

Appendix B: Assessment of COVID-19 Symptoms Protocol

Staff will observe for signs of illness in students and in other staff. Summit Academy staff or students who display symptoms of COVID-19, with no other explanation for the symptoms, will be sent to the dedicated isolation area for assessment by the school nurse.

Students and staff must also call the school nurse if they develop symptoms, or fail the screening questionnaire, outside of school hours using the dedicated health office phone line.

Staff:

- School nurses will provide staff training on identifying the symptoms of COVID-19.
- Staff who notice symptoms of COVID in another staff member should notify their supervisor and advise the symptomatic staff to go directly to the isolation room.
- When the symptomatic staff member enters the isolation room they should call the school nurse from the phone and wait for an assessment with the door closed.
 - If the school nurse is unavailable, the staff member should call their supervisor from the phone, let the supervisor know the nurse was unavailable and leave the building through the closest exit.
 - If the staff needs to retrieve something from another part of the building before leaving (i.e., car keys) they must ask the supervisor to have someone meet them with the items at the exit door. Staff retrieving these items must wear gloves to handle those items.
 - The supervisor then needs to call the facilities department to have them clean the isolation room.

Students:

- Staff who notice symptoms of COVID in a student will don a surgical mask, gown, face shield and gloves, and accompany the student to the isolation room. Once they enter the room they should call the school nurse on the phone and wait with the student for an assessment. This staff member must remain in the isolation room with the student until the student is picked up or is cleared to return to the classroom. If the student is being sent home, the staff member must walk the student directly to the exit door as parents/guardians will not be allowed to enter the building. Staff are encouraged to bring preferred student items to keep the student occupied while waiting.
- Multiple symptomatic students and/or staff can be in the isolation room at the same time, as long as they remain 6 feet apart from one another.
- Staff must ensure that each student has at least 2 working emergency contact numbers available for pick-up at any time. Staff are required to ensure these contacts are accurate in Evolv.

Staff and students:

- The school nurse will assess the student/staff member to determine if the presenting symptoms are arising from another chronic health condition (e.g. seizure disorder, GI issues, allergies, asthma). If there is no other explanation for the symptoms, and the nurse determines the symptoms may potentially result from COVID-19, the nurse will immediately send the staff/student home.
- If symptoms are severe, including trouble breathing, pain or pressure in the chest that does not go away, new confusion, inability to wake or stay awake, bluish lips or face, or severe abdominal pain, the school nurse (or another available staff member) will call 911.
- Staff/students must remain in the isolation room until they can go home on their own or until their transportation arrives. If individuals need to use the restroom while waiting, they must use the designated isolation restroom. After use, the nurse must close this restroom and notify Facilities.
- Nurse will contact the local department of health to report a potential COVID-19 case.
- The school nurse will contact the Human Resources Department/Corporate Compliance Department staff who will begin contact tracing.
- The classroom Unit Director will initiate the building disinfection process with the facilities department.
- Staff members who are sent home must contact their doctor.
- When a student is sent home, the family will be provided with a COVID information packet and told to contact their personal physician.
- If the staff/student is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:
 - If they have been diagnosed with another condition and have a written note from a healthcare provider stating they are clear to return to school.
 - OR if they provide the results of a negative COVID-19 test
 - OR if it has been at least 10 days since the onset of symptoms
- If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, they must follow all of their healthcare provider recommendations and not return to school until:
 - It has been at least ten days since they first had symptoms; or from their positive test if asymptomatic, AND
 - It has been at least 72 consecutive hours since having a fever (without using fever reducing medicine); AND
 - Respiratory symptoms are improving, including cough and shortness of breath.
- If a student or staff member is determined, through contact tracing, to have been in Close Contact with a confirmed COVID case, they will be instructed by the Department of Health to quarantine for 14 days, even if they are tested and the results are negative.