Standard Operating Procedure: COVID-19 Reaction Author: SED
Department: Operations Issue Date: 06/15/20
SOP #: 20-01-d11 Rev. Date: 02/03/21
08/09/21
05/23/23

The purpose of this procedure is to provide administrators and supervisors guidance on the steps to be taken in the various scenarios that can occur with COVID-19 with staff members.
The public health emergency for the emergence of the novel virus, SARS-CoV-2 (COVID-19) that was placed by the U.S. Department of Health and Human Services expired on May 11, 2023. Although COVID-19 no longer poses the societal emergency that it did when it first emerged in late 2019, COVID-19 remains an ongoing public health challenge.
Community transmission level and COVID-19 community-level metrics were discontinued on May 11, 2023. Tracking of COVID-19 cases is continuing at the hospital admissions level. Quarantine is no longer recommended for people who are exposed to COVID-19 except in certain high-risk congregate settings such as correctional facilities, homeless shelters, and nursing homes.
I. Procedure Name: COVID-19 Reaction: Staff Exposures and Symptomatic Staff.

A. Staff who are asymptomatic and report exposure to a person who has recently tested positive for COVID-19:
1. Quarantine is no longer recommended for people who are exposed to COVID-19 except in certain high-risk congregate settings such as correctional facilities, homeless shelters, and nursing homes.

B. Staff who are experiencing COVID-like symptoms:

1. Staff should not be at work if they have a fever (temperature of 100.4 or higher), vomiting, or diarrhea.
2. Staff shall follow regular HR protocol for sick leave.
3. Staff are encouraged to follow their healthcare provider's recommendations.

Standard Operating Procedure: COVID-19 Reaction Positive Case Author: SED
Department: Operations Issue Date: 06/15/20
SOP #: 20-01-d12 Rev. Date: 02/03/21
08/08/21

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I. Procedure Name: COVID-19 Reaction – Reported Positive Test Result

A. Staff who report testing positive for COVID-19:

1. Administrator or supervisor designee shall verbally confirm with the staff that they tested positive for COVID-19. The date of testing, as well as when any symptoms began shall be requested in order for the Administrator or supervisor to determine a return to work date.
2. Administrator or supervisor shall inform staff to return to work when:
a. Staff member receives a negative diagnostic COVID-19 test and is asymptomatic or;
b. 5 days have passed since the onset of symptoms or the positive test result (whichever came first) and staff member has been without fever for 24 hours and any other symptoms are improving or;
c. The staff member receives written permission to return to work from a medical doctor, physician's assistant or advanced registered nurse practitioner.
3. Staff shall follow regular HR protocol for sick leave.

Standard Operating Procedure: COVID-19 Reaction-Students Author: MMH
Department: Student Services Issue Date: 7/27/20
SOP #: 20-01-d13. Rev. Dates:
8 /26/20, 1/4/21,

4/8/21, 8/9/21,
8/13/21, 9/23/21,
3/3/22, 5/23/23

The purpose of this procedure is to provide administrators guidance on the steps to be taken in the various scenarios that can occur with COVID-19.

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I. Procedure Name: COVID-19 Reaction - Reported Positive Test Result

II. Basic Procedure:

A. Administrative Responsibilities

1. Administrator or designee shall verbally confirm with the parent/guardian that their student received a positive test. The date of testing, as well as when any symptoms began shall be requested in order for the Administrator or designee to determine a return to school date. If documentation is provided by the parent, this is confidential, protected information that should be stored in the medical record in Focus. Clinic staff will scan this into the Medical Tab of Focus.

2. Administrator or designee shall inform the parent/guardian that the student may return to school when:

a. The student receives a negative diagnostic COVID-19 test and is asymptomatic or;

b. 5 days have passed since the onset of symptoms or the positive test result (whichever came first) and the student has been without fever for 24 hours and any other symptoms are improving or;

c. The student receives written permission to return to school from a medical doctor or advanced registered nurse practitioner.

B. Health Services Responsibilities

1. Health Services Department will continue to support school

administrators and will be available for consult as needed, for questions or concerns.

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2. Clinic staff will scan the positive test result (if provided) into the Medical tab in Focus.

III. Contingencies/Variations:

A. Student or parent reports student exposure to someone who has tested positive for COVID-19.

1. Administrator or designee will advise the reporting parent that quarantine is no longer recommended for people who are exposed to COVID-19.
2. Administrator or designee will advise the reporting parent that the student is allowed to continue to come to school as long as they are asymptomatic.
3. Administrator shall contact the Health Services Department with any questions concerning current District COVID-19 protocols for individuals exposed to someone testing positive for COVID-19.

B. Student who exhibits symptoms of COVID-19 while at school.

1. Student will be sent to the school clinic for assessment of symptoms.
2. If parent/guardian has provided written consent for health services, clinic staff will ask the appropriate questions (including if there was any known exposure) and check the student's temperature.
3. If there is no known exposure to someone who recently tested positive for COVID, clinic staff will follow regular protocol.
4. If there is known recent positive exposure, clinic staff will isolate students who are symptomatic as feasible while waiting to go home.
5. Clinic will monitor symptom complaints on a daily basis