



CHECKLIST FOR MANAGING COVID-19 EXPOSURES INVOLVING STUDENTS & ADULTS

1. Have parents or student notified the School that student has tested positive for COVID-19?
 - a. If yes, **go to No. 4 below.**
 - b. If no, **go to No. 2 below.**

2. Did the student exhibit one or more symptoms associated with COVID-19, such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea¹ (“Symptoms Associated with COVID-19”) during a daily temperature or symptom screening or during the school day while on the School campus?
 - a. If yes, **go to No. 3 below.**
 - b. If no, **go to No. 5 below.**

3. If student exhibits symptoms associated with COVID-19 during the school day while on the School campus, but has not tested positive for COVID-19, follow these steps:
 - a. **Contact Jonathan/Michele, they will come and escort student to the *Safe Care Corner* (Mr. Beckmann’s office) for isolation:**
 - i. **Immediately**, the student’s parents/legal guardians will be contacted or, if parents are unavailable, student’s emergency contact to pick up student **as soon as possible**
 - Student must be signed out by a parent or student’s emergency contact unless the Head of School or designee specifically authorizes otherwise
 - ii. If student is exhibiting **emergency warning signs** for COVID-19, we will **seek emergency medical care immediately, i.e., call 9-1-1 immediately**. Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face.
 - b. **Isolate student:**

¹ This list does not include all possible symptoms. The CDC will continue to update this list as it learns more about COVID-19. For the most current information, visit CDC Symptoms of Coronavirus, which is available here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- i. While student waits to be picked up by parents, emergency contact, or by an emergency medical care provider:
 - Student will be kept isolated in the *Safe Care Corner* away from others
 - At all times, student will be **wearing a face mask**
 - Jonathan/Michele will supervise student while wearing proper Personal Protective Equipment (“PPE”) as set forth in the School’s Injury and Illness Prevention Program (“IIPP”) and, if feasible, maintaining a 6 foot distance from student.
- b. **Clean and Disinfect:**
 - i. **Close off** all areas of the School campus that the student used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School’s Policy for Cleaning and Disinfecting the School Campus
 - ii. Executive Services (janitorial company trained in disinfecting COVID exposed rooms) will be notified of exposed rooms for cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - A deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, dining areas, multi-purpose rooms, and all surfaces and objects touched by the student to occur 24 hours after the student last used or visited the area(s)
- c. **Protect student’s privacy:**
 - i. Do **not** share student’s name or any other identifiable information with any School employees unless that employee has a **legitimate** need to know
 - ii. Do **not** share student’s name or any other identifiable information with any students, parents, members of the School community, or any other individual
- d. **Contact public health department:**
 - i. In consultation and coordination with public health officials, Jonathan/Michele will determine the necessary next steps, including documenting, reporting, tracking, and contact tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the student to isolate at home.
- e. **Inform parents:**
 - i. Of distance learning and support and opportunities for extensions to turn in assignments while student is out of school
 - ii. To notify the School immediately if the student subsequently tests positive for COVID-19
 - If the student tests positive for COVID-19, **go to No. 4 below.**
 - iii. That student cannot return to school until student meets CDC criteria to discontinue home isolation and until parents complete the Student Certification to Return to School by certifying to one or more of the following:

- At least 10 days have passed since student first began to exhibit Symptoms Associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea AND student has been free of fever (LES defined “fever” is 99.5° F or greater) for at least 48 hours **without the use of fever-reducing medicines** AND any respiratory symptoms student exhibited have improved.
- Student was tested for COVID-19 after student began exhibiting Symptoms Associated with COVID-19 and the test shows that student is not infected with COVID-19. Parents must provide a copy of the viral (*i.e.*, non-antibody) test.
- Student’s health care provider certifies that student is free from COVID-19. Parents must provide a copy of the health care provider’s note.

g. **When student returns to school:**

- Inform parents and student to notify the School immediately if student experiences a recurrence of any symptoms associated with COVID-19
 - If student exhibits a recurrence of any symptoms associated with COVID-19, **go to No. 3 above.**

4. Follow these steps if parents or student has notified the School that student has tested positive for COVID-19.

a. ***If the student is on campus, contact parents or seek medical care:***

- Immediately** contact student’s parents or, if parents are unavailable, student’s emergency contact to pick up student as soon as possible
 - Student must be signed out by a parent or student’s emergency contact unless the Head of School or designee specifically authorizes otherwise
- If student is exhibiting **emergency warning signs** for COVID-19, **we will contact emergency medical care immediately, *i.e.*, call 9-1-1 immediately.** Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face.

b. **Isolate student:**

- While student waits to be picked up by parents, emergency contact, or by an emergency medical care provider:
 - Student will be isolated in our *Safe Care Corner* away from others
 - Student will continue **wearing a face mask**
 - Jonathan/Michele will supervise student while wearing proper Personal Protective Equipment (“PPE”) as set forth in the School’s Injury and Illness Prevention Program (“IIPP”) and, if feasible, maintaining a 6 foot distance from student.

c. **Clean and Disinfect:**

- i. **If student has been on campus in the last 14 days, close off** all areas of the School campus the student used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School's Policy for Cleaning and Disinfecting the School Campus
 - ii. Executive Services (janitorial company trained in disinfecting COVID exposed rooms) will be notified of exposed rooms for cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - A deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, dining areas, multi-purpose rooms, and all surfaces and objects touched by the student to occur 24 hours after the student last used or visited the area(s)
- d. **Inform parents:**
- i. Of distance learning and support and opportunities for extensions to turn in assignments while student is out of school
 - ii. That student cannot return to school until student meets CDC criteria to discontinue home isolation and until parents complete the Student Certification to Return to School by certifying to one or more of the following:
 - Student has not had any Symptoms Associated with COVID-19, and at least 10 days have passed since the Student's positive COVID-19 test.
 - Student has not had any Symptoms Associated with COVID-19, and Student was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that Student is not infected with COVID-19.
 - Student is free of fever (LES "fever" is defined as 99.5° F or greater) **without the use of fever-reducing medicines**, any respiratory symptoms Student exhibited have improved, and Student was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that Student is not infected with COVID-19.
- e. **Contact local public health department:**
- i. Jonathan/Michele will notify local public health department of the positive COVID-19 case
 - ii. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the student to isolate at home
- f. **Consider closing campus in consultation with local public health officials:**
- i. In consultation with the local public health officials, the Head of School should consider whether school closure is warranted and, if so, the length of time based on the risk level within the specific community as determined by the local public health officer

- ii. If school closure is warranted:
 - LES will communicate plans for school closure with students, parents, and employees
 - Provide guidance to parents and employees reminding them of the importance of community physical distancing measures while the school is closed, including discouraging students or employees from gathering elsewhere
 - Implement distance learning plan to maintain continuity of education
 - Maintain regular communications with the local public health department
- g. **Communicate potential exposure with School community:**
 - i. Maintain confidentiality of student's information
 - Do **not** share student's name or any other personally identifiable information with any School employees unless that employee has a **legitimate** need to know
 - Do **not** share student's name or any other personally identifiable information with any students, parents, members of the School community, or any other individual
 - ii. Send **Sample Notice to School Community on Exposure to COVID-19** modified based on the circumstances, or similar notice that:
 - Does **not** identify the student by name;
 - Does **not** include information that would enable the reader to identify the student; and
 - Provides enough information for the reader to have a meaningful discussion with a healthcare provider and take the appropriate risk mitigating steps (*e.g.*, increased social distancing, hand washing, self-monitoring of symptoms, etc.)
- h. **When student returns to school:**
 - i. Inform parents and student to notify the School immediately if student experiences a recurrence of any Symptoms Associated with COVID-19
 - If student exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**

5. Has parent or student notified the School that student has had close contact with an individual who has tested positive for COVID-19, and the student has been on campus within the last 14 days, but the student is not exhibiting Symptoms Associated with COVID-19 and has not tested positive for COVID-19?

- a. If yes, **go to No. 6 below.**
- b. If no, **go to No. 7 below.**

6. Steps if parent or student notified the School that student has had close contact with an individual who has tested positive for COVID-19, and the student has been on campus within the last 14 days, but the student is not exhibiting Symptoms Associated with COVID-19 and has not tested positive for COVID-19:

- a. ***If the student is on campus, contact parents:***

- i. Contact student's parents or, if parents are unavailable, student's emergency contact to pick up student as soon as possible
 - Student must be signed out by a parent or student's emergency contact unless the Head of School or designee specifically authorizes otherwise
- b. **Isolate student:**
 - i. While student waits to be picked up by parents or emergency contact:
 - We will isolate student in the *Safe Care Corner* away from others
 - Make sure student is **wearing a face mask**
 - Jonathan/Michele will supervise student while wearing proper Personal Protective Equipment ("PPE") as set forth in the School's Injury and Illness Prevention Program ("IIPP") and, if feasible, maintaining a 6 foot distance from student.
- c. **Inform parents:**
 - i. Of distance learning and support and opportunities for extensions to turn in assignments while student is out of school
 - ii. To monitor student for Symptoms Associated with COVID-19
 - iii. To notify the School immediately if student subsequently tests positive for COVID-19
 - If the student tests positive for COVID-19, **go to No. 4 above.**
 - iv. That student cannot return to school until 14 days have passed since student's exposure to the individual with COVID-19 as advised by the Centers for Disease Control and Prevention ("CDC") and the parents complete a Student Certification to Return to School form.
- d. **Clean and Disinfect:**
 - ii. **If student has been on campus in the last 14 days, close off** all areas of the School campus the student used or visited **immediately** and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School's Policy for Cleaning and Disinfecting the School Campus
 - iii. Executive Services (janitorial company trained in disinfecting COVID exposed rooms) will be notified of exposed rooms for cleaning and disinfecting the areas used or visited by the student and the surfaces and objects touched by the student:
 - A deep cleaning and disinfection of areas the student used or visited, including classrooms, restrooms, dining areas, multi-purpose rooms, and all surfaces and objects touched by the student to occur 24 hours after the student last used or visited the area(s).
- e. **Protect student's privacy:**
 - i. Do **not** share student's name or any other identifiable information with any School employees unless that employee has a **legitimate** need to know

- ii. Do **not** share student's name or any other identifiable information with any students, parents, members of the School community, or any other individual
- f. **LES will contact public health department:**
 - i. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the student to isolate at home
- g. **When student returns to school:**
 - i. Inform parents and student to notify the School immediately if student experiences a recurrence of any Symptoms Associated with COVID-19
 - If student exhibits a recurrence of any Symptoms Associated with COVID-19, **go to No. 3 above.**

7. Assess Next Steps:

- a. Student may continue to attend School as normal.
 - i. If student subsequently exhibits Symptoms Associated with COVID-19, **go to No. 3 above.**
 - ii. If parents or student notify the School that student has tested positive for COVID-19, **go to No. 4 above.**
 - iii. If parents or student notify the School that student has had close contact with an individual who has tested positive for COVID-19, and the student has been on campus within the last 14 days, **go to No. 6 above.**
- b. If parents state that student is not able to attend school for reasons related to COVID-19 not addressed herein, *e.g.*, having a disability, having a serious underlying health condition, living with an individual with a serious underlying health condition, then assess next steps on an individual basis.