School COVID-19 Case Response Toolkit

Find resources and stay updated at tpchd.org/covidinfoschools.
COVID-19 School Response Toolkit

School and Health Department roles and responsibilities .......................................................... 4
Flowchart: Confirmed or suspected COVID-19 case ................................................................. 5

Communication plan
Plan guidance ................................................................................................................................. 6

Robocall scripts
Exposure from case or cases in a class ....................................................................................... 7
No exposure from case or cases in a class ............................................................................... 8
School closure ............................................................................................................................. 9

Parent letters
How your school may share your child’s information with the Health Department for contact tracing purposes ........................................................................................................... 10
Return to school after COVID-19 symptoms (moderate or high COVID-19 levels) ............... 11
Return to school after COVID-19 symptoms (low COVID-19 levels) ......................................... 12
Exposure from case or cases in a class ....................................................................................... 13
No exposure from case or cases in a class ............................................................................... 14
School closure ............................................................................................................................. 15

School scenarios
What if student or staff member has COVID-19 symptoms? .................................................. 16
What if a healthy student or staff member is exposed to a person with COVID-19? ............... 17
What if sick student or staff member tests negative for COVID-19? ........................................ 18
What if sick student or staff member does not get tested? ....................................................... 19
What if 2 or more students or staff members tests positive for COVID-19 within 14 days? ...... 20

Handwashing
Wash your hands—Tacoma-Pierce County Health Department .................................................. 21
Be a germ-buster—Washington State Department of Health ...................................................... 22
Steps to wash your hands—Centers for Disease Control and Prevention .................................. 23
Did you wash your hands?—Centers for Disease Control and Prevention ................................. 24
Handwashing is your superpower—Centers for Disease Control and Prevention ................... 25
Germs are all around you—Centers for Disease Control and Prevention .................................. 26

Healthy Habits
Cover your coughs and sneezes—Tacoma-Pierce County Health Department .......................... 27
Stay home if you’re sick—Tacoma-Pierce County Health Department ....................................... 28
Practice healthy habits—Tacoma-Pierce County Health Department ........................................ 29
Class rules—Centers for Disease Control and Prevention ......................................................... 30
How to use

Schools should use this toolkit in conjunction with your Reopening Plan. Your plan must include procedures to report COVID-19 cases. Tacoma-Pierce County Health Department will work with Pierce County schools—public and private—to help schools manage contact tracing, positive cases and outbreaks. Use this guide as a planning framework for your response.

Helpful links

COVID-19 information for schools
tpchd.org/covidinfoschools

Face masks and coverings
tpchd.org/mask

Practice safe six
tpchd.org/safesix

Washington State Department of Health K-12 Schools—Fall 2020-2021 Guidance
doh.wa.gov/Portals/1/Documents/1600/coronavirus/FallGuidanceK-12.pdf

OSPI Decision Tree for Provision of In-Person Learning
doh.wa.gov/Portals/1/Documents/1600/coronavirus/DecisionTree-K12schools.pdf

Return to school after a positive symptom screen for COVID-19 and no exposure

Reopening Washington Schools 2020 District Planning Guide

CDC Operating schools during COVID-19
cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html

Report a case

Report online.

Questions?

Tacoma-Pierce County Health Department
(253) 798-6410
School COVID-19 Case Response
Interim Guidance

Roles and Responsibilities

<table>
<thead>
<tr>
<th>Building COVID-19 Safety Coordinator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Share COVID-19 procedures and information for building.</td>
</tr>
<tr>
<td>• Report suspected or confirmed COVID-19 cases to the District COVID-19 Coordinator.</td>
</tr>
<tr>
<td>• Work with Building Response Team (custodian, nurse, admin) to respond to a COVID-19 case.</td>
</tr>
<tr>
<td>• Provide contact lists to District COVID-19 Safety Coordinator.</td>
</tr>
<tr>
<td>• Monitor return to school for confirmed cases and people who have been quarantined.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District COVID-19 Safety Coordinator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Develop communication and response procedures. Distribute to the Building COVID-19 Safety Coordinator.</td>
</tr>
<tr>
<td>• Ensure training and knowledge of policies and procedures among Building COVID-19 Safety Coordinators.</td>
</tr>
<tr>
<td>• Report COVID-19 cases to and review response procedures with Health Department COVID-19 School Team.</td>
</tr>
<tr>
<td>• Work with the Building COVID-19 Safety Coordinator to identify and communicate with close contacts.</td>
</tr>
<tr>
<td>• Coordinate communications between Health Department COVID-19 School Team and school administration for decision making (for example, closure).</td>
</tr>
<tr>
<td>• Coordinate with District Communications Office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Department COVID-19 School Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Work with District COVID-19 Coordinator on procedures and case reporting.</td>
</tr>
<tr>
<td>• Case investigation and contact tracing with students and staff positive for COVID-19.</td>
</tr>
<tr>
<td>• Provide education and support for COVID-19 mitigation strategies and best practices.</td>
</tr>
</tbody>
</table>
COVID-19 School Response

Confirmed or Suspected COVID-19 Cases Flowchart

Staff or student:
- Test result is:
  - Coordinate notification calls and letters.
  - Send close contact list to Health Department COVID-19 School Team.

Building COVID-19 Safety Coordinator(s)
- Find out why person was tested:
  - Close contact.
  - Symptoms.
  - Other—pre-procedure, random, required, etc.

Shows symptoms at school:
- Building COVID-19 Safety Coordinator(s)
  - Have building response team:
    - Use personal protective equipment.
    - Close off area.
    - Disinfect surfaces.
    - Any class A symptom.
    - 2 or more class B symptoms.
    - 1 class B symptom for more than 24 hours when COVID-19 levels are moderate or high.*
  - Refer sick person for testing.

Building COVID-19 Safety Coordinator(s)
- May return to school after symptoms improve if not a close contact.
  - 1 class B symptom for less than 24 hours when COVID-19 levels are moderate or high.*
  - 1 class B symptom for any duration when COVID-19 levels are low.*
  - Symptoms.
  - Close contact to positive COVID-19 case.

Building COVID-19 Safety Coordinator(s)
- District COVID-19 Safety Coordinator(s)
  - Coordinate notification calls and letters.
  - Send close contact list to Health Department COVID-19 School Team.

District COVID-19 Safety Coordinator(s)
- Check in with close contacts.
- Arrange tests if needed.
- Provide resources to help isolate or quarantine.
- Keep District and Building COVID-19 Safety Coordinators updated.

Health Department
- Stay home 14 days.
- May return to school 24 hours after fever and symptoms improve.
- Symptoms.
- Close contact to positive COVID-19 case.

Test result is:
- Positive
  - Work with Health Department to determine infectious period: 2 days before symptoms started.
  - Gather list of close contacts. Send to District COVID-19 Safety Coordinator.

- Negative
  - No symptoms.
  - No close contact.

Sick people and close contacts waiting for test results should stay home.

Class A symptoms:
- Fever—subjective or 100.4F or higher.
- Cough.
- Loss of taste or smell.
- Shortness of breath.

Class B symptoms:
- Fatigue.
- Headache.
- Muscle or body aches.
- Sore throat.
- Congestion or runny nose.
- Nausea or vomiting.
- Diarrhea—2 or more loose stool in 24 hours.

Stay home for whichever is longer:
- 14 days after close contact with COVID-19 case.
- 10 days after symptoms start.
- 24 hours after fever symptoms improve.

*COVID-19 levels are moderate or high when our 14-day case rate per 100,000 is above 25.
COVID-19 levels are low when our 14-day case rate per 100,000 is below 25.
Communication Plan

**Program/Initiative Name**

**Owner Name**

**Situation Analysis**

Brief overview of the situation and what you're trying to achieve. Include facts and data.

**Risk Analysis (SWOT)**

**Strengths**
- Your resources and experience.
- How people will benefit.

**Weaknesses**
- Disadvantages you face.
- Obstacles you must overcome.

**Opportunities**
- Potential good outcomes.

**Threats**
- Potential bad outcomes.

**Communication Goals**
- What you're trying to achieve (vision statement).

**Target Audiences**
- Groups with whom you will communicate.
- Commonly overlooked target audiences: staff, Board of Health, Pierce County legislators.

**Target Audience: Name**

**Strategic Communication Objectives**
- Actions you will take to accomplish your Communication Goals.

**Key Messages**
- Words you will use to accomplish your Strategic Communication Objectives.

**Tactics**
- Ways you will deploy your Key Messages.

**Timeline**

Important events, due dates and other activities helpful for tracking progress.

**Budget**

Estimated costs for tactics (materials, advertising, etc.). This number is helpful for planning.

Putting together a Communication Plan is a lot like putting together a puzzle.

First, create the pieces—Brainstorm. Write down what you know, your ideas and your questions.

Next, work with the pieces—Move them around. See where they fit best.

Just like a puzzle, the farther you get, the clearer it will become which pieces go where, which pieces go together and which pieces are missing.

Need help, input, feedback, inspiration? Talk to your Communication Liaison. We’re here for you!
Dear [SCHOOL NAME] Parents:

[A PERSON OR PEOPLE] in your child’s class [HAS OR HAVE] tested positive for COVID-19 and your child was a close contact of this person. A close contact has spent 15 or more minutes within 6 feet of the confirmed case.

Your child should stay home for 14 days past the date of exposure. Your child should not go to school or participate in any activities during this time. If you choose to have your child tested before your child experiences any symptoms and the test is negative, you must still follow the request to quarantine for the entire 14-day period.

Tacoma-Pierce County Health Department provided a letter that the school district emailed directly to you. The letter provides guidance on symptoms to watch for and when to contact a healthcare provider. Expect to hear from the Health Department to review instructions and answer your questions. They will also request you respond to automated messages to keep them informed of any changes in your child’s condition.

COVID-19 transmission remains widespread in Pierce County. The Health Department asks for your continued support to help slow the spread:

- Wear a mask when you leave home, especially when you can’t maintain 6 feet of space from others.
- Stay close to home.
- Limit interactions to a small group of family and friends.

Learn more at tpchd.org/coronavirus.
Dear [SCHOOL NAME] Parents:

[A PERSON OR PEOPLE] in your child’s class [HAS OR HAVE] tested positive for COVID-19. After our investigation, we don’t think your child was exposed. The [PERSON OR PEOPLE] who tested positive will not be able to return to class until after the contagious period has passed—10 days after the start of symptoms and 24 hours after fever and symptoms improve.

If your child develops symptoms, contact your healthcare provider and ask that your child receive testing for COVID-19. Symptoms—fever, cough, headache, body aches, diarrhea and nausea/vomiting—develop on average 5 days after exposure but can appear 2-14 days after exposure.

COVID-19 transmission remains widespread in Pierce County. The Health Department asks for your continued support to help slow the spread:

- Wear a mask when you leave home, especially when you can’t maintain 6 feet of space from others.
- Stay close to home.
- Limit interactions to a small group of family and friends.

Learn more at tpchd.org/coronavirus.
Dear [SCHOOL NAME] Parents:

We must temporarily close to protect the health of our students and staff because of several COVID-19 cases at our school. We understand this may be a hardship for families and is disruptive to student learning. The health and safety of our students and staff must come first.

We are working with Tacoma-Pierce County Health Department to investigate the cases and are consulting published guidance from Washington State Department of Health and the Centers for Disease Control and Prevention.

If your child is a close contact—spent 15 or more minutes within 6 feet of the confirmed case—you will receive a letter from the district and a call from the Health Department with special instructions.

We will keep you informed about our progress to reopen school as soon and safely as possible.

COVID-19 transmission remains widespread in Pierce County. The Health Department asks for your continued support to help slow the spread:

- Wear a mask when you leave home, especially when you can't maintain 6 feet of space from others.
- Stay close to home.
- Limit interactions to a small group of family and friends.

Learn more at tpchd.org/coronavirus.
Dear Parents/Guardians, Students, and Staff:

**How will your child’s school respond to a positive case of COVID-19 among students or staff?**

Based on our current guidelines, we will work closely with Tacoma-Pierce County Health Department to help track and decrease the spread of COVID-19. In the event of positive cases, we will need to share the following information for anyone identified as a close contact:

- First and last name.
- Date of birth.
- Phone number of a parent, guardian or staff.

The Health Department uses this information to speak with close contacts. We only share this information with the Health Department. Neither the school nor the Health Department share the names of positive individuals or their close contacts with other close contacts.

If you are a close contact, you can expect a call from the Tacoma-Pierce County Health Department. They will:

- Provide guidance.
- Answer health questions.
- Discuss quarantine recommendations.
- Discuss testing options.
- Refer for additional resources, if desired.

Please direct any questions about this protocol to your district or school’s COVID-19 supervisor: [NAME AND NUMBER TO CONTACT].
Return to school after COVID-19 symptoms letter—moderate or high COVID-19 levels

Download editable file on tpchd.org/covidinfoschools. Also available in Spanish.

WHEN COVID-19 LEVELS ARE MODERATE/HIGH (>25 CASES/100K/14 DAYS)

Your child has COVID-19 symptoms. Now what?
You are receiving this information because your child showed COVID-like symptoms at school, with no known COVID-19 exposure in the past 14 days.

Follow these steps:
Contact your primary care physician.
Get your child tested. Find testing locations at tpchd.org/covidtest. Make sure you stay home and away from others until you know the result of your test.
Call 911 or your local emergency facility immediately if your child has:
• Trouble breathing.
• Persistent pain or pressure in the chest.
• New confusion.
• Inability to wake or stay awake.
• Bluish lips or face.
• Any other severe or concerning symptoms.

My child tests positive.
Your child may return to school:
• 10 days after symptoms began.
  AND
• 24 hours after fever resolves and symptoms improve without the use of fever-reducing medication.

My child tests negative.
Your child may return to school:
• 24 hours after fever resolves and symptoms improve without the use of fever-reducing medication.

My child does not get a test.
With only 1 of the following symptoms for less than 24 hours, your child may return to school after symptoms improve without a COVID-19 test.
• Fatigue.
• Headache.
• Muscle or body aches.
• Sore throat.
• Congestion or runny nose.
• Nausea or vomiting.
• Diarrhea—defined as 2 or more loose stool in 24 hours.

If the symptom lasts more than 24 hours, your child has more than 1 of the symptoms listed above, or has other COVID-19 symptoms—fever, cough, shortness of breath, or loss of sense of taste or smell—and doesn’t get tested, your child may return to school:
• 10 days after symptoms began.
  AND
• 24 hours after fever resolves and symptoms improve without the use of fever-reducing medication.

No medications are approved for COVID-19. Make sure your child gets plenty of rest and stays hydrated. To prevent the spread of illness, keep your child away from others. Don’t share personal items and clean and disinfect commonly touched items. Anyone who tests positive for COVID-19 needs to stay in a specific room, away from other people in your home, and use a separate bathroom, if available.
WHEN COVID-19 LEVELS ARE LOW (<25 CASES/100K/14 DAYS)

Your child has COVID-19 symptoms. Now what?
You are receiving this information because your child showed COVID-like symptoms at school, with no known COVID-19 exposure in the past 14 days.

Follow these steps:
Contact your primary care physician.
Get your child tested. Find testing locations at tpchd.org/covidtest. Make sure you stay home and away from others until you know the result of your test.
Call 911 or your local emergency facility immediately if your child has:
- Trouble breathing.
- Persistent pain or pressure in the chest.
- New confusion.
- Inability to wake or stay awake.
- Bluish lips or face.
- Any other severe or concerning symptoms.

My child tests positive.
Your child may return to school:
- 10 days after symptoms began.
- 24 hours after fever resolves and symptoms improve without the use of fever-reducing medication.

My child tests negative.
Your child may return to school:
- 24 hours after fever resolves and symptoms improve without the use of fever-reducing medication.

My child does not get a test.
With only 1 of the following symptoms for any duration, your child may return to school after symptoms improve without a COVID-19 test.
- Fatigue.
- Headache.
- Muscle or body aches.
- Sore throat.
- Congestion or runny nose.
- Nausea or vomiting.
- Diarrhea—defined as 2 or more loose stool in 24 hours.

If your child has more than 1 of the symptoms listed above, or has other COVID-19 symptoms—fever, cough, shortness of breath, or loss of sense of taste or smell—and doesn’t get tested, your child may return to school:
- 10 days after symptoms began.
- 24 hours after fever resolves and symptoms improve without the use of fever-reducing medication.

No medications are approved for COVID-19. Make sure your child gets plenty of rest and stays hydrated. To prevent the spread of illness, keep your child away from others. Don’t share personal items and clean and disinfect commonly touched items. Anyone who tests positive for COVID-19 needs to stay in a specific room, away from other people in your home, and use a separate bathroom, if available.
[DISTRICT/SCHOOL LETTERHEAD]

[DATE]

Dear Parent:

Someone at [NAME OF SCHOOL OR FACILITY] has been diagnosed with COVID-19, and your child was a close contact of this person. A close contact has spent 15 or more minutes over a 24-hour period within 6 feet of the confirmed case.

**Your child should stay home for a total of 14 days past the date of exposure, [DATE].** Your child should not participate in any other visits or activities during this time. If you choose to have your child tested before your child experiences any symptoms and the test is negative, you must still follow the request to quarantine for the entire 14-day period.

The symptoms of COVID-19 include fever, cough, headache, body aches, diarrhea, nausea and vomiting. Some people have no symptoms at all, or the symptoms are so mild that they are not noticed. Some experience serious illness. If symptoms develop, the average time after exposure is about 5 days, but symptoms can appear anywhere between 2 and 14 days after exposure (the incubation period).

If your child develops any of the symptoms above, please contact your health care provider and request the child be tested for COVID-19. It’s best to request testing if your child shows symptoms as the test is for active COVID-19. Your child could still experience symptoms during 14-day incubation period. These providers offer COVID-19 testing: [tpchd.org/covidtest](http://tpchd.org/covidtest).

Please expect to hear from one of our staff members to review these instructions and to answer any questions you may have. They will also request you to respond to automated messages to keep us informed of any changes in your child’s condition.

**How can you help get our students back to their school buildings?**

Everyone has a role and should take these steps to protect the people you care about:

- Stay close to home.
- **Wear a mask** when you leave home.
- **Limit your interactions** to a small circle of friends and family.
- **Keep gatherings small**, and outside if possible where fresh air circulates.
- **Stay 6 feet apart from others.** Wear a mask when you cannot maintain 6 feet of space.
- **Get tested** for COVID-19 if you are experiencing symptoms or have participated in any gatherings social, civic, business, political, athletic or otherwise.
- Wash your hands, cover your cough, and keep up your best hygiene and sanitation.

Schools are a vital part of our community—let’s do our part to support them during these challenging times.

For more information about COVID-19, visit [tpchd.org/coronavirus](http://tpchd.org/coronavirus).
Dear Parents and Staff:

Someone at [NAME OF SCHOOL OR FACILITY] has been diagnosed with COVID-19. After investigating the situation, we do not think you/your child was exposed to the person. The person who tested positive will not be able to return to the school or facility until after the contagious period has passed (10 days after the start of symptoms). The purpose of this letter is to notify you of the situation and to remind everyone of prevention measures.

The symptoms of COVID-19 include fever, cough, headache, body aches, diarrhea, nausea and vomiting. Some people have no symptoms at all, or the symptoms are so mild that they are not noticed. Some experience serious illness. If symptoms develop, the average time after exposure is about 5 days, but symptoms can appear anywhere between 2 and 14 days after exposure (the incubation period).

If your child develops any of the symptoms above, please contact your health care provider and request the child be tested for COVID-19. It’s best to request testing if your child shows symptoms as the test is for active COVID-19. Your child could still experience symptoms during 14-day incubation period. These providers offer COVID-19 testing: tpchd.org/covidtest.

As our county moves toward re-opening, we may be more at risk for this infection. Please do everything you can when you are in public to keep a physical distance of at least 6 feet, wear masks in public and sanitize and wash hands frequently (adults and children). Workers should maintain physical distance of at least 6 feet from other workers and work only with their assigned classroom. Staying in well-defined groups and not mixing children groups or workers is important to prevent the spread of illness should someone in any of the groups become sick.

How can you help get our students back to their school buildings?

Everyone has a role and should take these steps to protect the people you care about:

- Stay close to home.
- Wear a mask when you leave home.
- Limit your interactions to a small circle of friends and family.
- Keep gatherings small, and outside if possible where fresh air circulates.
- Stay 6 feet apart from others. Wear a mask when you cannot maintain 6 feet of space.
- Get tested for COVID-19 if you are experiencing symptoms or have participated in any gatherings social, civic, business, political, athletic or otherwise.
- Wash your hands, cover your cough, and keep up your best hygiene and sanitation.

Schools are a vital part of our community—let’s do our part to support them during these challenging times.

For more information about COVID-19, visit tpchd.org/coronavirus.
Dear Parents:

The health and safety of our students is our priority. We must temporarily close to protect the health of our students and staff because of several COVID-19 cases at our school. We understand this may be a hardship for families and is disruptive to student learning. The health and safety of our students and staff must come first. We are working with Tacoma-Pierce County Health Department to investigate the cases and are consulting published guidance from Washington State Department of Health and the Centers for Disease Control and Prevention.

If your child was a close contact of a confirmed case, we will notify you with special instructions to keep your child home from all activities, including visiting friends and shopping.

We don’t have a date to reopen the school. We will consult with the Health Department to determine a reopening date and will let you know immediately by [METHOD: robocall, website, email].

Even if your child was not identified as a close contact, you should watch for signs and symptoms of COVID-19. These include fever, cough, headache, body aches, diarrhea, nausea and vomiting. Some people have mild to no symptoms. Some experience serious illness. The average time after exposure to develop symptoms is about 5 days, but symptoms can appear anywhere between 2 and 14 days after exposure (the incubation period).

If your child develops any COVID-19 symptoms, contact your health care provider and request the child be tested for COVID-19. Find COVID-19 testing sites: tpchd.org/covidtest.

The pandemic may last many more months. Your actions will affect how well our community prevents the spread of the virus. Everyone should take these steps:

- Stay close to home.
- Wear a mask when you leave home.
- Limit your interactions to a small circle of friends and family.
- Keep gatherings small, and outside if possible where fresh air circulates.
- Stay 6 feet apart from others. Wear a mask when you cannot maintain 6 feet of space.
- Get tested for COVID-19 if you are experiencing symptoms or have participated in any gatherings social, civic, business, political, athletic or otherwise.
- Wash your hands, cover your cough, and keep up your best hygiene and sanitation.

For more information about COVID-19, visit tpchd.org/coronavirus.
What if student or staff member has COVID-19 symptoms?

School
- Send sick person home.
- Record date school found out and sent person home.

Sick person
Get tested. Find testing information at tpchd.org/covidtest.

- Test is negative. See page 15.
- Sick person doesn’t get tested. See page 16.
- Test is positive. See page 5.
What if a healthy student or staff member is a close contact of a person with COVID-19?

**Close contacts** include people the person with COVID-19:
- Lives with—like siblings.
- Is within 6 feet of for more than 15 minutes over a 24-hour period—like on the bus.

School
- Send close contact home.
- Record date school found out and sent person home.

Does close contact live in the same household as person with COVID-19?

**Yes**
Everyone who lives with sick person is a close contact.

**No**

Close contact
- Stay home for 14 days after close contact with COVID-19 case.

Close contacts
- Stay home for 14 days after close contact with COVID-19 case. May be longer if:
  - Other people they live with get sick.
  - They can’t avoid close contact with sick person.

People who live with close contact
- May go to school if they were not in close contact with COVID-19 case.
What if sick student or staff member tests negative for COVID-19?

Was the sick person a close contact of someone with COVID-19 in the past 14 days?

Yes

Health Department
- Confirm sick person was in close contact with COVID-19 case.
- Review cases and cohort logs.
- Identify and tell close contacts to stay home.

School
Send sick person home.

No

Sick person
Sick person is considered a probable case. Stay home for:
- 14 days after close contact with COVID-19 case.
- 10 days after symptoms start.
- 24 hours after fever symptoms improve. Must improve without medicine to reduce fever.

Sick person
Isolate at home until 24 hours after fever symptoms improve. Must improve without medicine to reduce fever.

Close contacts
May go to school.
COVID-19 School Response

What if sick student or staff member does not get tested?

Was the sick person a close contact of someone with COVID-19?

Yes

Does sick person have a clear, non-respiratory alternative diagnosis from a healthcare provider?

Yes

School

Send sick person home.

Health Department

• Confirm sick person was in close contact with COVID-19 case.
• Review cases and cohort logs.
• Identify and tell close contacts to stay home.

Sick person

Stay home for:
• 14 days after close contact with COVID-19 case.
• 10 days after symptoms start.
• 24 hours after fever symptoms improve. Must improve without medicine to reduce fever.

No

School

• Assume sick person has COVID-19 because of close contact.
• Send sick person home.
• Alert Health Department and provide list of close contacts.
• Work with Health Department and notify cohort if they need to stay home for 14 days.

Health Department

• Confirm sick person was in close contact with COVID-19 case.
• Review cases and cohort logs.
• Identify and tell close contacts to stay home.

Sick person

Stay home for:
• 14 days after close contact with COVID-19 case.
• 10 days after symptoms start.
• 24 hours after fever symptoms improve. Must improve without medicine to reduce fever.

No

School

• Assume sick person doesn't have COVID-19 because of alternative diagnosis.
• Send sick person home.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

Close contacts

May go to school.

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.

No

School

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Health Department

• Send sick person home.
• Follow suspect case guideline. See “Show symptoms at school” on page 5.

Sick person

Follow guidance specific to disease to return to school.
School COVID-19 Case Response
Interim Guidance

What if 2 or more students or staff members test positive for COVID-19 within 14 days?

School

- Send sick person home.
- Alert Health Department and provide list of close contacts.
- Work with Health Department and notify cohort if they need to stay home for 14 days.

Health Department

Investigate and coordinate outbreak response.

Is there likely transmission at school?

Yes

School and Health Department will coordinate response if more than 1 classroom is affected by multiple cases.

Consider school closure and remote learning for 14 days if:
- 2 or more classrooms are dismissed due to outbreaks in schools with 10 or fewer classrooms.
- 10% or more of classrooms are dismissed due to outbreaks in schools with more than 10 classrooms.
- School cannot function due to insufficient teaching or support staff.

See DOH guidance at doh.wa.gov/Portals/1/Documents/1600/coronavirus/FallGuidanceK-12.pdf

No

Identify and tell close contacts to stay home.
Wash your hands.

tpchkd.org/coronavirus
Be a Germ-Buster...
WASH YOUR HANDS!

1. WET
2. SOAP
3. WASH
4. RINSE
5. DRY
6. TURN OFF WATER WITH PAPER TOWEL
Hands that look clean can still have icky germs!

Wash your hands!

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

[cdc.gov/coronavirus]
Students: Let’s work together to stop the spread of COVID-19

Did You Wash Your Hands?

ASK YOURSELF:

Did I just go to the bathroom?

Am I about to eat?

Did I just eat?

Did I cough or sneeze?

Did I touch supplies or objects that other people have touched?

Did I touch garbage?

Did I touch my cloth face cover?

If you can’t wash your hands, ask your teacher or another adult for hand sanitizer.

cdc.gov/coronavirus
HANDWASHING is your superpower!

FIGHT OFF GERMS!

WASH YOUR HANDS!

cdc.gov/coronavirus
Germs are all around you.

Stay healthy. Wash your hands.

cdc.gov/coronavirus
Cover your coughs and sneezes.

tpchd.org/coronavirus
Stay home if you’re sick.

tpchd.org/coronavirus
Practice healthy habits.

Don’t stand in groups.
Keep 6 feet between people.

Stay home if you are sick.
Learn more about COVID-19 at tpchd.org/coronavirus.
CLASS RULES

- **Stay home if you feel sick**
- **Keep 6 ft from others**
- **Wash your hands with soap and water**
- **Use hand sanitizer if you can’t wash your hands**
- **Cough or sneeze into a tissue or use your elbow, clean your hands after.**

OTHER CLASS RULES

- 
- 
- 
- 
- 

cdc.gov/coronavirus
Stop the spread of germs that can make you and others sick!

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

Stop the spread of germs that can make you and others sick!

[cdc.gov/coronavirus]
How do I clean and disinfect?

Put on disposable gloves.
Throw them away when you’re done.

First, clean to remove dirt.
Use soap and water to remove dirt and some germs.

Next, disinfect to kill germs.
Disinfectants need different times to work. Follow the directions on the label.

Throw away gloves and wash your hands.
Scrub hands for 20 seconds with soap and warm water.

What should I use?

Products with EPA-approved emerging viral pathogen claims.

Products with at least 70% alcohol solutions.

Mix 4 teaspoons bleach with 1 quart of water.

How often should I clean and disinfect?

1-3 times a day

Bathrooms, kitchens and surfaces people touch often.
Like light switches, remotes, door handles, phones and toys.
Put away toys that are hard to clean.

Weekly

Sleeping areas. Clean and disinfect more often when dirty or between people.