

ISOLATION ROOM GUIDELINES

Communication

- Signs are posted that anyone who is having symptoms should not enter the buildings.
- Principals provide education on protocols for removing symptom-positive individuals.
- Families, students, and staff will be made aware that anyone who develops symptoms during the day will be sent home.
- If a staff member should develop symptoms during the day, that staff person should be sent home.

Designated Space

- Principals will identify and establish a designated space as an Isolation Room for use only by symptomatic individuals.
- This room will be separate from the health room or where well-care is given in the school.
- This space should not be used for other purposes.
- The space must allow for the adult monitoring the room to visually supervise while maintaining at least 6 feet of distance from the symptomatic individuals.
- Distancing and/or placement of physical barriers (e.g. plexiglass) must be implemented.
- This room should have a sign posted regarding occupancy limits to ensure 6 feet between individuals.
- Other considerations:
 - Proximity to health room or others assisting.
 - Proximity to bathroom and/or sink.
 - A door with a window so the adult can supervise from outside of the room.
 - A room with an exterior door for families to use when picking up their sick child in order to limit exposure in other areas of the school.
 - A room outside of the main building, e.g. a mobile classroom.
 - Weather permitting, an outdoor area for pick-up.
 - Back-up plan if the number of individuals who are currently being isolated exceeds the capacity of the isolation room requirements for limiting close contact. (e.g. take students to an outdoor location, can another space be used in an emergency, etc.)

Staff and Training

- Principals will designate staff who will be on-call to be able to visually supervise anyone that is brought to this area.
- Principals will notify School Nurse of the designated staff who will assist with the

isolation room.

- School Nurses will train staff designated to assist in the isolation room on proper procedures, including:
 - Process for pre-screening/symptom identification before sending a student to the isolation room.
 - How to safely supervise the student remembering to maintain a minimum six feet of distance and less than 15 minutes of close contact as much as possible while the student is awaiting transport home.
 - The proper use of PPE, especially when unable to social distance.
- School Nurse will provide her/his schedule and contact information to designated staff for consultation when not in the building.
- School Nurse will train teachers on sending students to the health room for routine well-care versus sending students to be assessed for symptoms

What to do with students who develop symptoms during the day

1. Review the chart below for scenarios when the student can go to the health room or the isolation room.

Health Room	Assess for Isolation Room	Isolation Room
Medication Administration	Cough with history of asthma	Fever 100.4 or higher
Case Management of on-going medical needs	Runny Nose	Feverish or chills
Injuries	Stomach Ache/Nausea	Loss of taste or smell
Allergic Reaction	Fatigue/Body Aches	New Cough
Asthma maintenance treatment with individual inhaler	Diarrhea	Shortness of breath
	Vomiting	Sore Throat

2. If student needs to be assessed for isolation room, notify school nurse or designated staff monitoring the isolation room.

3. If determined not to send the student to the isolation room, follow normal guidance for managing illnesses in school.

4. If a student has one or more of the symptoms listed to go to the isolation room or assessed to need the isolation room: separate the student, and notify the designated staff overseeing the isolation room.
 5. The supervising adult should wear a well-fitting mask and may also wear a face shield; if direct contact or significant respiratory symptoms, also wear gloves and gown. Ensure the student is also wearing a face covering or procedure mask while waiting to leave the facility.
- The staff member will:
- a. Bring the student to the isolation area,
 - b. Documenting student information on the [isolation room tracking form](#)
 - c. Visibly supervise symptomatic student while staying at least 6 feet away.
 - d. Request assistance in contacting parent/guardian to pick up the student.
6. While students wait to be picked up, meals need to be brought to them.
 7. Provide parent/guardian information regarding when a student can return to school. Written information for families can be found [here](#). Translations can be found [here](#).
 8. Principal will ensure custodians clean the isolation space between students and after final use for the day.

Isolation Room Follow up and Quarantine Documentation

- School Nurse will oversee monitoring process for quarantined or isolated staff and students.
- The confidentially maintained isolation room tracking document may be used to note entrance and exit dates and times for those monitored in the isolation room.
 - Tracking is important especially if more than one student is in the room for a period of time, with later confirmation of COVID-19 infection.
 - The tracking document may also be used to monitor when students and staff are allowed reentry to school after illness or quarantine.
- Adhere to the following process for allowing a student or staff member to return to school.
 - If a person has had a negative COVID-19 test or an alternative diagnosis that explains the symptoms, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
 - If a person is diagnosed with COVID-19, they should not be at school and should stay at home until they (or a family member if younger child) can answer YES to the following questions:

1. Has it been at least 5 days since the child first had symptoms?
 2. Has it been at least 24 hours since the child had a fever (without using fever reducing medicine)?
 3. Have the child's symptoms improved, including cough and shortness of breath?
 4. Can the student wear a mask for at least 10 days from the start of symptoms or positive test (if no symptoms)? If not, student needs a mask exemption to return to school
- If a person has been diagnosed with COVID-19 but does not have symptoms, they must remain out of school until 5 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
 - If a person that has been diagnosed with COVID-19 or has been presumed positive by a medical professional due to symptoms, they are not required to have documentation of a negative test in order to return to school.