

# Sick Children or Staff Members

## Guidance for Schools K-12: Sick children or staff members

- Children and adults in schools may begin to feel ill at any time of day. Teachers and other staff should be watchful of students and refer students to the school nurse or other designated staff member if a child complains of feeling sick or appears unwell.
  - School should assign dedicated space that functions as a sick room for anyone in school who is displaying signs or symptoms of COVID-19, including fever.
  - The COVID-19 sick room should be separate from the well room (or space) used for administering medications or doing procedures on well students. Schools may use a divider for this purpose, but separate rooms would be optimal.
  - Any ill student or staff should immediately have a mask put on even if there is a contraindication.
  - The ill individuals should leave the school as soon as possible. Based on the symptoms present (one high-risk or two or more low-risk symptoms, the ill individual should call his or her primary care provider and be tested for COVID.
  - A communication packet with a clear message to parents at the beginning of school year should be provided to families outlining the expectations for picking up their children should they be ill at any time during the school day.
  - Plan for a child to be picked up within one hour. If there are siblings of the ill child in school, siblings will be dismissed as well.
  - Encourage two or three emergency contacts with updated phone numbers to be provided for each family in case the parent cannot answer the phone or leave work. Avoid having a high-risk individual (someone who is at risk for severe COVID if infected e.g. grandparent older than 65 years) pick up the child if possible. The person picking up the child must wear a mask in the school and is strongly recommended to wear the mask in the car.
  - Students and staff should stay at home if ill. This should be reinforced frequently with families
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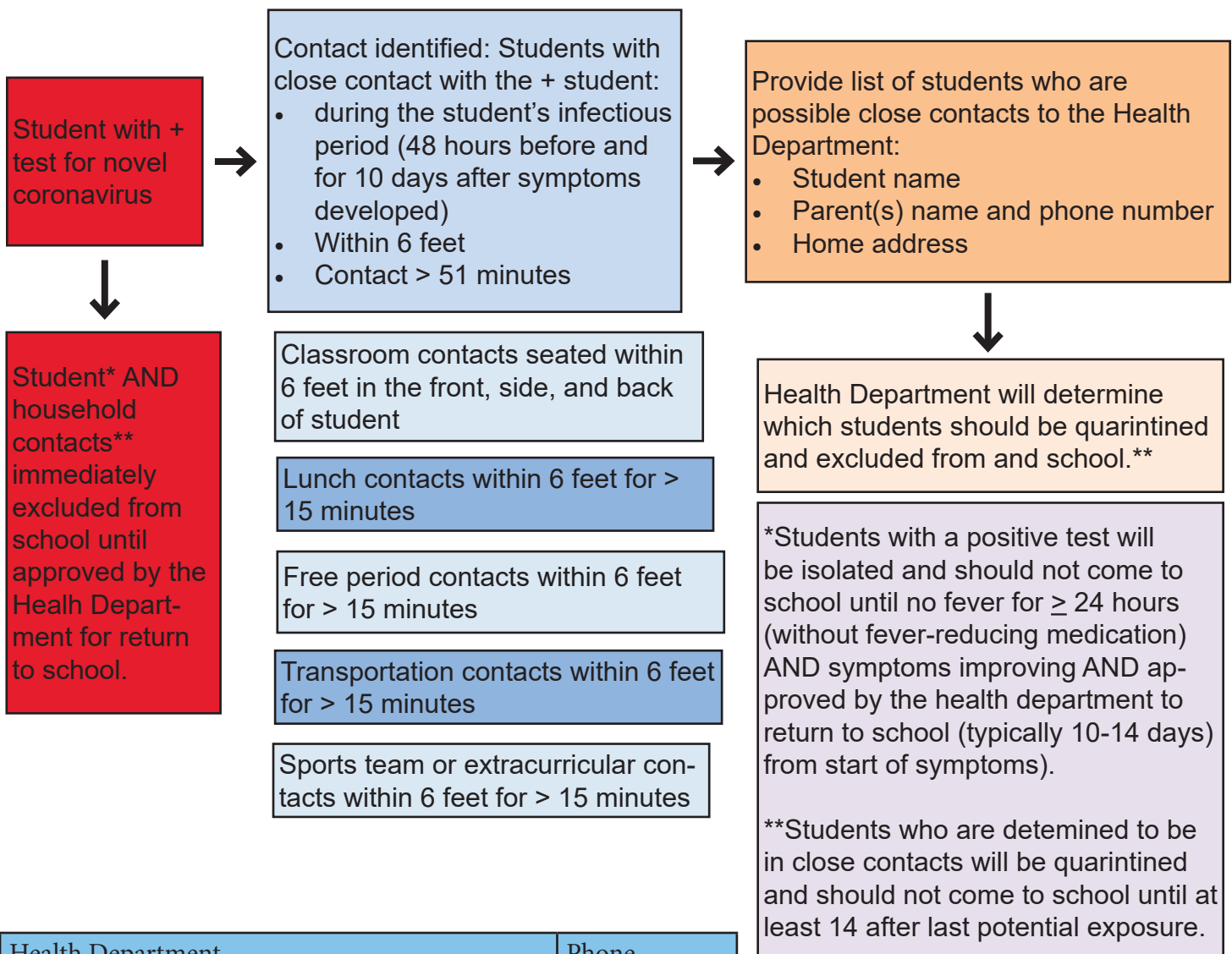
## Process to Handle a COVID Case in School

COVID cases should immediately be reported to the local Health Department using the numbers above. Families and schools should report cases directly to their local Health Department.

Positive test results will also be reported by the laboratory, physicians' office or testing site performing the test as well. The Health Department officials will help administrators determine a course of action for their child care programs or schools. Schools should also be prepared with a list of the possible contacts of the cases in the school identified by contact tracing (see below). The Health Department will ultimately determine which contacts require home isolation.

### Contact tracing algorithm:

#### Protocol for Schools Assisting Health Department in Close Contact Identification for COVID-19 Cases



Health Department	Phone
Shelby County Health Department case reporting	901-426-2624
COVID Call Center	833-943-1658