COVID-19 School Checklist

Follow the instructions of the MI SAFE SCHOOLS: Michigan’s 2020-2021 Return to School Roadmap for the Phase your region is in. View the FAQ on Executive Order 2020-142 here.

Handouts for Schools and Infographics/Flowcharts

Based on the information in this toolkit, we have developed easy-to-read flow charts and other handouts for your use. Please see Appendix C for the following resources:

- When a student should stay home or may be sent home
- Process for a COVID-19 case at school
- Process for COVID-19 exposure at school
- COVID-19 privacy and contacts
- Who might be a close contact?
- Cohorts help to limit COVID-19 contacts
- How does COVID-19 spread?
- What are the chances of catching COVID-19?

Barry-Eaton District Health Department COVID-19 Contacts

BEDHD’s COVID-19 Case Investigation Line (517) 541-2641
- To report a positive COVID-19 case who was present at the school
- To inquire if a person is under isolation or quarantine orders
- Provides direction on who is a close contact
- Leave a message if no immediate answer; these messages are responded to very quickly

Emergency Preparedness Coordinator: Jen Casarez, RN (517) 541-2693
- For school policy-related questions and concerns jcasarez@bedhd.org

Public Information Officer and Planning Chief: Anne Barna, MA (517) 541-2694
- To consult about public messaging, letters, media inquiries abarna@bedhd.org

School Disease Weekly Reporting, COVID-19 Support Staff:
- Racheal Clark (269) 945-9516 x 4125 rclark@bedhd.org

School and Public Health Collaboration

BEDHD looks forward to continuing our collaboration with school partners as part of the COVID-19 pandemic response. School officials are invited to participate on a weekly virtual videoconference call with BEDHD staff to provide updates to recommendations or requirements, data and epidemiologic trends, and consult on questions or concerns. These meetings are planned for Wednesdays at 10 am, beginning August 12. If you do not receive an invitation, please contact rclark@bedhd.org
COVID-19 Screening

For School Staff and Administration
Per EO 2020-145: 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 COVID19.

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

For Students
It is recommended you screen students daily before arrival to school. The school should determine the screening method to use depending upon the local school’s conditions.

Due to the time and interruption to education doing this on site prior to school entry this would cause, the health department and the CDC does not currently recommend universal symptom screenings (screening all students grades K-12) be conducted by or at 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.

It is recommended to 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 of 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.

Section One: Symptoms
☐ Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
☐ 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

Section Two: Close Contact/Potential Exposure
☐ Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
☐ Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; OR
☐ Had a travel history

If the answer is YES to any of the questions in Section One AND YES to any of the questions in Section Two 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

Call the school as soon as possible to let them know the reason your child(ren) won’t be there today.

**Cloth Face Coverings Help Prevent the Spread of COVID-19**

According to the Governor’s Legal Counsel, face coverings are not required under Executive Order 2020-147 because classrooms are not an enclosed public space. That said, under EO 2020-142 when schools enter phase 4 and under their preparedness plan, they would have to follow rules in 2(b)(1)(a-e).

In phase 5, schools will have to comply with their local plans that have been approved by their Board of Education – we anticipate most districts will indeed have some sort of facial covering requirements.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Environment</th>
<th>Staff</th>
<th>Early Childhood (ages 2-5)</th>
<th>Grades K-5</th>
<th>Grades 6-12</th>
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</thead>
<tbody>
<tr>
<td>Phases 1-4</td>
<td>Classrooms/Small Groups</td>
<td>Required, except during meals</td>
<td>Should be considered*</td>
<td>Should be encouraged*</td>
<td>Required, except during meals</td>
</tr>
<tr>
<td></td>
<td>Common spaces</td>
<td>Required, except during meals</td>
<td>Should be considered*</td>
<td>Required, except during meals</td>
<td>Required, except during meals</td>
</tr>
<tr>
<td></td>
<td>Transportation</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td>Outside with social distancing</td>
<td>Not required</td>
<td>Not required</td>
<td>Not required</td>
<td>Not required</td>
</tr>
<tr>
<td>Phase 5</td>
<td>All environments</td>
<td>Requirements move to recommendations.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Note: plastic face shields are not a replacement for cloth face coverings, but may be used in conjunction with cloth face coverings in any of the above settings. In settings in which cloth face masks are not required, plastic face shields may be worn alone, and may offer some degree of risk mitigation.
Face Covering Rule Exceptions
According to the FAQ attached to Executive Order 2020-142,
“Q: Who determines whether or not a student/staff member can medically tolerate a facial covering?
A: People who should not wear facial coverings include the following:
• Children younger than 2 years old
• Anyone who has trouble breathing
• Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance
Schools should require documentation from a medical professional, as they do for other types of accommodations.”

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 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.

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.

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.
- 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.
- 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.

Identifying Small Groups and Keeping Them Together (Cohorting)

While keeping students 6 feet from one another is one of the preferred mitigation strategies, it may be difficult to achieve in the school setting. Another important tool to help contain the spread of COVID-19 in schools is cohorting students and staff. Cohorts are important because they 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 and 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?

School and local health department learn of a student or staff member diagnosed with COVID-19

If you become aware of a case of COVID-19 in a student of staff member, notify the health department right away (Appendix E). The health department will notify your contact person when they become aware of a case. Only a select few at the school will know the identity of the person. Those few individuals are critical to helping the health department figure out 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).

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. They must be identified and be quarantined.

What is a close contact?

For COVID-19, a close contact is most often someone that has been within 6 feet (about 2 arms’ length) of an infected person for at least 15 minutes. Every case is different, however, and the health department has to look at how COVID-19 is spread and how we get infected when figuring out close contacts. The health department
helps determine close contacts every day and routinely investigates contacts to many types of contagious diseases.

Examples of Close Contacts in the Schools
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. 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:** adults tend to be more contagious. 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 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 and 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 and 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 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 particular 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 in order 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.

Local Health Departments Quarantine Close Contacts
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 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 in quarantine at this time. Hopefully, Bob will not get sick and will be back to school and football in a couple of weeks.

Cleaning and Disinfecting
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.

Communications
Ensure the local health department is aware of the case. Use the form (Appendix E) to collect information prior to your call. They may ask you to complete this form (Appendix F) to help with contact tracing. The health department will then contact those individuals and tell them to quarantine.
STUDENTS

**Symptoms to watch for:**
- 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**

- Had close contact within last 14 days with a person with confirmed COVID-19
- Had close contact within last 14 days with a person under quarantine for possible exposure to COVID-19
- Had travel history

**YES**

- 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

**NO**

- Refer to Healthcare Provider
- Refer to COVID-19 testing location for possible testing

**STAFF/ADULTS**

**Symptoms to watch for:**

- New onset of severe headache
- Difficulty breathing or dyspnea
- New uncontrolled cough that causes difficulty breathing
- Fever

**EXCLUDE FROM WORK**

- Any of the following symptom:
  - Temperature >100.4 or signs of fever (children/sweating)

**YES**

- Students has ANY of the following symptoms (new/different/worse from baseline of any chronic illness)

**NO**

- Refer to Healthcare Provider
- Refer to COVID-19 testing location for possible testing

**STUDENT/ADULTS**

**Symptoms to watch for:**

- New onset of severe headache
- Difficulty breathing or dyspnea
- New uncontrolled cough that causes difficulty breathing
- Fever

**EXCLUDE FROM WORK**

- Any of the following symptom:
  - Temperature >100.4 or signs of fever (children/sweating)

**YES**

- Students has ANY of the following symptoms (new/different/worse from baseline of any chronic illness)

**NO**

- Refer to Healthcare Provider
- Refer to COVID-19 testing location for possible testing

**STUDENT/ADULTS**

**Symptoms to watch for:**

- New onset of severe headache
- Difficulty breathing or dyspnea
- New uncontrolled cough that causes difficulty breathing
- Fever

**EXCLUDE FROM WORK**

- Any of the following symptom:
  - Temperature >100.4 or signs of fever (children/sweating)

**YES**

- Students has ANY of the following symptoms (new/different/worse from baseline of any chronic illness)

**NO**

- Refer to Healthcare Provider
- Refer to COVID-19 testing location for possible testing
### Student/Staff person is confirmed or symptomatic^ pending results or a close contact.

<table>
<thead>
<tr>
<th>Scenario 1:</th>
<th>Scenario 2:</th>
<th>Scenario 3:</th>
<th>Scenario 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student/staff person within the school is confirmed to have COVID-19 (tests positive for COVID-19 with a nasal/throat swab).</td>
<td>A student/staff person within the school is symptomatic and lab result for COVID-19 are pending.</td>
<td>A student/staff person within the school is symptomatic and no testing for COVID-19 are done.</td>
<td>A student/staff person within the school is a close contact to a confirmed COVID-19 case.</td>
</tr>
</tbody>
</table>

The student/staff person AND all household members of the student/staff person are immediately excluded from school.

The confirmed positive student/staff person must isolate at home. The student/staff person must be excluded from school until:

- 24 hours with no fever (without the use of fever-reducing medication) and
- Symptoms have improved and
- 10 days since symptoms first appeared.

Household members and the quarantined student/staff person who are close contacts are excluded for 14 days after their last date of close contact.

FOR ALL STAFF and STUDENTS ONLY IF the test returns positive, see scenario 1.

The student person must be isolated at home.

If test results are negative and the student person is a close contact to someone with COVID-19, they must still finish their quarantine.

If test results are negative and the ill student is a close contact to someone with COVID-19, they must still finish their quarantine.

- 24 hours with no fever (without the use of fever-reducing medication) and
- Symptoms have improved
- 10 days since symptoms first appeared.

For STUDENTS If They Answered NO to all of the Questions in Section 2 of the Screener:

- The student may return based on the guidance for their diagnosis/predominate symptoms (see “Managing Communicable Diseases in Schools”).

Household members and student/staff person who are close contacts: if the individual had close contact with a confirmed case of COVID-19 and suspicion for COVID-19 are high, they may need to be excluded from school. Consults with your health department.

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.
### Household member of a student within the school is confirmed or symptomatic pending results or a close contact.

**Scenario 1:**
Household member of a student within the school has been confirmed to have COVID-19.

Students who live in the same house as the COVID-19 positive person are excluded from school while the household member is in isolation (10 days). The student must quarantine for **14 days** after the last date of close contact while they are contagious.

**Scenario 2:**
Household member of a student within the school is symptomatic, pending results, and has had close contact with a known case.

Students who live in the same household of the family member are excluded from school until test results are in.

If the household member is positive, see scenario 1. If the household member is negative, student may be able to return to school unless household member is determined to be a probable case of COVID-19.

**Scenario 3:**
Household member of a student within the school has had close contact to a known case of COVID-19.

Student can remain in school but should be monitored. They do not need to be excluded from school.

If COVID-19 symptoms develop in the household member, students should be excluded from school, and should be treated as in Scenario 1 pending results.

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*Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.*
How Does COVID-19 Spread?
COVID-19 can spread by droplets (most likely), aerosols (less likely), and objects (least likely).

**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 object 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. Important things that have to 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 couldn’t 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 actually 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 When Student Will Be Sent Home**

Students should not go to school or any school activities or sports 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 of symptoms are listed on the CDC website at [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](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 when taken by mouth
   - 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

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 travel history

If the student has one of the symptoms above and ANY of the exposure risks, the parent or guardian of the student will 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](http://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 or staff 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:
- Fever of 100.4 F, or feel feverish
- Cough
- Shortness of breath

OR Two of:
- Muscle aches without another explanation
- Chills
- Sore throat
- Headache
- Vomiting or 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

(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 at a global level, all international travelers should stay home for 14 days after returning from travel, monitor their health, and practice social distancing. 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.
CDC Materials (see Appendix D)

- 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

VIDEO: How to Wear a Cloth Face Covering
Appendix A

COVID-19 School Staff Health Screening

School District/Building: __________________________________________________________
Employee: ___________________________ Date/Time: ___________________________

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:

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever of 100.4°F or higher, or felt feverish</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>New or worsening cough</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Shortness of breath or difficulty breathing</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chills</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Headache</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sore throat</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Loss of smell or taste</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Runny nose or congestion</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Muscle aches</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Abdominal pain</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Fatigue</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Nausea</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Vomiting</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Current Temperature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

You may return to work when:
1. Your symptoms improve, AND
2. You have been fever-free for at least 24 hours without fever-reducing medication, AND
3. Any of the following apply:
   a. Another cause is identified for your symptoms by a healthcare provider, OR
   b. You test negative for COVID-19 with a diagnostic test, OR
   c. At least 10 days have passed since symptoms first appeared

In the past 14 days, have you:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Had close contact with an individual diagnosed with COVID-19?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Traveled internationally or to a place with widespread COVID-19?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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 your local health department to ensure they are aware.

Signature: ___________________________________________ Date: __________________________

DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19
For more information, visit www.barryeatonhealth.org/coronavirus or www.michigan.gov/coronavirus
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 requires students be screened for symptoms of COVID-19 before entering the school. Due to the time and interruption to education doing this on site prior to school entry this would cause, the health department and the CDC do not recommend these screenings be done by the schools.

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

By signing this form, I am committing to screening my child 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 make sure of 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.

## Symptoms
- ☐ Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- ☐ 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) with a person with confirmed COVID-19: OR
- ☐ Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; OR
- ☐ Had a travel history

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, 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](http://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.

How to handle symptoms and household exposures for students

DISCLAIMER: This information was developed based on the latest information, but is subject to change at any time.

Student diagnosed with COVID-19 OR no diagnosis is available.

- Refer to healthcare provider or COVID-19 testing location for possible testing.
- Student has negative test results.
- Student had close contact with confirmed COVID-19 within last 14 days.

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

Screen for close contact or potential exposure risk within last 14 days:
- Student had close contact with a person with confirmed
- Student had close contact with person under quarantine for possible exposure to COVID-19
- Student has history of travel

Exclude student from school

Student may return based on their guidance for their symptoms:
- 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

Finish Quarantine
When a student should stay home or may be sent home

Students should not go to school or any school activities or sports if having symptoms of COVID-19. If they start having symptoms of COVID-19 while at school, they will need to be sent home. They may return based on the guidance for their diagnosis (See “Managing Communicable Diseases in Schools”) unless they are at risk for COVID-19 exposure.

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 school and school activities as safe as possible.

If your child has been placed into isolation or quarantine for COVID-19, they may not attend school.

1. SYMPTOMS OF COVID-19 (CDC VERSION FOR K-12)
   (If new, different, or worse than any longstanding conditions)
   • 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

2. IS YOUR CHILD AT RISK FOR EXPOSURE TO COVID-19?
   Students are at higher risk for COVID-19 if in the past 14 days:
   • Had close contact with a person with confirmed COVID-19
   • Had close contact with person under quarantine for COVID-19
   • Have a history of travel

   If "YES" to any questions in Section 1, and "NO" to all questions in Section 2, student should stay out of school until they meet criteria for return based on their symptoms

   If "YES" to any question in Section 1, and "YES" to any question in Section 2, student should stay out of school, and be evaluated by their healthcare provider and possibly receive COVID-19 testing

   If "NO" to all questions in Section 1, and "YES" to any questions in Section 2, students need only be excluded from school if they have had close contact to someone with confirmed COVID-19, as they should be in quarantine.

   If you are asked to get a medical evaluation for your child, you may call your health care provider, or to follow up with a local clinic or urgent care center. You can also call 2-1-1 or go to www.mi.gov/coronavirustest to find the closest testing location. While testing is not required, students may need to be excluded from in-person instruction for a longer period of time.

SEE NEXT PAGE

Barry-Eaton District Health Department

Version: 7/31/2020

DISCLAIMER: This information was developed based on the latest information, but is subject to change at any time.
When a student should stay home or may be sent home

HOW LONG MUST THEY STAY OUT OF SCHOOL?

If your child has symptoms of COVID-19, and tests positive for COVID-19

Keep out of school until it has been at least 10 days from the first day they had symptoms, they have had 24 hours with no fever and other symptoms have improved. There is no need to get a “negative test” or a doctor’s note to clear the child or staff to return to school if they meet these criteria.

If your child has symptoms of COVID-19, has risk for exposure to COVID-19, and no testing has been done (or results are pending)

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

If your child has symptoms of COVID-19, has risk for exposure to COVID-19, and tests negative for COVID-19

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 in symptom (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
- Cough/Shortness of breath: improvement in symptom
- Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
- Severe headache: improvement in symptom

Barry-Eaton District Health Department

Version: 7/31/2020

DISCLAIMER: This information was developed based on the latest information, but is subject to change at any time.
Process for a COVID-19 Case at School

What happens when someone at school gets COVID-19?

Student/Staff is confirmed positive for COVID-19 with diagnostic test (nose/throat swab)

The school learns about the COVID+ case.

School calls health department to report. (517) 541-2641

School district sends a general notification to parents and staff, protecting confidentiality.

School district and health department work together to identify close contacts

Close contacts are notified by the health department and placed into 14 day quarantine based on their last exposure.

Close contact becomes symptomatic or tests positive for COVID-19, and is now a confirmed or probable case

Case completes their isolation period and returns to school.

The health department learns about the COVID+ case.

Health Department calls district’s COVID-19 liaison (___)___-____

Health department interviews the case and determines isolation period and any non-school contacts.

DISCLAIMER: This information was developed based on the latest information, but is subject to change at any time.

If someone is placed in quarantine, they may decide to get a COVID-19 test, but a negative result will NOT shorten the length of the quarantine period.

The health department can issue an official letter or other documentation releasing people from isolation or quarantine. Schools may use this letter to determine when to allow return to school.

Version: 7/31/2020
Process for COVID-19 Exposure at School

How to handle symptoms and household exposures?

1. Does student have symptoms of COVID-19?
   Yes, symptoms:
   - Are they at higher risk of getting COVID-19*?
     Yes, at higher risk:
     The student is excluded from school until:
     - 24 hours with no fever (without fever-reducing medication) AND
     - Symptoms have improved AND
     - 10 days since symptoms first appeared.
     ---OR---
     They have received a negative COVID-19 test AND have met the criteria for return to school in "Managing Communicable Diseases in Schools".

   No, not at higher risk:
   The student/staff person may return based on the guidance for their predominating symptoms (see "Managing Communicable Diseases in Schools").

2. Are they a close contact of a known COVID+ case?
   Yes, close contact:
   The student/staff person is excluded from school until 14 days past last known exposure to COVID+ person. If one or more negative tests are received, it does not change the length of the quarantine period, and does not allow them to return to school early.

3. Are they a household member or close contact of a person with symptoms or a pending COVID-19 test?
   Yes:
   Household members, classmates, and other close contacts of a symptomatic but undiagnosed person, or a quarantined 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. If the household member or contact tests positive, they should follow step 2, above.

*Students at higher risk of exposure to COVID-19 include those who 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, or has a history of travel.

If the answers to the above questions are "no", and the person is not being isolated or quarantined for COVID-19, the staff or student may attend school.

This is a summary document that may not cover all scenarios. If you are concerned about a less common COVID-19 exposure situation at school, please contact your local health department for guidance.

Barry-Eaton District Health Department

Version: 7/31/2020

DISCLAIMER: This information was developed based on the latest information, but is subject to change at any time.
Who might be a close contact?

CLASSMATES
Classmates sitting or often within 6* feet of someone with COVID-19, either in the classroom or on the bus, for 15+ minutes.

LUNCH MATES
Lunch mates of person with COVID-19 if sitting within 6 feet for 15+ minutes. This is a higher risk time as face coverings cannot be worn.

PLAY MATES
Playmates on the playground or in gym within 6* feet of someone with COVID-19 for 15+ minutes.

TEAMMATES
Sports teammates within 6* feet of someone with COVID-19 for 15+ minutes.

OPPOSING TEAMMATES
Opposing teammates in sporting events that shared time on the field or court and were within 6 feet of someone with COVID-19 for 15+ minutes.

OTHER CLASSMATES
Any others that had interactions with someone with COVID-19 lasting over 15 minutes in confined areas such as bathrooms, office room, where distancing of 6* feet is difficult.

ENTIRE CLASSROOMS
If the contagious individual is a teacher and was frequently less than 6 feet away from students while teaching, the entire class may need to be on quarantine.

OTHERS
Any other person outside of school that had similar exposure to a contagious individual is considered a close contact.

DISCLAIMER: This information was developed based on the latest information, but is subject to change at any time.
What happens when someone at school gets COVID-19?

1. The school and health department learn about someone with COVID-19 (someone diagnosed with COVID-19 is a "case").

   Only a select few at the school will know the identity of the person. They help the health department figure out who were close contacts to the case. The person’s identity is kept confidential to respect their privacy as well as following regulations of FERPA (for schools) and HIPAA (for the health department).

2. Close contacts are identified and notified.

What is a close contact? It typically is someone being within 6 feet (about 2 arms’ length) of an infected person for at least 15 minutes.

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 test was performed.

Close contacts are at risk of getting sick, and must be identified and be in quarantine. Quarantine separates people who were exposed to a contagious disease to see if they become sick.

...but what about contacts to close contacts?

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.

EXAMPLE

Bob sits next to Fred in class. Fred gets sick with COVID-19. Bob needs to be quarantined, even though he is healthy at this time. Bob plays on the football team, and Fred does not. No one on the football team has been near Fred. Therefore, the football team does not need to be quarantined. Hopefully, Bob will not get sick and will be back to school and football in a couple of weeks.
Cohorts help to limit COVID-19 contacts

● Cohorts: Keep close contacts to a minimum

One technique to minimize the number of people that need to be excluded from school is to group children together consistently.

Meet the Tadpole Pod!

• This group of second graders has been assigned to a "pod". Their classroom has 4 pods of 5 children each.
• This group of students sits next to each other in the classroom, while still staying as far apart as practicable.
• They eat lunch together, travel the halls together, and go to recess together.

Meet the Wildcat Bubble.

• This group of ninth graders has been assigned to a "bubble". There are many bubbles of 9th graders at their school.
• This group of students sits next to each other in the classroom, while still staying as far apart as practicable. They stay in the same room for math, English, and history, and their teachers come to them. They eat lunch together.

Cohorting can happen at many levels.

Small groups of 4-8 students -- breaking up a classroom, in space or time
Classroom level -- keeping classrooms as contained as possible

Because cohorts keep the number of different people interacting to a minimum, it's a way to limit the number of close contacts that need to be quarantined if one person develops COVID-19.
How does COVID-19 spread?

**DROPLETS**  Respiratory droplets are small particles that enter the air when we cough, sneeze, laugh, sing, yell, and talk. Basically, they are little flecks of spit. Droplets tend to settle out of the air after traveling several feet from the person that released them. 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 respiratory 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 coronavirus on their hands from touching their nose or mouth than touches an object. COVID-19 appears to stay on object for one to three days.

We can reduce the spread of COVID-19 by objects by frequent handwashing, not touching our face, frequent cleaning and disinfection, and use of automatic or touchless controls.
What are the chances of catching COVID-19?

While the definition of a close contact for COVID-19 is being within 6 feet of an infected person for 15 minutes or more, other factors can also come into play.

**INTENSITY OF EXPOSURE**

The intensity of exposure refers to how much virus you were exposed to.
- Was the sick person really 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 them and have a face to face conversation with them or were you 6 feet away with your back to them?

The more virus you are exposed to, the more likely you are to get sick.

**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.
HANDWASHING is your superpower!

FIGHT OFF GERMS!

WASH YOUR HANDS!

cdc.gov/coronavirus
WASH YOUR HANDS!

Hands that look clean can still have icky germs!

1. Wet
2. Get Soap
3. Scrub
4. Rinse
5. Dry

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.
Stop the spread of germs that can make you and others sick!

- Wash your hands often
- Wear a cloth face cover
- Cover your coughs and sneezes
- Keep 6 feet of space between you and your friends

cdc.gov/coronavirus
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms’ length) from other people.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

When in public, wear a cloth face covering over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus
Please wear a cloth face covering.

Maintain a distance of 6 feet whenever possible.

cdc.gov/coronavirus
Wear a Cloth Face Covering to Protect You and Your Friends

**PUT ON**

- Wash your hands
- Place over nose and mouth
- Make sure you can breathe easily

**TAKE OFF**

- Take off your face covering
- Fold outside corners together
- Put aside for washing
- Wash your hands

Wash your hands often, wear a mask, and stay 6 feet from others.

cdc.gov/coronavirus
Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.
Help Protect Yourself and Others from COVID-19

Stay 6 feet from others

Wear a cloth face covering

Wash your hands often

cdc.gov/coronavirus
Slow the Spread of COVID-19

- Wash your hands often
- When out with your friends, wear a cloth face covering
- And stay 6 feet apart from others
- Clean frequently touched objects
- Do not touch your eyes, nose, and mouth
- Cover your coughs and sneezes
- Stay home if you are sick

CDC

[Link to CDC coronavirus website]
Do it for Yourself and Your Friends

If you have or think you have COVID-19

Stay home, get rest, and hydrate

And later you can...

[Images of various activities such as skateboarding, camping, beach, and movie theater with social distancing]

cdc.gov/coronavirus
What Your Test Results Mean

If you test positive, stay home

• Separate yourself from others
• Rest & hydrate

If you test negative, prevent getting sick by

• Social distance
• Wear a face covering
• Wash your hands

cdc.gov/coronavirus
Appendix E

Today’s Date: ___________________________

COVID-19 Reporting Form

Please Complete One Form Per Person

Name of School: ______________________________________________________

Contact Name: ______________________________________________________

Contact Phone #: ____________________________________________________

Contact Email: ______________________________________________________

Information on Person with COVID-19

Student / Staff (please circle)

First Name: ____________________________  Last Name: ______________________

Birthdate: ______________       County of Residence: _______________________

Email address: ________________________  Phone Number: _____________________

Date Tested: _______________

Date staff/student was notified of test result: _______________________

Date staff/student last worked/was in school: _______________________

Next Steps

Please use the Contact Tracing Form (Appendix D) provided in the BEDHD Return to School Toolkit. Our staff will be in contact with you within 24 business hours to obtain a list of those students/staff exposed. It is vital you maintain privacy of the person who tested positive, and you cannot divulge his/her name to other employees. Please refer to BEDHD’s toolkit for schools for more information.

Please Fax this form to 517-541-2666 or call 517-541-2641

If you need to report more than one person, please submit additional pages, one per person.

HIPAA allows for the disclosure of protected health information, without individual client authorization, to public health authorities.
Appendix F

Contact Tracing Worksheet

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 very 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.

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<th><strong>Staff or student has a positive nasal/throat test.</strong></th>
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<td><strong>For symptomatic cases</strong></td>
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<td>Date Symptoms Started: ___ / ___ / ___</td>
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<tr>
<td>48 hours prior to this: ___ / ___ / ___</td>
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<tr>
<td><strong>For asymptomatic positive tests</strong></td>
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<tr>
<td>Test Date: ___ / ___ / ___</td>
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<tr>
<td>48 hours prior to test date: ___ / ___ / ___</td>
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<tr>
<td>Dates staff or student attended school starting from 48 hours from onset of symptoms (or test date)</td>
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<td>___ / ___ / ___ through ___ / ___ / ___</td>
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**Close Contacts* on those dates**

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<th>Date of Contact</th>
<th>Contact Name</th>
<th>Phone Number</th>
<th>County of Residence</th>
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* 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 G

SAMPLE NOTIFICATION LETTER FOR PARENTS

XXXXXX XX, 20XX

Dear Parent/Guardian,

A student or staff member that attends the [SCHOOL] with your child has been diagnosed with COVID-19. Barry-Eaton District Health Department has investigated the situation and 1) the individual has been placed in isolation at home, and 2) all close contacts have been notified and are home in quarantine. **If you have not been called, your child was not a close contact, and your child may continue to attend school.** However, we would like to share information with you on COVID-19 and ask that you watch your child closely for symptoms.

The virus that causes COVID-19 is spread most commonly from person to person, through respiratory droplets made when an infected person coughs, sneezes, or talks. It spreads easiest when people are in close contact with one another (within about 6 feet for at least 15 minutes). You can also get COVID-19 by having direct physical contact with someone that is infected, like touching, hugging, or kissing, as well as sharing eating or drinking utensils. It may also be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Once infected, illness begins within 2 to 14 days.

We ask that you help protect your family and your community from this disease by taking the following steps.

- Watch for symptoms of COVID-19 illness, which are fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
  - If you get symptoms, it is recommended you get tested for COVID-19. You can call 2-1-1 or go to [www.michigan.gov/coronavirustest](http://www.michigan.gov/coronavirustest) for testing locations.
- Wash your hands often with soap and water for at least 20 seconds especially before eating, after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick. Stay home if you are sick.
- Avoid gathering in groups, stay at least 2 arms’ length (about 6 feet) apart from others, and stay out of crowded areas.
- Cover your mouth and nose with a cloth face cover when around others.
- Cover your mouth and nose with a tissue or the inside of your elbow when you cough or sneeze.
- Clean and disinfect surfaces that are touched often at least once a day.

If you have questions, please contact the Barry-Eaton District Health Department at (517) 543-2430 or (269) 945-9516.

More information can also be found at: [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)

Sincerely,