

COVID-19: Health Management and Exclusion Guidelines

Wauwatosa School District

The purpose of this protocol is to outline the Wauwatosa School District's return to school guidelines and re-opening of schools after the COVID-19 pandemic. These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community.

1. Sick Day Guidelines

- a. Symptoms Requiring Absence
 - i. Fever/chills/generalized body aches
 1. Fever constitutes 100.4 degrees Fahrenheit (38C) or higher.
 - ii. Active vomiting or diarrhea
 - iii. Cough, shortness of breath, or difficulty breathing
 - iv. New loss of taste or smell
 - v. Sore throat
 - vi. Congestion or runny nose
 - vii. Headache
 - viii. The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye, etc.)
 - ix. Undiagnosed, new, and/or untreated rash or skin condition with one of the following:
 1. additional illness symptoms (fever, vomiting, diarrhea, headache, sore throat)
 2. generalized hives
 3. drainage that can't be contained within a bandaid
 4. can't leave rash/skin condition alone to focus on learning.
 - x. Doctor's note requiring an individualized plan of care to stay home.
- b. When to Return
 - i. If diagnosed with COVID-19 and showing symptoms:
 1. At least 10 days have passed since symptoms started AND
 2. No fever (100.4F or greater) in at least 72 hours without using any medication to lower fever AND
 3. Cough or breathing problems get better
 - ii. If tested positive for COVID-19 but not showing symptoms:
 1. 10 days after being tested for COVID-19
 - iii. If student or staff went home sick, but did not get tested for COVID-19:
 1. At least 10 days have passed since symptoms started AND
 2. No fever (100.4F or greater) in at least 72 hours without using any medication to lower fever AND
 3. Cough or breathing problems get better
 - iv. If student or staff went home sick but tested negative for COVID-19:
 1. Stay home until they are feeling better and they have not had a fever for 24 hours without using any medication to reduce fever.
 2. If they visit a doctor and they tell you your student has something other than COVID-19 (like the flu or hand, foot, and mouth) then you should follow the doctor's guidelines for exclusion requirements for that disease.

2. Nonpharmacological Intervention (NPI) Recommendations for Communicable Disease

- a. Individual
 - i. Masks or cloth facial coverings are strongly encouraged to be worn at all times.
 - ii. Avoid close contact with people who are sick.
 - iii. Stay home when you are sick.
 - iv. Cover your cough or sneeze into your elbow or a tissue, then throw the tissue in the trash. Follow with hand hygiene.
 - v. Avoid touching your eyes, nose, and mouth. If you do, wash your hands afterwards.
 - vi. Wash hands often with soap and water (20 seconds).

- vii. If you don't have soap, use hand sanitizer (60–95% alcohol based).
- viii. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- ix. Ensure all vaccines are up to date of self and household members.
- x. Promote non contact methods of greeting
- b. Environmental
 - i. High touch surface cleaning
 - ii. Keep classrooms in a low transmission state at all times:
 - 1. Declutter classrooms
 - 2. Place materials that are not in active use in cabinets with doors that close. Clean items before placing back into cabinets.
 - 3. Students should have individual supplies, not group bins of markers or pencils.
 - 4. Keep students sitting as far apart as possible.
 - 5. Remove anything that cannot be cleaned or anything you don't want to clean
 - iii. Routine environmental cleaning
 - iv. Postage throughout schools encouraging frequent handwashing
 - 1. Handwashing should be conducted daily prior to eating.
 - v. Hand sanitizer dispensing units at each building entrance
 - vi. Limit food-sharing activities
 - vii. Increase ventilation - keep windows open when possible

3. Health concerns management during school day

- a. Students, faculty, and staff will be highly encouraged to stay home if they are sick. If an individual presents to school with the above- mentioned "Sick Day Guidelines" symptoms, they will need to go home until clearance criteria for school return is met.
- b. Each school is required to designate a "sick" room for students who present with illness symptoms during the day can wait for parent/guardian pick-up. The "sick" room can be used for no other purpose.
- c. *Academic*
 - i. Wauwatosa School District will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis with the student in touch with their corresponding schools. Long- term absences will be evaluated if criteria is appropriate for medical leave or other potential medical accommodations.
- d. *Daily Care for Health Needs*
 - i. Good to go
 - 1. Office staff do not need to take advanced measures to provide care for the below listed conditions. Students can be cared for in the office.
 - 2. Students may ambulate independently to the office for a variety of individualized needs such as:
 - a. Daily scheduled medications
 - b. Daily scheduled procedures
 - c. Diabetic care, blood glucose monitoring
 - d. Lost a tooth, tooth pain
 - e. Wound care or Ice-Pack needed for small bumps/bruises
 - ii. Call before sending
 - 1. Office staff need to be made aware of these conditions prior to student arrival so they can prepare the "sick" room and put on appropriate protective equipment. These students will all be cared for in the "sick" room.
 - 2. Students may ambulate independently or with an accompanying aid or teacher to the office after calling ahead and speaking with office staff for:
 - a. Cough, shortness of breath, if continued after 10 minutes of rest
 - b. Congestion, sore throat, runny nose
 - c. Active vomiting
 - d. Active Diarrhea
 - e. Severe Headache, longer than 20 minutes

- f. Severe Stomach Ache, longer than 20 minutes
 - 3. All students who present with the above listed conditions will have their temperature checked.
 - iii. Stay in Place
 - 1. Non-emergencies
 - a. In order to prevent potential exposure to infectious diseases, promote isolation, and decrease office congestion, please note that students do NOT need to present to either the SICK ROOM or Office with the following common situations:
 - i. *Small paper cuts, abrasions, picked scabs*: Have them wash the area and their hands with soap and water. Apply band aid if needed
 - ii. *Localized bug bite*: if no allergy history and not spread over a large area of skin, apply a cool paper towel to the area to prevent scratching.
 - iii. *Minor Headache or fatigue with NO other symptoms*: Allow them to get a snack or drink first. If persistently complaining after 20 minutes of waiting- notify the office and send to the SICK room.
 - iv. *Mild stomach ache and/or nausea*: allow to use the restroom, eat snack, drink water. If persistently complaining after 20 minutes of waiting- notify the office and send to the SICK room.
 - v. *Cough/Shortness of breath*: allow to rest. If issues have not resolved after 10 minutes, notify the office and send to the SICK room.
 - vi. *Anxiety/Stress/Psychosocial/Behavior Issues*: if not affecting breathing or medical health try snack, redirection, or please refer to counseling or other applicable services for collaboration.
 - 2. Emergencies
 - a. If it is a true emergency, 911 should never be delayed . Activate EMS and delegate as appropriate. The student should stay in place for an in person evaluation for any of the following signs & symptoms:
 - i. Confusion/ "doesn't seem to be themselves"/disorientation
 - ii. After a seizure
 - iii. Decreased level of consciousness
 - iv. Shortness of Breath/Respiratory Distress
 - v. Dizziness/Lightheadedness
 - vi. Spinal Cord Injury/Head Injury complaining of neck pain - DO NOT MOVE POSITION
 - vii. Vision impairment
 - viii. Diabetic "Lows" resulting in unable to follow commands, unable to swallow, or unconsciousness
 - ix. Massive bleeding
 - x. Individualized judgement call of staff or based off reported condition as directed by school nurse
- e. *Isolation and Personal Protective Equipment (PPE) Standards*
 - i. Hand hygiene is required before and after each office encounter and after each intervention.
 - 1. Soap and water scrubbing for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol is also acceptable
 - 2. Soap and water handwashing must be used in the case of gross soiling.
 - ii. If student has any current COVID-19 symptoms, staff should wear a mask when in the same room as student. Student should wear a mask at all times until they have left the building with parent/guardian.
 - iii. Any student who presents to the office with illness symptoms:
 - 1. Must be kept in the separate SICK room, with the door closed while waiting for parent/guardian pick-up.
 - 2. Staff should be able to supervise student while in isolation through a window and be prepared to enter room wearing gloves and mask if student needs assistance.

3. After student exits room, door should be closed and tape placed over door with time of student's exit written on tape. No one should enter the room until 24 hours has passed, or for as long as possible.
 - a. Exception would be if another student requires isolation during those two hours, they may enter the SICK room.
4. Custodian should be contacted for cleaning of the "sick" room.

4. Communicable Disease Monitoring

a. Internal

- i. Office Staff to record symptoms when students are called in for sick days.
 1. Office staff to record all absences due to illness in the ILLNESS tab in Infinite Campus.
 2. District Nurses will monitor school illnesses for communicable disease trends.
- ii. Call District Nurse when:
 1. If 10% of a school's population is out in a single day
 - a. This also applies to faculty/staff illness absences.
 2. If 20% of students in a single classroom are out sick with the same or similar illness in a single day
 3. Any time a student or staff is diagnosed with one of the following reportable communicable disease:
 - a. COVID-19
 - b. Varicella/Shingles
 - c. Measles
 - d. Pertussis
 - e. Meningitis
 - f. Rubella
 - g. Mumps
 - h. Gastroenteritis (Bacterial: Salmonella, Shigella, E Coli, Campylobacter)
 - i. Gastroenteritis (Parasitic: Giardia, Cryptosporidium)
 - j. Hepatitis A

b. External

- i. District Nurses work closely with Wauwatosa Health Department with any reports of communicable disease.
- ii. District Nurses will stay up date with local, state, and national illness trends.

c. Considerations for Closure of School

- i. Correspond with WI Department of Health Services and Wauwatosa Health Department regarding interventions when considering school closure and guidance.
- ii. Ensure communication with parents of medications in school about retrieval, storage, or destruction options.
- iii. Coordinate with the Pandemic Planning Committee for community support and guidance. This may include updating available hotlines, websites, local food shelters, day care options, and more.
 1. Various disciplines in Pandemic Planning Committee will ensure proper action and interventions within their departments.

COVID-19 Exclusion Guidelines

The Wauwatosa School District, in consultation with the Wauwatosa Health Department, have adopted the following exclusion guidelines. The guidelines are based on communicable disease management as set forth by the Wauwatosa Health Department, Wisconsin Department of Health Services, and the Center for Disease Control.

COVID-19 School/Program Site Exposure:

- When someone tests positive for Covid19, the Tosa Health Department will examine the two days prior to symptom onset through time of isolation for contact tracing.
- In coordination with the Tosa Health Department: Staff and students who had contact with the COVID-19 positive individual will be assigned a risk category:
 - LOW RISK: Any staff or students in the building at the same time as the COVID-19 positive individual, regardless of whether they wore a mask at all times
 - This list is inclusive because it is often impossible to know with certainty where that staff person or student was all day. Bathroom breaks, break rooms, stairwells, office visits, etc. are often difficult to contact trace and therefore the most conservative approach is to notify all people who were in the building and have them be on high alert for symptoms.
 - **The district will notify all staff and students of the “low risk” exposure.** (Everyone who was present on the day symptoms appeared, and for 2 days prior to symptoms, of the COVID-19 positive individual)
 - “Low risk” staff and students do not need to be excluded from work/school/program for 14 days. They just need to be on high alert for symptoms for 14 days and exclude themselves/not come to school/program if symptoms appear.
 - If symptoms appear:
 - Staff: report symptoms to District Nurse
 - Students: Report symptoms via school absence line or directly to program coordinator
 - School/program coordinator: contact District Nurse
 - MEDIUM RISK: anyone who came in direct contact with COVID-19 positive individual (in the same room/indoor location for 15 minutes or more, outside but less than 6 feet apart)
 - “Medium risk” staff and students must be excluded for 14 days from the most recent date of exposure.
 - During exclusion, they should monitor for symptoms.
 - **Names, date of births, addresses, and phone numbers must be provided to Wauwatosa Health Department**
 - HIGH RISK: almost exclusively to are those living within the same house at the COVID-19 positive individual
 - Other examples of possible “high risk” exposure: being coughed on, sneezed on, or coming into direct contact with saliva of a COVID-19 positive individual. District Nurses will work with staff and students to identify any high risk exposure and notify those individuals as appropriate.
 - “High risk” students and staff will be excluded for 14 days from the most recent date of exposure.
- Depending on how many people are exposed and need to be excluded, it may be in the best interest of your staff and students to close a classroom/school/program site. In this case, the Wauwatosa Health Department will strongly recommend closing for 14 days following the most recent date a COVID-19 positive person was at a District location.

Family/Community Exposure:

- If a student or staff member has an exposure to a COVID-19 individual outside of Tosa School District, the following will apply:
 - If a student or staff member is exposed outside of Tosa School District they should follow all guidelines from their local health department
 - If a member of the student or staff’s household is under quarantine, or waiting test results, the student or staff member may continue to attend school/work as long as they show no symptoms
 - If a member of the student or staff’s household has been diagnosed with COVID-19, the student or staff member will be excluded from school/district programming for 14 days from the date the COVID-19 positive household member was medically recovered.

1. Wauwatosa Health Department
2. Center for Disease Control, <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
3. Wisconsin Department of Public Instruction, Education Forward, https://dpi.wi.gov/sites/default/files/imce/sspwp/pdf/Education_Forward_web.pdf
4. Wisconsin Department of Public Instruction, DPI Returning to School After COVID-19, https://dpi.wi.gov/sites/default/files/imce/sspwp/pdf/Returning_to_School_After_COVID-19.pdf
5. NASN Care of Ill Students/Staff in School Setting in Response to COVID- 19: https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d- fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03182020_NASN_Considerations_for_School_Nurses_Regarding_Care_of_Students_and_Staff_that_Beco me_Ill_at_School_or_Arrive_Sick.pdf
6. Centers for Disease Control and Prevention. (2020, March 12). Interim guidance for administrators of US K-12 schools and childcare programs. Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID19), <https://www.cdc.gov/coronavirus/2019-ncov/community/schools- childcare/guidance-forschools.html>
7. American Academy of Pediatrics 2019 Novel Coronavirus (COVID-19) webpage regarding how to prevent transmission, how to care for infected individuals, activities when school and day care are closed, how to speak to kids about the virus.
8. Readiness and Emergency Management for Schools https://rems.ed.gov/Resources_Hazards_Threats_Biological_Hazards.aspx
9. World Health Organization rolling updates on COVID-19 <https://www.who.int/emergencies/diseases/novel-coronavirus- 2019/events-as-they-happen>
10. Centers for Disease Control and Prevention, Coronavirus Disease 2019 (COVID-19) <https://www.cdc.gov/coronavirus/2019- ncov/about/transmission.html>.
11. Handwashing and Hand Sanitizer Use at Home, at Play, and Out and
12. About, <https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>
13. Return to Work/School after COVID19 diagnosis with/without test an/or symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition- in-home-patients.html>
14. NASN letter to school principals and superintendents: https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9- 4ed7-833f-215de278d256/UploadedImages/PDFs/02282020_NASN_Coronavirus_19_Guidance_for_School_Principals_and_Superintendents.pdf
15. CDC Algorithm and FlowChart for School Closure Considerations: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/considerations- for-school-closure.pdf>
16. Mayo Clinic Guidance on non-COVID19 Fevers: <https://www.mayoclinic.org/diseases-conditions/fever/symptoms-causes/syc-20352759>
17. World Health Organization Getting Your Workplace Ready for COVID-19: <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>