



Presumptive and Confirmed COVID-19 Case Protocol for the 2021-2022 School Year

(Updated March 2022)

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The District, in consultation with the Philadelphia Department of Public Health (PDPH), has established protocols to respond to suspected and confirmed positive cases of COVID-19 to maintain the health and safety of the school community.

All staff and parents/guardians of students are required to notify the appropriate District designee (as outlined in the Pre-screening/Symptom Monitoring/Mandatory Reporting section below) immediately if a school employee or student experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.

GENERAL GUIDANCE

Personal Illness

All individuals who are sick are expected to stay home, and any student, staff member, or approved visitor who becomes sick while in a District building will be sent home immediately.

Symptoms Suggestive of COVID-19 Illness

- Fever of 100.4°F or greater
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Fatigue
- Nausea or vomiting
- Diarrhea
- New or persistent cough
- New loss of taste or smell
- Shortness of breath or difficulty breathing

Pre-Screening/Symptom Monitoring/Mandatory Reporting

Parents/guardians, students, and staff are required to conduct a daily self-screen at home before reporting to school or work. If they feel ill, they must refrain from entering a school district building.

COVID-19 Response Team

The COVID-19 Response Team (CRT) is responsible for responding to all instances of a positive COVID-19 student or staff in District schools or offices. CRT staff are trained to support and advise District staff, families, and school communities with COVID-19 case investigation. The CRT is available by phone at 215-400-5454 between the hours of 8:00am to 8:00pm, seven days a week. The email address is coronavirusreport@philasd.org.



Employees

Employees will be required to monitor themselves for symptoms of COVID-19 and confirm they are symptom-free and have not had recent exposure to someone with COVID-19 prior to coming to work each day.

Employees are required to report if they test positive for COVID-19, if they develop symptoms consistent therewith, or if they are quarantining due to suspected or known exposure to COVID-19 by completing the [Positive Covid-19 Notification Form](#). Employees may also call 215-400-5454, seven days a week, 8:00am to 8:00pm.

Parents/Students

All parents/guardians will be required to conduct a daily Pre-Arrival Screening of their children at home, before their children leave for school, which involves taking temperatures daily and monitoring for symptoms of COVID-19 listed on page 2. If *any* of the symptoms are present, the parent/guardian must keep the student at home and contact the school nurse for further instructions.

EMPLOYEES AND STUDENTS WHO ARE CLOSE CONTACTS OF A POSITIVE CASE OF COVID-19

- If you are identified as a close contact of a positive case of COVID-19, you will be contacted directly by Student Health Services and/or Employee Health Services, and may additionally be contacted by PDPH, with important information concerning the need to quarantine. Close contact is defined as being within six feet of the person for more than 15 minutes within a 48-hour period while unmasked and unvaccinated. An employee or student who is identified as a close contact with a positive case of COVID-19 must quarantine at home for 10 days. However, you may end quarantine after Day 7 and return to work or school on Day 8 if you remain asymptomatic and receive a negative COVID-19 test between Day 5 and 7. After ending quarantine, you must continue to monitor symptoms until 14 days after initial exposure. If at any point during this interval you develop symptoms of COVID-19, you should self isolate and pursue testing.
- If an employee or student is 14 days post their second dose of a two dose vaccine and is asymptomatic, they do not need to be quarantined.
- If you are not identified as a close contact, you do not need to quarantine and should report to work or school.

COVID-19 EXPOSURE NOTIFICATION

Should a positive COVID-19 case occur at a school or in an office building, consistent with both notification requirements for other communicable diseases and legal confidentiality, the District



will follow PDPH regulations for exposure to a communicable disease; the school nurse, the Office of Student Health Services, or the Office of Employee Health Services will notify the PDPH. All District students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in consultation with the school nurse (for students) and Employee Health Services (for staff), by phone with follow-up written correspondence which will include:

- If known, date of potential exposure
- Information on self monitoring for symptoms, and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)
- Local testing site information to schedule an appointment for testing

EMPLOYEE WHO DEVELOPS SYMPTOMS WHILE AT WORK

An employee who develops symptoms suggestive of a COVID-19 illness while at work will be sent home immediately. Employees needing to be picked up will wait in a designated area for their ride. The employee should seek a COVID-19 test. A COVID-19 test can be obtained from one of the 5 [stationary sites throughout the city](#), or through another healthcare provider (pharmacist, primary care provider, other testing site).

EMPLOYEE WHO TESTS POSITIVE FOR COVID-19

An employee who tests positive for COVID-19 must:

- Notify the District's COVID-19 Response Team by completing the [Positive Covid-19 Notification Form](#) on the day of the positive result. Employees may also call 215-400-5454, seven days a week, 8:00am to 8:00pm.
- Adhere to the Return to Work Guidelines below.

Vaccinated employees who test positive for COVID-19 must isolate in accordance with current guidelines for a person infected with COVID-19.

COVID-19 Response Team will:

- Notify PDPH and provide the following information: employee's name, contact information, date of birth, date of positive test, when the individual became symptomatic, most recent date at work, and at what location(s).
- Collaborate with PDPH to identify and notify all employees and close contacts (i.e. visitors, students, contractors, etc.) who spent more than a total of 15 minutes within 6 feet of the infected employee within a 48-hour period while unmasked and unvaccinated.
- Notify the Office of Facilities to initiate cleaning protocols as per department guidelines.



RETURN TO WORK GUIDELINES

When tested and determined to be **COVID-19 positive**, the employee will remain home until all of the following are true:

- at least 10 days since the date of symptom onset, AND
- 24 hours fever-free without use of fever reducing medication (Tylenol, Motrin, etc.), AND
- symptoms are improving.

Note: The COVID-19 positive individual does NOT need a repeat COVID test or a doctor's note in order to return to work.

If an employee tests positive at work, but is then tested and determined to be **COVID-19 negative by a PCR test via an outside medical provider**, the employee can return to work, unless the employee has other medical issues that require staying at home.

When symptomatic but **COVID-19 testing was not completed**, the employee will remain home until all of the following are true:

- at least 10 days since the onset of symptoms, AND
- 24 hours fever-free without use of fever reducing medication (e.g., Tylenol, Motrin, etc.), AND
- symptoms are improving;
OR
- A clinician has evaluated the employee and documented an alternative diagnosis and that the employee may return to work sooner than 10 days.

Employees who test positive will not be required to participate in weekly employee testing for 90 days after positive test.

STUDENT WHO DEVELOPS SYMPTOMS WHILE AT SCHOOL

If a student develops symptoms of a COVID-19 illness while at school the following will occur:

Protocol for Sending a Student to the Healthroom from a Classroom

Administrator's Role

- Administrator will obtain seating chart from the lunchroom where the positive student was eating lunch unmasked
- Administrator will assist the COVID-19 Response Team by determining potential close contacts using a tic tac toe (box pattern) distribution around student where the positive case is in the center of the box at the lunch table or table during small group instruction
- Administrator/school will notify close contacts of the need for quarantine via letter and phone call.



Teacher's Role

- Teacher will call the Health Room prior to sending the student and notify the nurse of the reason for the visit.
- Teacher will assign an adult to accompany the student to the Healthroom if age warrants accompaniment. Adult will present student to nurse and leave the healthroom.
- Teacher will access the seating chart previously created and continuously updated and share with administrator, contact tracer and/or nurse.

Nurse's Role

- Based on the teacher's description, the nurse will determine the area of treatment: Healthroom or Medical Waiting Room.
- Students will be assessed in the Medical Waiting Room if they exhibit symptoms of COVID-19 illness
- Nurse will perform prompt and appropriate assessment and documentation as per protocol.
- If student meets the criteria for COVID-19 testing as per protocol, and the student's family has consented to COVID-19 testing, the nurse will administer BinaxNOW test adhering to training provided by CHOP/SHS.
- If a student tests positive,
 - School nurse will place student in Medical Waiting Room if testing performed elsewhere.
 - School nurse will notify the building administrator and notify the District's COVID-19 Response Team by completing the [Positive Covid-19 Notification Form](#).
 - Letters will be distributed by school administration to school staff and families as per PDPH guidance.
 - The positive student will not be allowed to ride District transportation home; they must be picked up by the parent or guardian.
- Parents/guardians will be given instructions for further care dependent on the results of COVID-19 testing.

When a Symptomatic Student Does Not Get Tested

Student should be sent home and remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- until fever free and off anti-fever medications for 24 hours AND
- respiratory symptoms are improving

Regardless of consent the parent/guardian of a student with symptoms of COVID-19 that meet the criteria described above to be sent home will be required to pick the student up immediately in the same manner that students who have been tested. All students regardless of participating in the testing program will be required to be picked up from school when they are ill.



STUDENT WHO TESTS POSITIVE FOR COVID-19 OUTSIDE OF SCHOOL

When a student tests positive for COVID-19, the parent/guardian must:

- Notify the school nurse or the COVID-19 Response Team by phone at 215-400-5454
- Adhere to the Return to School Guidelines below.

COVID-19 Response Team will:

- Notify PDPH and provide the following information: student's name, date of birth, contact information, the date the student became symptomatic, date of testing, most recent date at school, and school location.
- Collaborate with PDPH to identify all students, teachers and other contacts who spent more than 15 minutes within 6 feet of the infected student within a 48- hour period while unmasked and unvaccinated. PDPH will assist in determining which individuals identified should quarantine at home. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
- Notify the Office of Facilities to initiate cleaning protocols as per department guidelines.

RETURN TO SCHOOL GUIDELINES

When tested and determined to be **COVID-19 positive**, the student will remain home until all of the following are true:

- at least 10 days since the onset of symptoms, AND
- 24 hours fever-free without use of fever reducing medication (Tylenol, Motrin, etc.), AND
- symptoms are improving.

Note: The COVID-19 positive individual does NOT need a repeat COVID test or a doctor's note in order to return to school.

When symptomatic, tested, and determined to be **COVID-19 negative**, the student will remain home until:

- Receiving and presenting a negative PCR test available at any of the [Stationary Sites](#) or from another entity.
- The student meets the school's normal criteria for return after an illness which includes fever free, vomiting and diarrhea free for greater than 24 hours without medication OR
- A clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school.

When symptomatic but **COVID-19 testing was not completed**, the students will remain home until all of the following are true:

- at least 10 days since the onset of symptoms, AND
- 24 hours fever-free without use of fever reducing medication (Tylenol, Motrin, etc.), AND
- symptoms are improving;
OR
- A clinician has evaluated the student and documented an alternative diagnosis and that the student may return to school sooner than 10 days.



COVID-19 TESTING

If you require testing for COVID-19, call your healthcare provider. If you do not have a healthcare provider, the District offers symptomatic testing for students and staff at mobile site locations Monday-Friday 9 AM to 6PM. In addition, you can visit the City's map of testing sites to find a location that will not require an order from a healthcare provider at the following link:

<https://www.phila.gov/covid-testing-sites/#/> or, if you have Keystone HMO or Personal Choice PPO through the District, please refer to this list of [participating COVID-19 testing locations](#).

If you have Keystone HMO or Personal Choice PPO through the District, your healthcare plan covers testing for COVID-19 at no cost. The plan will cover and reimburse member cost-sharing (such as co-pays, deductibles, and coinsurance) for the COVID-19 test when performed at an in-network physician's office, urgent care center, or emergency room, or by a home health agency. The plan also covers COVID-19 antibody testing with no member cost-share in accordance with federal guidelines for the duration of the COVID-19 pandemic.

CONTACT TRACING

Contact tracing is a key strategy used by health departments to prevent the further spread of infectious diseases. It involves identifying people who have the virus, determining who they have been in contact with, and notifying the contacts for further recommendations concerning potential quarantining to interrupt disease transmission. When notified of a staff member, student, or approved visitor with a confirmed case of COVID-19, the District, through the COVID-19 Response Team, will coordinate with PDPH on COVID-19 reporting and response efforts.

SCHOOL CLOSURE AND SCHOOL DISMISSAL

Guidance regarding the closure or dismissal of a classroom, school, and/or other District facility due to COVID-19 will be provided by PDPH. The decision to close or dismiss students and/or staff from any District facility does not rest with the District. PDPH will work closely with the District's appointed designee(s) to make the determination that best addresses the specific circumstances. Decisions about closures will be made carefully, and with the health, safety, and needs of our students and families in mind. As a situation evolves and decisions are made, communications will be sent out to all necessary stakeholders.