



School Teachers and Administrators COVID-19 Toolkit

- **Definitions**
- **Cloth Face Coverings Help Prevent the Spread of COVID-19**
- **Cohorts Help to Limit COVID-19 Contacts**
- **Contact Tracing in the School Setting**
- **Recommended Scripts for Communication**
- **School Scenarios with Actions Steps**
- **Isolation/Quarantine Timeline**
- **Reporting COVID-19**
- **Frequently Asked Questions**
- **School COVID-19 Report Form**

Updated 9/28/2020

DISCLAIMER: This information was developed based on the latest guidance at the time. Visit [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) or [Michigan.gov/coronavirus](https://www.michigan.gov/coronavirus) for the most up to date information.

***Legal disclaimer:** The contents of this document are made available to you for informational purposes only and should not be construed as legal, financial or medical advice on any matter. This material may not reflect the most current COVID-19 developments and is subject to revision. In no event will Genesee County Health Department be liable for any decisions made or action taken in reliance upon the information provided in this document.*



Definitions

Coronavirus: Coronavirus Disease (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Contact Tracing: A strategy for slowing the spread of disease in which public health workers communicate with infectious people to identify their contacts. They then follow up with those contacts to provide guidance on how to quarantine themselves and what to do if they develop symptoms of disease. No personal or financial information like social security number, credit card, immigration status, license number, etc., will be asked or shared with close contacts.

Quarantine: The practice of keeping someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine must stay home (usually 14 days), separate themselves from others, monitor their health, and follow directions from their state or local health department. The 14 days of quarantine begin after date of last contact with infected person; if close contact is with a household member, quarantine includes the period of isolation for the infected person + 14 days after their isolation ends.

Isolation: The practice of separating people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation (usually for 10 days) must stay home until it's safe for them to be around others. In the home, anyone sick or infected must separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Close Contact: A person who was within 6 feet of a person infected with COVID-19 for more than 15 cumulative minutes with or without a face covering starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

Examples of close contacts include individuals who were close to a person who is infected with COVID-19 by providing care to them at home, sharing a living space, having direct physical contact with them (touched, hugged or kissed them), and sharing eating or drinking utensils.



People may also be close contacts if they were somehow exposed to droplets from an infected person (sneezed or coughed on).

Types of Masks:

- **Cloth Face Coverings:** Cloth face coverings are masks made from material that are meant to cover your nose and mouth and to be secured under the chin and are not considered personal protective equipment (PPE). These are effective in reducing the spread of the virus.
<https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
- **Surgical Masks:** Surgical masks were originally intended to be worn by health professionals and are considered personal protective equipment. These are effective in reducing the spread of the virus.
- **N95 or N95 respirator:** A N95 mask, also known as a respirator, filters particles that meet a certain standard for air filtration, meaning that it filters at least 95% of airborne particles. These are recommended only for use by healthcare personnel who need protection from both airborne and fluid hazards (e.g., splashes, sprays).

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.

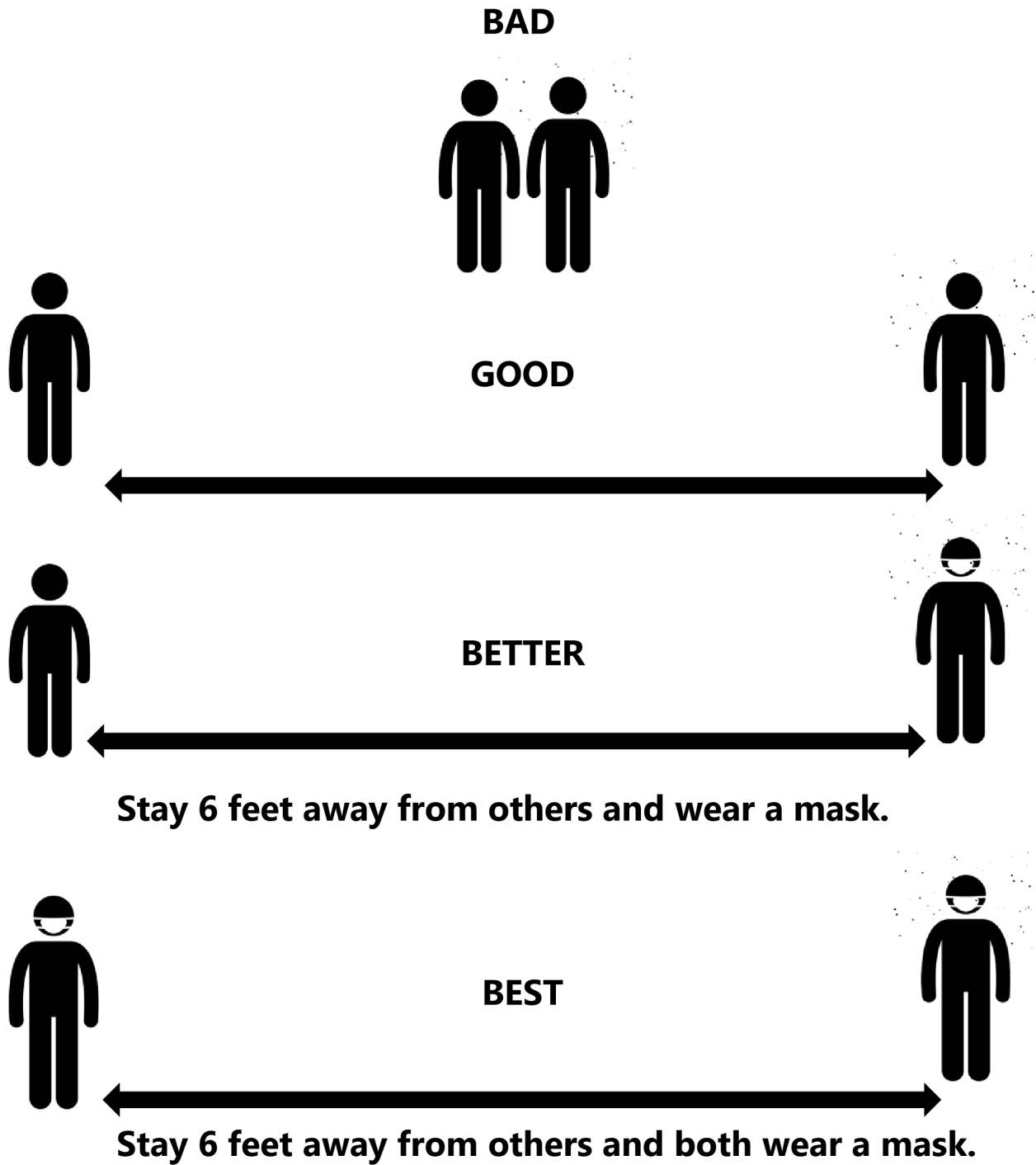
Phase	Environment	Staff	Early Childhood (ages 2-5)	Grades K-5	Grades 6-12
Phases 1-4	Classrooms/ Small Groups	Required, except during meals	Should be considered*	Required, except during meals **	Required, except during meals
	Common spaces	Required, except during meals	Should be considered*	Required,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

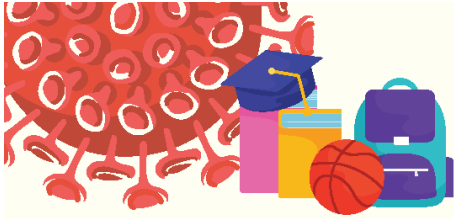
* Although cloth face coverings are not required in these settings, they should be encouraged if tolerated.

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** or have been medically excused, plastic face shields may be worn alone, and may offer some degree of risk mitigation. ** Masks required as of 10/5/20 per E.O. 2020-185



Cloth Face Coverings Help Prevent the Spread of COVID-19





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.

EXAMPLES



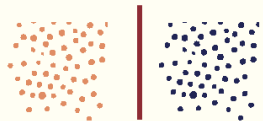
Meet the Wildcat Bubble.

- 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.



School Contact Tracing Form

Contact tracing is a public health tool that is used to help stop the spread of certain communicable diseases. 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 Health Department. The Health Department will provide guidance on how to stay safe, protect others, and quarantining to prevent further spread of the virus. Quarantine is important with COVID-19 as a person can spread the virus before they know they are sick or if they are infected with the virus without feeling symptoms.

This form is to assist the Health Department in identifying close contacts within the school. Please return the information of close contacts 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.

<p>Symptomatic Case</p> <p>Staff/Student tests positive after having symptoms. Symptoms include any of the following not explained by a known medical or physical condition:</p> <p>ONE of the following:</p> <ul style="list-style-type: none"> • Cough • Shortness of breath or difficulty breathing • Fever (Temp >100.4°F) • New loss of taste or smell <p>OR TWO of the following:</p> <ul style="list-style-type: none"> • Chills/sweating • Sore throat • Muscle pain or body aches • New onset of severe headache • Diarrhea, vomiting, or abdominal pain • Congestion or runny nose 		
<p>Date symptoms started: ___ / ___ / ___ 48 hours prior to this: ___ / ___ / ___</p>		
<p>Dates Staff/Student attended school starting from 48 hours prior to onset of symptoms:</p> <p>___ / ___ / ___ through ___ / ___ / ___</p>		
<p>Close contacts* on those dates:</p> <table border="0"> <tr> <td>Name</td> <td>Phone Number</td> </tr> </table>	Name	Phone Number
Name	Phone Number	

<p>Asymptomatic Case</p> <p>Staff/Student tests positive and has NOT had symptoms. Symptoms include any of the following not explained by a known medical or physical condition:</p> <p>ONE of the following:</p> <ul style="list-style-type: none"> • Cough • Shortness of breath or difficulty breathing • Fever (Temp >100.4°F) • New loss of taste or smell <p>OR TWO of the following:</p> <ul style="list-style-type: none"> • Chills/sweating • Sore throat • Muscle pain or body aches • New onset of severe headache • Diarrhea, vomiting, or abdominal pain • Congestion or runny nose 		
<p>Test Date: ___ / ___ / ___ 48 hours prior to test date: ___ / ___ / ___</p>		
<p>Dates Staff/Student attended school starting from 48 hours prior to test date:</p> <p>___ / ___ / ___ through ___ / ___ / ___</p>		
<p>Close contacts* on those dates:</p> <table border="0"> <tr> <td>Name</td> <td>Phone Number</td> </tr> </table>	Name	Phone Number
Name	Phone Number	

*Those who are identified as close contacts must quarantine (not leave the house unless necessary) for 14 days from last time of known exposure. *Close contacts are those who were in proximity to the infected person for >15 cumulative minutes and within 6 ft with or without a mask.*



Contact Tracing in the School Setting

Helpful questions to consider when identifying close contacts in the school setting:

- Who is the staff/student near (less than 6ft) throughout the day?
- Has there been adequate physical distancing in breakrooms & lunchrooms?
- Are there any others at the school that live with the staff/student, or carpool with them?

Other considerations for schools when there is more than one positive case identified (to look for patterns/areas of concern):

- Did the school already know staff/student had been identified as a close/household contact of someone who was positive for COVID-19?
- Is there one location/classroom in the school that seems to be more affected?
- Is there something else in common with positive cases?
- Mask adherence in the school? (not just while in the hallway, but during classroom time?)

...but what about contacts of 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 doesn't need to be notified about Fred being sick or worry about Bob being quarantined. Odds are, Bob will not get sick and will be back to school and football in a couple of weeks.

Contact Tracing Resources:

- **Contact Tracing:** <https://www.cdc.gov/coronavirus/2019-ncov/php/openamerica/contact-tracing-resources.html>
- **Contact Tracer's Guide to COVID-19:** <https://www.cdc.gov/coronavirus/2019ncov/php/notification-of-exposure.html>
- **Key Information to Collect During a Case Interview:** <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/keyinfo.html>
- **Quarantine Log:** <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/14-DayTemperature-and-Symptom-Log-for-Contact-Tracing.pdf>
- **Diagnosis Flowchart:** <https://www.cdc.gov/coronavirus/2019-ncov/images/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.jpg>

