### SCENARIO 1

A student or staff member either exhibits COVID-19 **symptoms** while at school or within two days of being at school

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<th>ACTION</th>
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| - **Administration:**  
  - Consult with School Nurse  
  - Consult with Public Health as needed  
  - **Student/staff:**  
    - Person(s) with symptoms should be sent home/stay home to isolate  
    - Contact healthcare provider/Public Health for recommended testing and symptom care  
    - Student/staff member may return to school with a health care provider’s note  
    - **School/Classroom OPEN pending test results of symptomatic individual:**  
      - If COVID-19 test is positive, see Scenario 3  
      - If COVID-19 test is negative, see Scenario 4 | No communication is needed. |

### SCENARIO 2

A student/staff member is in **close contact**/exposed to someone who tests positive for COVID-19  
- or -  
A person at home is ill and being tested for COVID-19

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| - **Administration**  
  - Consult with Public Health for verification of positive test result before taking further action  
  - Consult with School Nurse  
  - If determined not to be a true case, no letter needs to be sent, and individual may return to school.  
  - If confirmed, Public Health will direct to stay home to start 14-day quarantine and will determine whether further action is needed.  
  - **Student/staff**  
    - Send/stay home to isolate  
    - Expect to be contacted by Public Health  
    - Consult with healthcare provider to get tested  
    - Self-quarantine for 14 days from last exposure to COVID-19  
    - Report information to administration  
    - Testing is encouraged between day 7 and 10 of quarantine for those under age 18  
    - **Negative test during quarantine does not shorten quarantine**  
    - **School/Classroom OPEN** | To: Student Families and Staff**  
  **Template Letter:**  
  **Scenario Two - In a School or Cohort Setting** |
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<tr>
<th>SCENARIO</th>
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<tbody>
<tr>
<td>A student or staff member tests positive for COVID-19</td>
<td><strong>Administration:</strong>&lt;br&gt;▶ Consult with School Nurse&lt;br&gt;▶ Send family members of student/staff home to quarantine&lt;br&gt;▶ Consult Public Health for guidance on whether any students, staff or teachers need to quarantine, be tested, or whether the school/classroom needs to be closed&lt;br&gt;▶ Identify close contacts of infected individual&lt;br&gt;▶ Close off/clean areas used by individual suspected of infection. (See CDC guidance on disinfecting buildings.)&lt;br&gt;<strong>Student/staff:</strong>&lt;br&gt;▶ Send home to isolate&lt;br&gt;▶ Report information to administration</td>
<td>To: Student Families and Staff**&lt;br&gt;Phone Call to Potential Close Contacts&lt;br&gt;— AND —&lt;br&gt;Template Letter: Scenario Three - In a School or Cohort Setting&lt;br&gt;— AND —&lt;br&gt;Admin notification to claims administrator SB 1159</td>
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<td>A student or staff member tests negative for COVID-19 after symptoms (and was not exposed to a COVID-19 case)</td>
<td><strong>Student or Staff:</strong> may return to school after symptoms resolve and fever-free for at least 24 hours without fever-reducing medications. (Consult Public Health for guidance on whether any students, staff or teachers may end their quarantines)&lt;br&gt;**Provide doctor’s note or verification of negative test&lt;br&gt;**School/Classroom OPEN</td>
<td>To: Student Families and Staff**&lt;br&gt;Template Letter: Scenario Four - In a School or Cohort Setting</td>
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<td>A student/staff member was in close contact/exposed (within 6 feet for 15 minutes or more) to someone exhibiting symptoms</td>
<td><strong>Administration:</strong>&lt;br&gt;▶ Consult with Public Health as needed&lt;br&gt;▶ Consult with School Nurse&lt;br&gt;<strong>Student/staff:</strong>&lt;br&gt;▶ Unless in contact with a known case, continue with school/work duties as planned&lt;br&gt;▶ Practice Physical Distancing&lt;br&gt;▶ Wash Hands Frequently&lt;br&gt;▶ Wear a Mask&lt;br&gt;▶ Continue to self-check for COVID-19 symptoms&lt;br&gt;▶ If close contact’s COVID-19 test is positive, see Scenario 3&lt;br&gt;▶ If close contact’s COVID-19 test is negative, see Scenario 4&lt;br&gt;**School/Classroom OPEN</td>
<td>No communication is needed until results of COVID-19 tests are known. If test is positive, see Scenario 2 or 3.&lt;br&gt;For more information contact the joint information center for COVID-19 response at (707) 441-5000.</td>
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Student or Staff complains of COVID-19 or MIS-C^ symptoms.

- Mask student or staff (unless they are having difficulty breathing, if so call 9-1-1).
- Student: Place in a room away from others
- Staff: Should go home immediately.

**VERBAL**
- When did symptoms appear?
- Recent COVID-19 exposure?

**VISUAL**
- Difficulty or rapid breathing (without recent physical activity)
- Flushed cheeks
- Extreme fussiness
- Coughing
- Other COVID-19 Signs or Symptoms

**PHYSICAL**
- Temp > 100.4 F

Verbal, Visual, & Physical concerns out of range?

**NO**
- Allow to rest for 10 minutes

**NOT IMPROVED**
- Isolate
- Contact School Nurse
- Send home ASAP
- Contact Provider
- Contact County Public Health COVID Line at 707-441-5000.

**IMPROVED**
- Back to school

**YES**
- Verbal/Visual

**YES**
- Physical

CALL 9-1-1 (EMS) IF:
- Trouble Breathing
- Bluish Lips/Face
- Chest Pain
- New Confusion
- Unable to wake or stay awake

Follow-Up with Students/Family, Health Services Administrator

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**Signs & symptoms of COVID-19**
- Fever 100.4F
- Chills
- Nasal Congestions
- Runny nose
- Shortness of breath
- Difficulty breathing
- Diarrhea
- Nausea/Vomiting
- Fatigue
- Headache
- Muscle or body aches
- New loss of taste or smell

**Signs & symptoms of MIS-C^**
- Rash
- Red eyes
- Cracked/swollen lips
- Red/swollen tongue
- Swelling hands/feet
- Stomach pain

^MIS-C: Multisystem inflammatory syndrome in children (MIS-C) is a condition where different body parts can become inflamed, including the heart, lungs, kidneys, brain, skin, eyes, or gastrointestinal organs.
Student or staff share they have been exposed/in close contact (within 6 feet for 15 minutes or greater) with:

- Someone being tested for COVID-19
- Someone who has tested positive for COVID-19
- Someone who has been in close contact with someone who may have been exposed to COVID-19

**STUDENT/STAFF SHOULD:**
- Continue quarantine for 14 days from last contact with positive case
- Expect contact from public health
- Persons up to age 18 are recommended to test between day 7 and 10 of quarantine
- Self-Check for symptoms of COVID-19.
- If symptoms develop contact public health and health care provider
- Student/Staff cleared to return to school following clearance by Public Health.

**CONTACT TESTS NEGATIVE:**
- Student/staff may return to school/work

**CONTACT TESTS POSITIVE**

**STUDENT/STAFF SHOULD:**
- Practice physical distancing.
- Wash hands frequently
- Wear a mask
- Continue self check for COVID-19 symptoms

**Health Care Providers May Include:**
- Physician or Surgeon
- Physician’s Assistant
- Nurse Practitioner
- Registered Credentialed School Nurse
- Public Health Nurse

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**I just found out I’m COVID-19 POSITIVE:**

- Self-isolate at home for 10 days.
- Avoid infecting others.

May return to work/school when released from isolation by Public Health Department.