



Checklist for Managing Students/Staff with Symptoms of COVID-19

A. Management of Sick Student/Staff	
1. Evaluate exposure, diagnosis and symptoms	<ul style="list-style-type: none"> ○ Ask about known or suspected exposure to a confirmed COVID-19 case during the 14 days prior to illness start ○ Ask about chronic illness diagnosis or recent non-COVID illness diagnosis that would explain symptoms ○ Ask about current symptoms and date symptoms appeared (see <i>School Case & Close Contact List Template</i> in toolkit)
2. Isolate sick student/staff in designated area. Ensure sick students are supervised	<ul style="list-style-type: none"> ○ Implement appropriate infection control <ul style="list-style-type: none"> ▪ Use of cloth face coverings for sick student/staff ▪ Ensure use of medical grade masks for staff supervising sick student/s
3. Notify designated parent/guardian or other individual to facilitate student/staff getting home safely	
4. Provide resources and information to ill staff and families of ill students	<ul style="list-style-type: none"> ○ <i>COVID-19 Fact Sheets for Families and Staff</i> (in toolkit) ○ COVID testing– where to get tested, etc.(see https://www.netchd.org/covid-19/covid-19-symptoms-and-testing/) ○ <i>Return to School Information for Families and Staff</i> (in toolkit)
5. Clean & disinfect area	<ul style="list-style-type: none"> ○ Do not use area until cleaning is complete (example: close off area, post sign, etc.) ○ Request custodial services to appropriately clean & disinfect
B. Collect Information	
1. Determine potential infectious period	<ul style="list-style-type: none"> ○ ____/____/____ Date symptom(s) began ○ ____/____/____ Infectious period begins (2 days prior to start of symptoms) ○ ____/____/____ Infectious period ends (10 days after start of symptoms)
2. Draft list of potential close contacts (see Close Contact List Template in toolkit)	<ul style="list-style-type: none"> ○ Do not notify or contact potential close contacts at this time Northeast Tri County Health District will notify close contacts if student/staff are confirmed to have COVID-19 with a positive test result. ○ Include any individual who was within 6 ft. (2 meters) of a symptomatic person for at least 15 minutes during the infectious period ○ Verify sick student/staff school schedule & attendance during infectious period ○ Consider if sick student may have exposed: <ul style="list-style-type: none"> ▪ Other students in same classroom/s, other common area (bathrooms, lunchroom, etc.) ▪ Other teachers, school staff ○ Consider sick staff may have exposed: <ul style="list-style-type: none"> ▪ Other school staff – ask about meetings, break rooms, trainings, etc. ▪ Students – ask about students in assigned cohort & outside of classroom(s)
C. Communication	
1. Optional: Notify School District COVID-19 Coordinator if your district wants to track all students/staff with COVID-like symptoms at the district level.	
2. If student/staff with suspected symptoms are confirmed to have COVID-19 with a positive test result, refer to <i>Checklist for Managing Student/Staff with Confirmed COVID-19</i> in the toolkit for next steps	

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Checklist for Managing Students/Staff with Confirmed of COVID-19

A. Report of COVID-19 Positive Student or Staff
<ol style="list-style-type: none"> 1. Complete the <i>School Case & Close Contact Lists</i> to track COVID-19 positive students or staff 2. Provide resources and information to COVID-19 positive staff or student family (<i>see toolkit templates</i>) <ul style="list-style-type: none"> ○ <i>Return to School Guidance</i> for Suspected or Confirmed Cases ○ <i>COVID-19 Fact Sheets</i> for Families or Teachers/Staff
B. Collect Information
<ol style="list-style-type: none"> 1. Determine potential infectious period. This information can be copied from <i>Checklist for Managing Student/Staff with COVID-19 Symptoms</i> if it was already collected. [NOTE: If person is asymptomatic, use the specimen collection date of the first positive COVID-19 test instead of date of symptom start] <ul style="list-style-type: none"> ○ ____/____/____ Date of symptom start OR Date of COVID-19 test if asymptomatic ○ ____/____/____ Infectious period begins (2 days prior to start of symptoms) ○ ____/____/____ Infectious period ends (10 days after start of symptoms)
<ol style="list-style-type: none"> 2. Determine if COVID-19 positive student or staff was at school while infectious <ul style="list-style-type: none"> ○ ____/____/____ Y/N ____ (Date 2 days prior to start of symptoms) ○ ____/____/____ Y/N ____ (Date 1 day prior to start of symptoms) ○ ____/____/____ Last attendance date at school
<ol style="list-style-type: none"> 3. Identify close contacts <ul style="list-style-type: none"> ○ Verify sick student/staff school schedule & attendance during infectious period ○ Identify potentially exposed students or staff ○ Consider if sick student may have exposed: <ul style="list-style-type: none"> ▪ Other students in same classroom/s, other common area (bathrooms, lunchroom, etc.) ▪ Other teachers, school staff ○ Consider if sick staff may have exposed: <ul style="list-style-type: none"> ▪ Other school staff – ask about meetings, break rooms, trainings, etc. ▪ Students – ask about students in assigned cohort & outside of classroom/s
<ol style="list-style-type: none"> 4. Track COVID-19 positive students/staff and close contacts <ul style="list-style-type: none"> ○ Use <i>School Case & Close Contact Lists</i> in School toolkit
C. Communication
<ol style="list-style-type: none"> 1. Notify School District COVID-19 Coordinator of positive COVID-19 case <ul style="list-style-type: none"> ○ Send the <i>School Case & Close Contact Lists</i>
<ol style="list-style-type: none"> 2. Work with the District COVID-19 Coordinator to notify close contacts of exposure and required quarantine from school <ul style="list-style-type: none"> ○ See <i>School Case & Close Contact Lists</i> in toolkit for the information needed ○ Consider multiple types of communication (email, letter, phone call). Ensure information is in preferred language (see toolkit for translated letters).
<ol style="list-style-type: none"> 3. Notify Northeast Tri County Health District
<ol style="list-style-type: none"> 4. Considerations for communication to school community <ul style="list-style-type: none"> ○ Notify all families and staff of number of COVID-19 positive students and staff (see <i>COVID-19 Fact Sheets</i> in toolkit) ○ Ensure identity of student or staff with COVID-19 is not shared and remains protected