

# COVID-19 DECISION TREE



SAFETY AND SECURITY

## *Introduction*

- The purpose of this tool is to assist school officials in determining the proper procedure by which to address cases of exposure to and infection of COVID-19 in students and staff members.
- This tool is a baseline guide. Individual situations may and likely will involve nuances that require schools to go beyond the information provided in this tool to effectively mitigate each situation.
- In all cases, schools are advised to contact the Allegheny County Health Department for additional guidance.

# Definitions and Terms

- **Close Contact:** *Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.*
- **Exposure:** Having come into contact with a cause of, or possessing a characteristic that is a determinant of, a particular health problem.
- **Isolation:** separates sick people with a contagious disease from people who are not sick.
- **Quarantine:** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Definitions retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

# *COVID-19 Symptoms*

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Runny Nose
- Nausea
- Diarrhea

Definitions retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

# COVID-19 DECISION TREE

## *Student Protocol*



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## WHAT TO DO IF STUDENT HAD CONTACT WITH A CONFIRMED COVID-19 CASE?

No Close Contact and the student is asymptomatic

No further action is needed.

Close Contact/Exposure

- Student is sent to nurse immediately
- Parents are notified to pick up student ASAP
- Student is isolated
- Nurse must follow up with family twice during quarantine period

If the student is quarantined for 14 days *and* remains symptom free, he/she may return to school after 14 days.

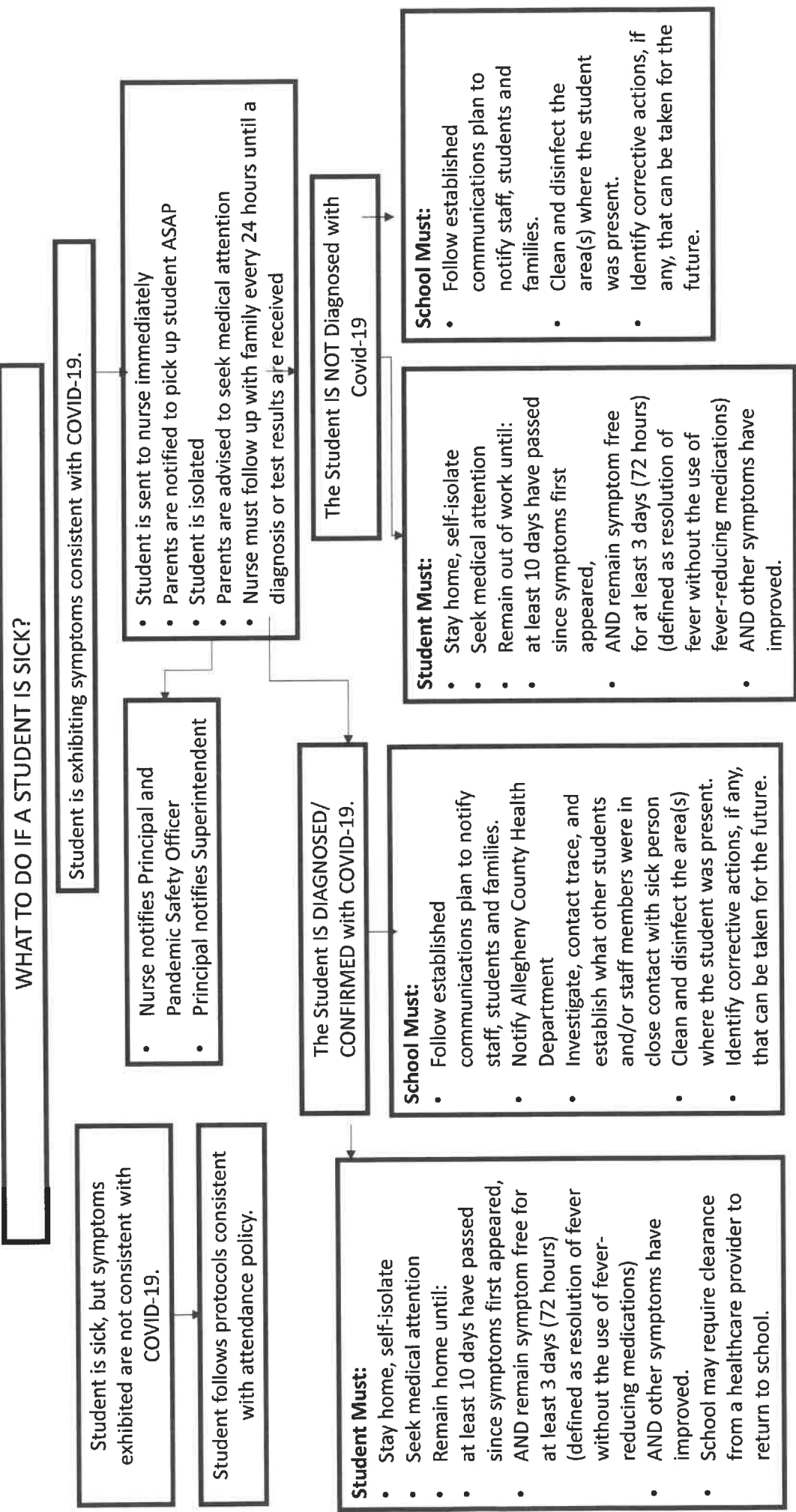
If the student develops symptoms, he/she should seek medical attention and isolate for an additional 10 days.

### School Must:

- Follow established communications plan to notify staff, students and families.
- Notify Allegheny County Health Department
- Investigate, contact trace, and establish what other staff members and/or students were in close contact with sick person a
- Clean and disinfect the area(s) where the staff member was present.
- Identify corrective actions, if any, that can be taken for the future.

### Student Must:

- Stay home, self-isolate
- Seek medical attention
- Remain out of school until:
  - at least 10 days have passed since symptoms first appeared,
  - AND remain symptom free for at least 3 days (72 hours) (defined as resolution of fever without the use of fever-reducing medications)
- And other symptoms have improved.
- School may require clearance from a healthcare provider to return to school.



Student is exhibiting symptoms consistent with COVID-19.

- Nurse notifies Principal and Pandemic Safety Officer
- Principal notifies Superintendent

Student is sick, but symptoms exhibited are not consistent with COVID-19.

Student follows protocols consistent with attendance policy.

- Student is sent to nurse immediately
- Parents are notified to pick up student ASAP
- Student is isolated
- Parents are advised to seek medical attention
- Nurse must follow up with family every 24 hours until a diagnosis or test results are received

The Student IS DIAGNOSED/  
CONFIRMED with COVID-19.

- School Must:**
- Follow established communications plan to notify staff, students and families.
  - Notify Allegheny County Health Department
  - Investigate, contact trace, and establish what other students and/or staff members were in close contact with sick person
  - Clean and disinfect the area(s) where the student was present.
  - Identify corrective actions, if any, that can be taken for the future.

The Student IS NOT Diagnosed with  
Covid-19

- Student Must:**
- Stay home, self-isolate
  - Seek medical attention
  - Remain out of work until:  
at least 10 days have passed since symptoms first appeared,  
AND remain symptom free for at least 3 days (72 hours) (defined as resolution of fever without the use of fever-reducing medications)
  - AND other symptoms have improved.

- School Must:**
- Follow established communications plan to notify staff, students and families.
  - Clean and disinfect the area(s) where the student was present.
  - Identify corrective actions, if any, that can be taken for the future.

# COVID-19 DECISION TREE

## *Staff Protocol*



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## WHAT TO DO IF A STAFF MEMBER HAD CONTACT WITH A CONFIRMED COVID-19 CASE?

No Close Contact and the staff member is asymptomatic

No further action is needed.

Close Contact/Exposure

- Staff member is sent home.
- Immediate Supervisor, Human Resources and point-of-contact/Pandemic Safety Officer are notified.

If the staff member is quarantined for 14 days and remains symptom free, he/she may return to work after 14 days.

### School Must:

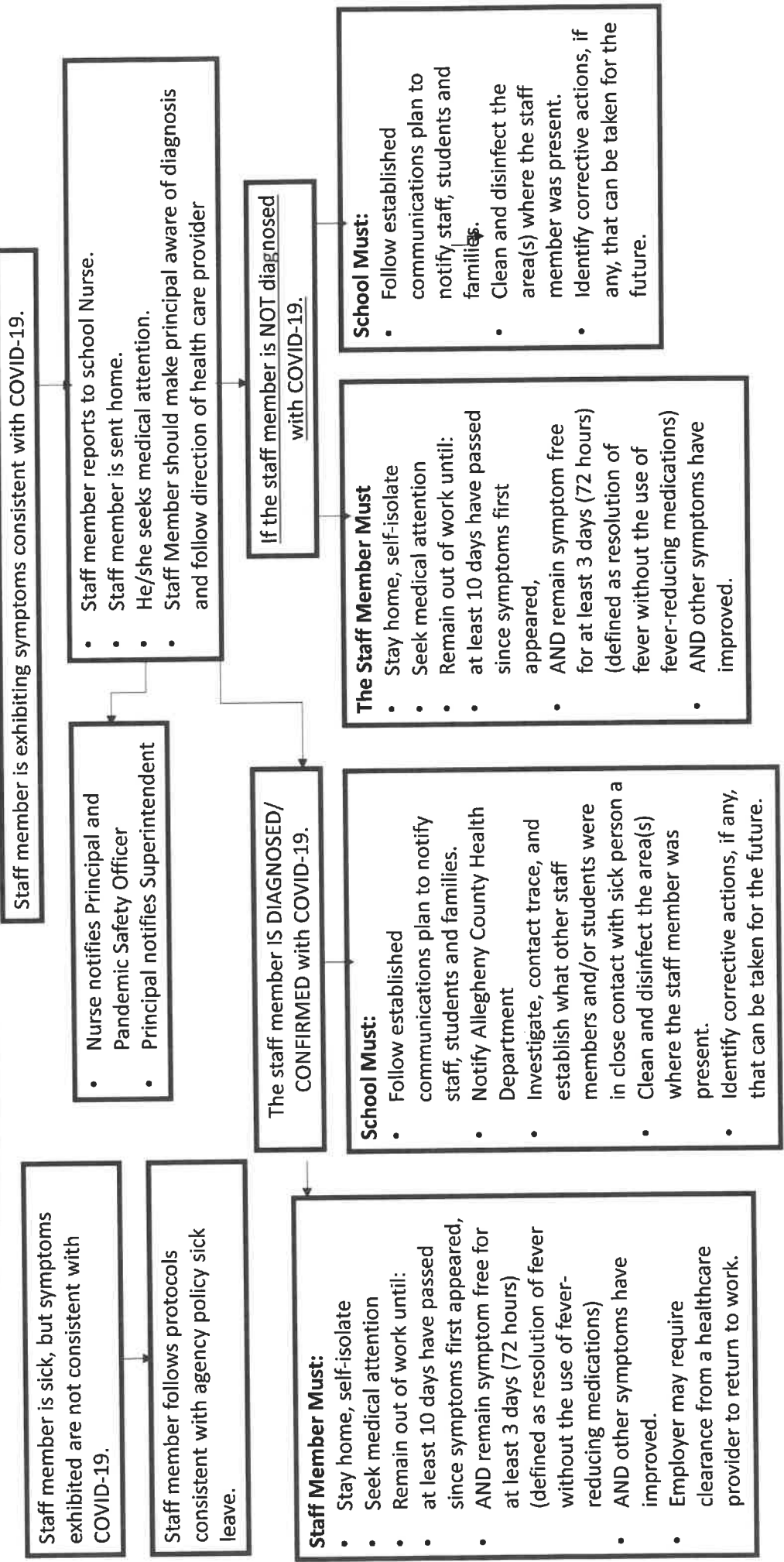
- Follow established communications plan to notify staff, students and families.
- Notify Allegheny County Health Department
- Investigate, contact trace, and establish what other staff members and/or students were in close contact with sick person a
- Clean and disinfect the area(s) where the staff member was present.
- Identify corrective actions, if any, that can be taken for the future.

### Staff Member Must:

- Stay home, self-isolate
- Seek medical attention
- Remain out of work until:
  - at least 10 days have passed since symptoms first appeared,
  - AND remain symptom free for at least 3 days (72 hours) (defined as resolution of fever without the use of fever-reducing medications)
- And other symptoms have improved.
- Employer may require clearance from a healthcare provider to return to work.

If the staff member develops symptoms, he/she should seek medical attention and isolate for an additional 10 days.

# WHAT TO DO IF A STAFF MEMBER IS SICK?



Staff member is sick, but symptoms exhibited are not consistent with COVID-19.

Staff member follows protocols consistent with agency policy sick leave.

• Nurse notifies Principal and Pandemic Safety Officer  
• Principal notifies Superintendent

• Staff member reports to school Nurse.  
• Staff member is sent home.  
• He/she seeks medical attention.  
• Staff Member should make principal aware of diagnosis and follow direction of health care provider

The staff member IS DIAGNOSED/ CONFIRMED with COVID-19.

If the staff member is NOT diagnosed with COVID-19.

**Staff Member Must:**

- Stay home, self-isolate
- Seek medical attention
- Remain out of work until:
  - at least 10 days have passed since symptoms first appeared,
  - AND remain symptom free for at least 3 days (72 hours) (defined as resolution of fever without the use of fever-reducing medications)
  - AND other symptoms have improved.
- Employer may require clearance from a healthcare provider to return to work.

**School Must:**

- Follow established communications plan to notify staff, students and families.
- Notify Allegheny County Health Department
- Investigate, contact trace, and establish what other staff members and/or students were in close contact with sick person a
- Clean and disinfect the area(s) where the staff member was present.
- Identify corrective actions, if any, that can be taken for the future.

**The Staff Member Must**

- Stay home, self-isolate
- Seek medical attention
- Remain out of work until:
  - at least 10 days have passed since symptoms first appeared,
  - AND remain symptom free for at least 3 days (72 hours) (defined as resolution of fever without the use of fever-reducing medications)
  - AND other symptoms have improved.

**School Must:**

- Follow established communications plan to notify staff, students and families.
- Clean and disinfect the area(s) where the staff member was present.
- Identify corrective actions, if any, that can be taken for the future.