- Cough
- Runny nose
- Diarrhea, vomiting, abdominal pain
- Severe headache

### STOP! STAY HOME!

Contact your healthcare provider to rule out COVID-19 or other illnesses/allergies. If positive for COVID-19, stay out of school until:

- 24 hours without fever with no fever reducing medications, AND
- Significant improvement in symptoms, AND
- 10 days have passed since symptoms first began

### Any time they are (or you suspect they are) exposed to COVID-19

Within six feet, for 15 minutes or more, with a confirmed COVID-19 person

### STOP! STAY HOME!

Contact your healthcare provider about exposure and testing. If test comes back positive, stay home until:

- 24 hours without fever with no fever reducing medications, AND
- Significant improvement in symptoms, AND
- 10 days have passed since symptoms first began

If test comes back negative, stay home for a full 14 days as the incubation period for COVID-19 is 2-14 days and the disease may not be fully detected by testing if done early in the incubation cycle

### STOP! STAY HOME!

Don't assume "it's nothing." Talk to your healthcare provider to be sure.

# COVID-19 SCHOOL GUIDANCE

Saginaw County  HEALTH DEPARTMENT

## If your child is exposed to COVID-19 and asked to quarantine and self-monitor

You will be contacted either by the SCHD or a representative of the Michigan Department of Health & Human Services.

### Your child will be asked to :

Stay home and quarantine for 14 days & you will monitor their symptoms twice per day [morning + night]

### Monitor their health, twice daily

- Take their temperature twice per day and write it down
  - Must be **at least 30 minutes after eating, drinking, or exercising**
  - **Wait 6 hours after taking medications which can lower your temperature** (acetaminophen, ibuprofen, paracetamol, or aspirin)
  - **Clean your thermometer** with soap and water after each use
- **Look for symptoms such as:**
  - cough
  - difficulty breathing
  - sore throat
  - runny nose
  - fever

*\*Keep track of any symptoms they are experiencing*

### If they do have a fever of 100.4°F, cough, or trouble breathing:

If a child is experiencing a **life-threatening emergency, call 911** immediately

- **Call your doctor's office or urgent care facility BEFORE seeking care** to discuss their symptoms and self-monitoring information
- **Call the Saginaw County Health Department** to inform them of your child's symptoms and that you are monitoring them at (989) 758-3828

### COVID-19 SPREADS THROUGH CLOSE CONTACT

Protect the health & safety of others

Practice good health habits while self-monitoring

- Practice the 3W's (wash your hands, wear a mask, watch your distance)
- If soap and water are unavailable, use a **hand sanitizer with at least 60% alcohol**
- **Avoid close contact with others** & do not share cups or eating utensils
- **Disinfect high touch surfaces** often
- Get plenty of sleep, eat nutritious food, drink plenty of fluids, be physically active, and manage stress

### The 3 Ws: How to Best Protect Your Child When Returning to School



**Wash your hands**

**Wear a mask (or face shield)**

**Watch your distance**

**Stay home, unless seeking medical care**

*\*Call ahead so they may prepare for your visit*

Saginaw County  HEALTH DEPARTMENT

# COVID-19 SCHOOL GUIDANCE

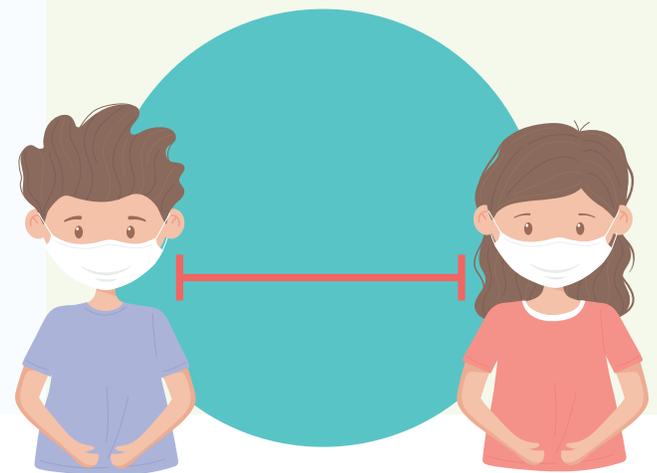
## The 3 Ws: How to Best Protect Your Child When Returning to School



**Wash your hands**



**Wear a mask (or face shield)**



**Watch your distance**

These three tried-and-true public health measures are you and your child's best protection against COVID-19 and all communicable diseases.

Remember to keep your children home whenever they are sick or potentially exposed to someone confirmed to have COVID-19.

**This will help protect you and those you care about.**

Saginaw County  HEALTH DEPARTMENT

# COVID-19 SCHOOL GUIDANCE

## COVID-19 DECISION TREE

**Known exposure to COVID-19**  
(15 minutes or longer within 6 feet)

**Does the student have any of the following symptoms:** fever, chills, sweating, sore throat, new cough, diarrhea, vomiting, abdominal pain, new onset of severe headache – especially with a fever or runny nose

**Does the staff member exhibit any one of the following symptoms:** cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder **OR at least two of the following symptoms:** fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose

- 14 day quarantine
- Active symptom monitoring (e.g., take temp 2x/day and watch for symptoms)

**STOP**

**Students or staff who have symptoms consistent with COVID-19 will be denied entry or dismissed. See below to determine when they may return.**

Staff to safely isolate student and coordinate dismissal with instructions to follow up with HCP

Staff to safely isolate student and coordinate dismissal with instructions to follow up with HCP

**Received laboratory testing for COVID-19**

Quarantine and monitor symptoms until laboratory results received

**Received other diagnosis from healthcare provider**

(e.g., norovirus, strep throat) that explain the symptoms, or HCP determines symptoms are connected to a pre-existing condition.)

If symptoms are self limiting (e.g., headache), **school staff may use judgement**

COVID-19 Test **NEGATIVE**

COVID-19 Test **POSITIVE**

Tested COVID-19 **POSITIVE**, but asymptomatic

**COVID-19 symptoms without a medical evaluation**  
(e.g., monitoring symptoms at home)

**Stay home until symptoms have improved.** Follow specific return guidance from the HCP or per MICDS contagious illness policies

**Stay home until:**

- No fever for at least \*24 hours without the use of fever reducing medication
- AND improvement of symptoms

**Stay home until:**

- It has been at least 10 days since symptoms first appeared
- AND no fever for at least \*24 hours without the use of fever reducing medication
- AND improvement of other symptoms
- Siblings and family members must also quarantine for 14 days

**Stay home until:**

- It has been at least 10 days since symptoms first appeared
- AND no fever for at least \*24 hours without the use of fever reducing medication
- AND improvement of other symptoms

Remain home until symptoms have improved. Follow specific return guidance from the HCP or school office

**OK to return with documentation from HCP and/or approval by school office**

**OK to return with documentation from HCP and/or approval by school office**

**OK to return with documentation from HCP and/or approval by school office**

**OK to return with documentation from HCP and/or approval by school office**

**Considerations:**

- May require school closure for 1-2 days for cleaning and disinfection of the building or exposed area
- If a growing percentage of the student population tests positive, the Saginaw County Health Department would seek CDC guidance and possibly recommend 2-5 day closure if the exposure is not contained
- School staff and administrators to perform contact tracing
- May receive other guidance from Health Department as necessary

\* New CDC guidelines



# COVID-19 SCHOOL GUIDANCE



## Back to School with COVID-19

### CREATE THE RIGHT ENVIRONMENT TO MINIMIZE DISRUPTION

**Minimize movement within school**

- For everyone's safety
- Lowers risk of spread
- Limits contacts for tracing and limits additional cases

**Handle isolated classrooms/grades**

- Without impacting entire school

**Educate staff and families**

- So they know what to expect in the event of a positive case or larger outbreak

**Communicate well**

- With health department
- With school community
- As FYI for others



# COVID-19 SCHOOL GUIDANCE

## What to Do if Someone Tests Positive for COVID-19

**Gather the following:** Is the case symptomatic?  yes  no

Name of positive case: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Date of birth: \_\_\_ / \_\_\_ / \_\_\_

Positive test date: \_\_\_ / \_\_\_ / \_\_\_

Phone: \_\_\_\_\_ County of Residence: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_

(dating back 2 days, or 48 hours, from the date of diagnosis)

Grade: \_\_\_\_\_ Building: \_\_\_\_\_

Teacher (if student): \_\_\_\_\_

**Determine who the positive case has had close contact within the last 2 days at school:**  
 (less than 6 feet apart, for at least 15 minutes)

Contact Name	DOB	Address/City/Zip	Phone Number(s)	Alternate Phone	Date of Last Contact

**Notify them immediately with directions that local health department will follow up:**

- Instruct close contacts to self quarantine for 14 days and monitor for symptoms. (See **Contact Tracing fact sheet**)

**Submit this report to the local health department in the county where the positive case lives.** (not where the school is located)

- If Saginaw, please call the Saginaw County Health Department at (989) 758-3887 or fax the report to (989) 758-3888

**Initiate school community communications to families.**

**Clean and disinfect according to protocol.**

# COVID-19 SCHOOL GUIDANCE

Saginaw County



HEALTH DEPARTMENT

## FAQ Info for Parents

COVID-19 is still spreading in Saginaw County — which means it is still a threat to health. We care about you and your family's health as much as education. So, while the virus is still new, we have worked with your school district, as well as state and federal partners, to give you the best information we have as we prepare to return to school in the fall.

### Q: What steps can we take to prepare our children for school and prevent them from getting COVID-19?

- Check your own thoughts and attitudes – if you are negative about school, they probably will be too. Instead, reassure them that everyone is working together to make their return to school as safe as possible.
- Help them wash their hands often and correctly – with soap and water for at least 20 seconds.
- Help them avoid close contact with people who are sick, even inside your own home.
- Help them comprehend what six feet apart means – use pool noodles, a measuring tape, etc.
- Practice wearing masks – start for short periods of time and work your way up.
- Show them how to cover their sneezes and coughs correctly.
- Teach them to use hand sanitizer and wipes to clean and disinfect frequently touched surfaces daily.
- Help your student monitor his or her health – look for symptoms and take their temperature every morning.

### Q: What if my student comes in “close contact” with a teacher, staff member or other student who has COVID-19 at school?

Know that COVID-19 is everywhere in the community. Every time you go out of the home, you and your children are at risk for getting exposed. That said, schools are working to create the safest possible experience. This includes handwashing, social distancing, reducing shared items, masks, keeping classes in the classroom more, and limiting movement within the school building.

If your child IS exposed to someone with COVID-19 at school, they should stay home for 14 days since the last time they were around that person to see if they develop symptoms. If they do get symptoms, then:

- Call your doctor
  - Ask to get tested
  - Follow your doctor's instructions for staying home while you wait for the test results
- If you have other children in your home, who do not have symptoms, they may continue to go to work and school. If the child who was in close contact gets sick, then your other students should stay home too.

Saginaw County



HEALTH DEPARTMENT



# COVID-19 SCHOOL GUIDANCE

## **Q: What if my student develops symptoms at school?**

If your child experiences symptoms AT school, they will immediately isolate them from others in a designated room and call you. You will then need to call your doctor, ask to get tested, and follow your doctor's instructions.

## **Q: How will I know if my student was around someone who was sick?**

Your school has a system they developed with us to do contact tracing. They will call you if your student was a close contact to a positive case. We will follow up with you. Your school will communicate with the school community to let people know that there is a positive case and how they are handling it.

## **Q: Will schools close if someone gets COVID-19?**

We hope that isn't necessary. We are helping your school create an environment that allows them to better control how students and classrooms move within the building. By limiting movement, we hope they have the ability to deal with isolating smaller groups of children rather than disrupting the entire school.

School will work with the Saginaw County Health Department to determine when and if school closure is necessary.

But rest assured your student's safety, and the safety of school staff, are everyone's highest priority.

Thank you for supporting your school.

# COVID-19 SCHOOL GUIDANCE

Saginaw County



HEALTH DEPARTMENT

## Contact Tracing

Schools have unique responsibilities as both an employer to staff and teachers and as a service provider to students and families.

Schools should have policies and procedures in place so they are prepared to respond quickly upon receiving notification that a staff member, volunteer or student tested positive for COVID-19. These procedures will ensure that districts can confidentially notify families who have been exposed and that facilities are disinfected in a timely manner. The steps recommended below will allow the health department to provide robust contact tracing and are intended to help schools take necessary safety precautions while awaiting further information from the health department.

01

Upon receiving notification that someone within the school has tested positive for COVID-19, immediately **contact the local health department** of the county where the staff member, volunteer or student lives (their county of residence). If Saginaw, please call the Saginaw County Health Department at (989) 758.3887. You will need to disclose the identity of the person, their address, date of COVID-19 diagnosis, and dates of attendance (dating back 2 days, or 48 hours, from the date of diagnosis).

02

**Immediately determine whether the staff, volunteer or student has had contact with others.** If possible, ask the staff, volunteer or student to identify who he/she has come into contact with over the past 2 days.

03

**The health department can help assist you in determining close contacts.**

Close contact is generally considered someone who has had less than 6 feet distance with a staff, volunteer or student for more than 15 minutes.

Saginaw County



HEALTH DEPARTMENT

# COVID-19 SCHOOL GUIDANCE

## 04

**Notify families and other staff who may have come into contact with the positive staff, volunteer or student within the past 2 days that they may have been exposed to COVID-19, and may wish to see a healthcare provider.**

The health department may have guidance as to whether home quarantine or self-monitoring are required based on the level and nature of exposure. The following language can be used to notify those who have been exposed:

- a. As we continue to work through the COVID-19 pandemic, one of our many priorities includes the health and safety of our staff, volunteers and students. Therefore, you are receiving this notice because you have been identified as someone who has been in close contact with a teacher, staff member or other student within the school who has tested positive for COVID-19. Out of abundance of caution, we want to notify you as a precautionary measure so that you can monitor your health for the next 14 days and seek advice from your healthcare provider.

You may also communicate your cleaning protocol and social distancing mitigation strategies to alleviate fears and concerns.

## 05

**Those identified as close contacts of the confirmed positive case should be sent home for a 14-day quarantine period, even if they test negative for COVID-19.**

Notify these people that they will be receiving contact directly from their local health department or designee to perform daily monitoring with them. Daily monitoring will entail having them take their temperature twice daily and report any signs and symptoms. If they develop symptoms, they should not return to school until they have gone 72 hours without a fever without using fever-reducing medications, respiratory symptoms have improved, and 10 days have gone by since symptoms first appeared. Quarantined teachers and students may still participate in virtual learning, if available.

## 06

**Determine where the confirmed positive case was within the building(s) and apply cleaning and disinfection protocols, or arrange for a professional cleaning of the classroom and common spaces.**

# COVID-19 SCHOOL GUIDANCE

## PERSONAL PROTECTIVE EQUIPMENT

REQUIRED		
Phase 4	Phase 5	Phase 6
<p>Facial coverings must always be worn by staff except for meals.</p> <p>Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation.</p> <p>Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.</p> <p>Facial coverings must be worn in classrooms by all students grades 6-12.</p> <p>All students in grades K-5 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.</p>	NONE	NONE
STRONGLY RECOMMENDED		
Phase 4	Phase 5	Phase 6
<p>Facial coverings should be considered for K-5 students and students with special needs in classrooms.</p> <p>Facial coverings should be considered for pre-K students and students with special needs in hallways and common areas.</p>	<p>Facial coverings must always be worn by staff except for meals.</p> <p>Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.</p>	NONE
RECOMMENDED		
Phase 4	Phase 5	Phase 6
NONE	Facial coverings should be considered for K-5 students and students with special needs in classrooms.	NONE



	Facial coverings should be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.	
	Facial coverings should be worn in classrooms by grades 6-12 students.	

## HYGIENE

REQUIRED		
Phase 4	Phase 5	Phase 6
Provide adequate supplies (soap, hand sanitizer, paper towel, tissues, signs to reinforce proper handwashing).	NONE	NONE
Teach and reinforce handwashing.		
STRONGLY RECOMMENDED		
Educate staff and students on how to cough and sneeze properly.	Provide adequate supplies (soap, hand sanitizer, paper towel, tissues, signs to reinforce proper handwashing).	NONE
Check and refill soap and hand sanitizers.	Teach and reinforce handwashing.	
Scheduled handwashing with soap and water every 2-3 hours.	Educate staff and students on how to cough and sneeze properly.	
Limit sharing of personal items.	Students should wash their hands or use hand sanitizer after changing any classroom.	
Keep students' personal items separate.		
Limit use of classroom materials to small groups and disinfect between use.		
Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.		



RECOMMENDED		
Phase 4	Phase 5	Phase 6
NONE	Check and refill soap and hand sanitizers.	Provide adequate supplies (soap, hand sanitizer, paper towel, tissues, signs to reinforce proper handwashing).
	Scheduled handwashing with soap and water every 2-3 hours.	Teach and reinforce handwashing.
	Limit sharing of personal items.	Check and refill soap and hand sanitizers.
	Keep students' personal items separate.	Educate staff and students on how to cough and sneeze properly.
	Limit use of classroom materials to small groups and disinfect between use.	
	Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	

## SPACING, MOVEMENT, AND ACCESS

STRONGLY RECOMMENDED		
Phase 4	Phase 5	Phase 6
Space desks six feet apart in classrooms.	NONE	NONE
When large tables are utilized, space students as far apart as feasible.		
Arrange all desks facing the same direction.		
Teachers should maintain six feet of spacing between themselves and students.		
Family members or other guests are not allowed.		
Post signage to indicate proper social distancing.		
Markers should be used at six foot intervals where line formation is anticipated.		
Provide social distancing floor/seating markings in waiting and reception areas.		
Post signs on the doors of restrooms to remind of social distancing and hand hygiene techniques.		



<p>Adult guests entering should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.</p>		
<b>RECOMMENDED</b>		
<b>Phase 4</b>	<b>Phase 5</b>	<b>Phase 6</b>
<p>Windows kept open as much as possible.</p>	<p>Space desks six feet apart in classrooms.</p>	<p>NONE</p>
<p>Cohort groups of students to isolated hallways or areas that can be monitored.</p>	<p>When large tables are utilized, space students as far apart as feasible.</p>	
<p>“Specials” should be brought to the classrooms.</p>	<p>Arrange all desks facing the same direction.</p>	
<p>Consider a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching.</p>	<p>Teachers should maintain six feet of spacing between themselves and students.</p>	
<p>Efforts should be made to keep six feet of distance between people in the hallways.</p>	<p>Post signage to indicate proper social distancing.</p>	
<p>Monitor arrival and dismissal.</p>	<p>Markers should be used at six foot intervals where line formation is anticipated.</p>	
<p>Physical education should be held outside and social distancing of six feet.</p>	<p>Provide social distancing floor/seating markings in waiting and reception areas.</p>	
<p>Flow of foot traffic should be directed in only one direction, if possible; hallways should be divided with either side following the same direction.</p>	<p>Post signs on the doors of restrooms to remind of social distancing and hand hygiene techniques.</p>	
	<p>Window kept open as much as possible.</p>	
	<p>Cohort groups of students to isolated hallways or areas that can be monitored.</p>	
	<p>“Specials” should be brought to the classrooms.</p>	
	<p>Flow of foot traffic should be directed in only one direction, if possible; hallways should be divided with either side following the same direction.</p>	
	<p>Efforts should be made to keep six feet of distance between people in the hallways.</p>	
<p>Monitor arrival and dismissal.</p>		

## SCREENING STUDENTS AND STAFF

REQUIRED		
Phase 4	Phase 5	Phase 6
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	NONE	NONE
STRONGLY RECOMMENDED		
Phase 4	Phase 5	Phase 6
Identify and designate a quarantine area.	Identify and designate a quarantine area.	NONE
Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask.	Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask.	
Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered.	Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered.	
Staff should conduct daily self-examinations, including a temperature check, prior to coming to work.	Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.	
RECOMMENDED		
Phase 4	Phase 5	Phase 6
Monitoring form (paper or electronic) for screening employees should be developed.	Staff should conduct daily self-examinations, including a temperature check, prior to coming to work.	NONE
Families are encouraged to check their child's temperature at home every morning.	Any parents or guardians entering the building should wash or sanitize hands prior to entry.	
Families are encouraged to monitor their children for symptoms of COVID-19.	Family members or other guests are not allowed.  Families are encouraged to check their child's temperature at home every morning.	

## TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES

REQUIRED		
Phase 4	Phase 5	Phase 6
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	NONE	NONE
STRONGLY RECOMMENDED		
Phase 4	Phase 5	Phase 6
Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	NONE
Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	
Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.	Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.	
Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.	Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.	
In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.	In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.	



RECOMMENDED		
Phase 4	Phase 5	Phase 6
NONE	<p>Parents or guardians are encouraged to check student's temperature at home every morning.</p> <p>Parents or guardians are encouraged to monitor for symptoms of COVID-19.</p>	NONE

## RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

REQUIRED		
Phase 4	Phase 5	Phase 6
<p>Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.</p>	NONE	<p>In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed must be immediately closed until cleaning and disinfection can be performed.</p> <p>If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision must be made in concert with the local public health department.</p>



**STRONGLY RECOMMENDED**

Phase 4	Phase 5	Phase 6
Notify local health officials, staff, and students immediately of any possible case of COVID-19.	Notify local health officials, staff, and students immediately of any possible case of COVID-19.	NONE
Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious.	Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious.	
Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.		
If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.		

**RECOMMENDED**

Phase 4	Phase 5	Phase 6
NONE	If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.	NONE

**FOOD SERVICE, GATHERINGS, AND EXTRACURRICULAR ACTIVITIES**

**REQUIRED**

Phase 4	Phase 5	Phase 6
Prohibit indoor assemblies that bring together students from more than one classroom.	NONE	NONE

**STRONGLY RECOMMENDED**

Phase 4	Phase 5	Phase 6
NONE	Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	NONE



	<p>Students, teachers, and staff should wash hands before and after every event.</p> <p>All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.</p> <p>If field trips occur, they should comply with transportation guidelines within this document.</p>	
<b>RECOMMENDED</b>		
<b>Phase 4</b>	<b>Phase 5</b>	<b>Phase 6</b>
Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met.	Classrooms should be used for eating in place, taking into consideration food allergies.	NONE
If cafeterias must be used, mealtimes should be staggered and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	If cafeterias must be used, mealtimes should be staggered.	
Students, teachers, and staff should wash hands before and after every event.	If possible, school-supplied meals should be delivered to classrooms with disposable utensils.	
Large scale assemblies of more than 50 students are suspended.	Students, teachers, and staff should wash hands before and after every event.	
Off-site field trips that require bus transportation to an indoor location are suspended.	After-school programs may continue with the use of facial coverings.	
Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.		
If possible, school-supplied meals should be delivered to classrooms with disposable utensils.		
Extracurricular activities may continue with the use of facial coverings.		

## ATHLETICS

### REQUIRED

Phase 4	Phase 5	Phase 6
<p>Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).</p> <p>Proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.</p> <p>All equipment must be disinfected.</p> <p>Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected.</p> <p>Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing.</p> <p>Use a clearly marked water bottle for individual use no sharing.</p> <p>Handshakes, fist bumps, and other unnecessary contact must not occur.</p> <p>Indoor weight rooms and physical conditioning activities that require shared equipment are suspended.</p> <p>Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, maintain six feet of distance from one another.</p>	<p>NONE</p>	<p>NONE</p>

### STRONGLY RECOMMENDED

Phase 4	Phase 5	Phase 6
<p>NONE</p>	<p>Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people.</p> <p>Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.</p>	<p>NONE</p>



	All equipment must be disinfected before and after use.	
	Buses must be cleaned and disinfected.	
	Use a clearly marked water bottle for individual use no sharing.	
<b>RECOMMENDED</b>		
<b>Phase 4</b>	<b>Phase 5</b>	<b>Phase 6</b>
NONE	Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained. Handshakes, fist bumps, and other unnecessary contact should not occur.	

## CLEANING

<b>REQUIRED</b>		
<b>Phase 4</b>	<b>Phase 5</b>	<b>Phase 6</b>
Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours.	NONE	NONE
Libraries, computer labs, arts, and other hands on classrooms must undergo cleaning after every class period.		
Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.		
Ensure safe and correct use and storage of cleaning and disinfection products.		
Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.		
<b>STRONGLY RECOMMENDED</b>		
<b>Phase 4</b>	<b>Phase 5</b>	<b>Phase 6</b>
NONE	Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours.	NONE



	<p>Libraries, computer labs, arts, and other hands on classrooms must undergo cleaning after every class period.</p> <p>Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.</p> <p>Ensure safe and correct use and storage of cleaning and disinfection products.</p> <p>Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.</p>	
<b>RECOMMENDED</b>		
<b>Phase 4</b>	<b>Phase 5</b>	<b>Phase 6</b>
NONE	Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.	NONE

## BUSING AND STUDENT TRANSPORTATION

<b>REQUIRED</b>		
<b>Phase 4</b>	<b>Phase 5</b>	<b>Phase 6</b>
Hand sanitizer before entering the bus.	NONE	NONE
Bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings.		
Clean and disinfect transportation vehicles before and after every transit route.		
Clean and disinfect frequently touched surfaces in the vehicle prior to morning routes and prior to afternoon routes.		
Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.		
Create a plan for getting students home safely if they are not allowed to board the vehicle.		



If a student becomes sick during the day, they must not use group transportation to return home.		
Weather permitting, keep doors and windows open.		
Consider keeping windows open while the vehicle is in motion.		

**STRONGLY RECOMMENDED**

Phase 4	Phase 5	Phase 6
NONE	<p>Hand sanitizer before entering the bus.</p> <p>Bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings.</p> <p>Clean and disinfect transportation vehicles before and after every transit route.</p> <p>Clean and disinfect frequently touched surfaces in the vehicle prior to morning routes and prior to afternoon routes.</p> <p>Create a plan for getting students home safely if they are not allowed to board the vehicle.</p> <p>If a student becomes sick during the day, they must not use group transportation to return home.</p> <p>Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.</p>	NONE

**RECOMMENDED**

Phase 4	Phase 5	Phase 6
NONE	<p>Weather permitting, keep doors and windows open.</p> <p>Consider keeping windows open while the vehicle is in motion.</p>	NONE

## MEDICALLY VULNERABLE STUDENTS AND STAFF

### STRONGLY RECOMMENDED

Phase 4	Phase 5	Phase 6
Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs.	Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs.	NONE
Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	

### RECOMMENDED

Phase 4	Phase 5	Phase 6
Staff caring for children and providing any medical care that includes aerosol generating procedures (e.g., nebulizers) should have N95 masks.	Staff caring for children and providing any medical care that includes aerosol generating procedures (e.g., nebulizers) should have N95 masks.	NONE
Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.	Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.	

#### NOT INCLUDED:

Mental and Social-Emotional Health, Instruction, Operations components of plan.