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# School Health Policy

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Developed collaboratively with labor unions, the Department of Health and Mental Hygiene (DOHMH), and NYC Test + Trace Corps (T2), this policy provides guidance for schools regarding:

- Staying healthy while at school
- Daily health screenings for students and school-based staff
- What to do if a student or staff member shows signs of COVID-19 while at school
- Outreach to the Situation Room

## **Staying Healthy While at School**

Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. People who are fully vaccinated against COVID-19 are at low risk of symptomatic or severe infection.

Currently, people 12 years and older are eligible for COVID-19 vaccinations. Schools can promote vaccinations among teachers, staff, families, and eligible students by providing information about COVID-19 vaccination, encouraging vaccine trust and confidence, and establishing supportive policies and practices that make getting vaccinated as easy and convenient as possible.

In partnership with the DOHMH, the NYCDOE is emphasizing the use of multiple layers of protection against COVID-19 and encouraging those who are eligible to get vaccinated. Strategies to prevent the spread of COVID-19 include:

- Properly wearing a face covering at all times when on DOE property;
- Increasing ventilation, wherever possible;
- Washing and sanitizing hands regularly;
- Staying home when sick, after being in close contact with a person with COVID-19, or if someone in your household is exhibiting COVID-19 symptoms;



- Ensuring students maintain a distance of at least three feet from other students; and most importantly,
- If eligible for the COVID-19 vaccine, getting the vaccine.

## **Physical Distancing**

Following CDC and NYSED guidance, schools should provide a minimum of three feet of physical distancing, where possible. Both the CDC and NYSED emphasize that physical distancing requirements should not prevent students from fully returning to school this year.


Three feet distancing is not required for passing between classes and in some elevators. For schools where an elevator is required in order to get into the school, three feet distancing is not required, but all individuals in the elevator must properly wear a face covering and the elevator ride should not take more than ten minutes. Schools should discourage student use of elevators in buildings where elevators are not essential to accessing the school.

For certain activities, including lunch, additional safety measures will be used. When eating, students must maintain three feet of physical distance and should be seated in such a way that they are facing away from one another. For example, students may sit on a single side of a cafeteria bench, three feet apart. Schools may utilize other spaces, including but not limited to classrooms, auditoriums, gyms, and outdoor spaces for cafeteria use.

In classrooms or cafeterias where three feet thresholds cannot be met, the Division of School Facilities and Space Planning will work with schools to increase ventilation through the use of additional air purifiers. Schools should work with their custodial staff to increase ventilation in these rooms.

## **Face Coverings**




Mandatory use of face coverings must be enforced for all individuals (unless they have a medical exemption) while on school property, on school buses, and on any school-sponsored transportation, regardless of the individual's COVID-19 vaccine status. A face covering  is any well-secured cloth or disposable mask that covers a person's nose and mouth. A face covering with an exhalation valve or vent cannot be used on school property as exhalation valves allow unfiltered exhaled air to escape to others. Face shields are not appropriate substitutes for face coverings. Please see the Face Covering\_guidance for more information.

### **Face Covering for Staff Supporting Students with Significant Needs (Including but not limited to Students served by District 75 and Early Childhood Staff)**

Adults may not always be able to maintain physical distance from students, especially when:

- Supporting students with feeding and/or ambulation
- Assisting students with clothing changes
- Supporting students with toileting
- Providing certain interventions during a related service
- Supporting students who display behaviors that increase risk of disease transmission (e.g., touching, spitting, lack of bodily awareness)

In such situations, the adult must wear a well-fitting face covering , regardless of the adult's COVID-19 vaccination status. Acceptable face coverings for COVID-19 include but are not limited to cloth-based 2-ply face coverings and disposable masks that securely cover both the mouth and nose (bandanas, scarves and single-layer "gaiters" are not acceptable face coverings). If available, KN95 face coverings are recommended for the above activities. It is strongly recommended that the adult also wear a face shield when physical distance from a student cannot be consistently maintained. If an adult is supporting a student who cannot wear a face covering, the adult must wear a face shield in addition to a face covering.




Adults must wear gloves when assisting students with toileting/diaper changes. Glove use is also strongly recommended when assisting with feeding or otherwise coming into contact with a student's skin or secretions.

If the adult touches their face or needs to remove their mask momentarily for any reason, they must increase the distance between themselves and the student to at least six feet and sanitize hands before returning to close contact with the student.

In addition, staff may use alternate PPE (e.g., coverings that are transparent at or around the mouth) for therapies or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy) or as needed when supporting certain students (e.g., students with hearing impairments) who benefit from being able to see more of the adult's face.

Face shields and gloves will be made available upon request to any adult performing the above activities.

## **COVID-19 Surveillance Testing**

Regular COVID-19 testing provides school communities and public health experts with valuable information. Every school, starting in grade 1, will have 10% of their consented, unvaccinated student population selected twice a month for ongoing random surveillance testing. Families can give consent for testing through their student's [New York City Schools Account \(NYCSA\)](#) .


## **Daily Health Screenings**


### **Operationalizing Health Screenings**

To ensure that staff and students do not report to school if they have or potentially may have COVID-19 or are feeling ill, a health screening must be completed, ideally at home, by all students, staff, and visitors before entering NYCDOE school facilities.




Principals must have procedures in place to ensure that everyone who enters the building each day has passed the health screening at home or prior to entry to the school building. Schools should have a designated staff person to review the incoming reports of screening by staff and parent/guardian and to attest that they are completed.

To operationalize this guidance please note that as per [NYSDOH](#) , schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific health data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared). Any paper questionnaires that are collected for purposes of completing the daily screening attestation requirement must be immediately shredded to protect student, faculty, staff, and visitor health data.

Students and school-based staff can or cannot report to school based on their results of the following questions in the NYCDOE's [daily health screener](#) :

1. Have you experienced any symptoms of COVID-19, including a fever of 100.0 degrees F or greater, a new cough, new loss of taste or smell or shortness of breath that started in the past 10 days?

- No. Go to the next question.
- Yes, and I have received a lab-confirmed negative result from a COVID-19 diagnostic test (not a blood test) since the onset of symptoms AND have not had symptoms for at least 24 hours. Go to the next question.
- Yes, and I am not in the category above. No further screening is needed. The employee/guest may not enter the building.

2. In the past 10 days, have you gotten a lab-confirmed positive result from a COVID-19 diagnostic test (not a blood test) that was your first positive result OR was AFTER 90 days from your previous diagnosis date? Please note that 10 days is measured from the day you were tested, not from the day when you got the  result.

- No. Go to the next question.
- Yes. No further screening is needed. The employee/guest may not enter the building.



3. Are you considered fully vaccinated against COVID-19 by CDC guidelines OR were you recently (within the past three months) diagnosed with COVID-19 and finished isolation in the past 90 days? Please note that to be considered fully vaccinated by CDC guidelines, two weeks must have passed since you received the second dose in a two-dose series or two weeks must have passed since you received a single-dose vaccine.

- No, I am not considered fully vaccinated or was not diagnosed with COVID-19 in the past 90 days. Go to the next question.
- Yes, I am considered fully vaccinated or was diagnosed with COVID-19 and finished isolation in the past 90 days. The employee/guest should skip question 4 and may enter the building.

4. To the best of your knowledge, in the past 10 days, have you been in close contact (within 6 feet for at least 10 minutes over a 24 hour period) with anyone who is currently diagnosed with COVID-19 or who has been told they have symptoms of COVID-19? Clinical staff who were in appropriate personal protective equipment (PPE) are not considered close contacts in these scenarios.

- No. The employee/guest may enter the building.
- Yes. No further screening is needed. The employee/guest may not enter the building.

## Using the Online Health Screening Tool

NYCDOE families/students are encouraged to use [the online health screening tool](#)  to pre-screen themselves before entering a NYCDOE building. Upon entering the school facility, families/students will be asked to provide the results of their screening either by showing the email on their smartphone or a printout of the 











results. Families should support students as needed with this online screening questionnaire and should ensure students have proper documentation for morning entry. Since the health screening asks if an individual has a fever, schools should provide DOE thermometers for home use to any family that requests one.

For students who travel via school bus, families must complete the screening, including checking their child's temperature prior to boarding a school bus to make certain that their child is well enough to ride on the bus and attend school. Bus personnel will not be conducting screenings of children prior to boarding the bus. School site designated staff will be checking for completion of student health screening at entry. Students without a daily screening clearance will need to be supported in completing this process at the school, particularly young children.

For morning student drop off, every effort should be made to ensure that student health screenings are completed prior to families dropping off their children to school, especially for younger students.

NYCDOE employees are strongly encouraged to use the online tool to pre-screen themselves before entering a NYCDOE building. Upon entering the facility, staff will be asked to provide the results of the screening either by showing the email on their phones or a printout of the results. The screening results for school-based staff are valid until midnight of the same day. School-based staff must show clearance every time they reenter a NYCDOE building.


## **Paper Copy of Health Screening Questionnaire**


If students are not able to pre-screen using the online tool, schools must provide families with several copies of the health screening questionnaire so families can complete the questionnaire at home. If staff are not able to pre-screen using the online tool, staff should print and complete the paper health screening questionnaire  for completion on a daily basis at home. Translated versions are available at the following links: Arabic , Bengali , Chinese , French , Haitian Creole,  Korean , Russian , Spanish , and Urdu .





## **In-Person Health Screening at School**

If NYCDOE families are unable to pre-screen their child(ren) at home using either the online tool or [paper questionnaire](#) , families will need to complete their child's screening in-person at the school building prior to their child's entry. Schools should determine the best way to implement on-site screening for students using either the online health screening tool or paper copies of the screening questionnaire. Young children may require additional support from a staff member.

If NYCDOE school staff are not able to pre-screen themselves prior to coming to work, they will be required to complete an in-person screening assessment prior to entering the building. The screening results for school-based staff are valid until midnight of the same day and school-based staff must show clearance every time they reenter a NYCDOE building. The paper version of the health screening form can be found on the [Health Screening Questionnaire document](#) .


## **Supporting Younger Students and District 75 Students with In-Person Health Screenings**

For younger students who arrive at school without a completed questionnaire and are unable to respond to the health screening questions, the school should make an effort to contact a family member for support with screening. However, if a parent/guardian is unable to be contacted, the school should check the student's temperature to ensure that it is below 100.0 degrees F and ask the student about their well-being (e.g., "How are you feeling today?").

For District 75 students who arrive at school without a completed questionnaire, the school should make an effort to contact a family member for support with screening. If it is not feasible to contact the student's family member prior to the student's entry, the school should check the student's temperature to ensure that it is below 100.0 degrees F and ask the student about their well-being (e.g., "How are you feeling today?"). In District 75 schools, temperature check alone prior to entry is acceptable if a student is not developmentally able to answer questions regarding their well-being. In the event that contact with the family was not possible

prior to the student's entry, once the student is in class the school should conduct outreach to the family to complete the screener as well as remind the family that the screening must be conducted at home before the student leaves for school.

## **Student Pick Up**

If a student fails a health screening or shows symptoms of COVID-19, the student will be assessed by the nurse on site. If it is confirmed that the student is showing symptoms of COVID-19, the guardian of the student must be immediately contacted and advised to pick up the child. If the guardian cannot be reached, the school must contact the emergency contacts on the student's Blue Card. Please note that failure of the guardian or emergency contact to pick up the student in a timely manner does not warrant a report to the New York State Central Registry (SCR), unless accompanied by additional concerns or suspicions regarding the student's safety which would require that a report be made in accordance with [Chancellor's Regulation A-750](#) .

## **Failing a Health Screening: Students**

Any student who fails their health screening (i.e., answers yes to any of the health screening questions below) should be escorted to a school-designated room (this can be the medical room) per the guidance below and must be picked up by a family member, or, for students who are dropped off, sent home with a family member prior to entering the building, if possible.

If a student fails the health screening question #1, then the school must ensure:

- The student should be escorted to the school's designated area for family pick up.
- Students in the designated area must wear a face covering and sit six feet away from other students and staff members.
- Family should seek medical attention.
- Principal or designee calls the Situation Room at 212-393-2780.
- Student must immediately isolate for 10 days.



If a student fails the health screening question #2, then the school must ensure:

- The student should be escorted to the school's designated area for family pick up.
- Students in the designated area must wear a face covering and sit six feet away from other students and staff members.
- Family should seek medical attention.
- Principal or designee calls the Situation Room at 212-393-2780.
- Student must immediately isolate for 10 days.

If a student fails the health screening question #4, then the school must ensure:

- The student should be escorted to the school's designated area for family pick up.
- Students must wear a face covering and sit six feet away from other students and staff members.
- Family should seek medical attention as needed.
- Principal or designee calls the Situation Room at 212-393-2780.
- Students must quarantine for 10 days from last exposure if deemed a close contact with anyone who tested positive for COVID-19.

## **Failing a Health Screening: School-Based Staff**

Any employee who fails their health screening will be refused entry to the building by the School Safety Agent/NYCDOE Safety Officer.

## **Symptoms of COVID-19 While at School**

### **Student Shows Symptoms of COVID-19 While at School**

For the 2021-22 school year, schools are not required to have an Isolation Room. All schools must have an area designated to hold students who are experiencing symptoms of COVID-19, but this room can be used for other purposes when not holding an ill student. Schools and campuses should decide on space that can be


used; this designated area may be the nurse's examination room or medical room. Regardless of the designated area, the space must be thoroughly cleaned after holding a student who showed signs of COVID-19. No additional staffing is needed for this designated space, as the nurse or campus health care professional will assess potentially ill students. Should a school have the space, the school may designate a room to be solely used for holding students who show symptoms of COVID-19.

Schools should follow the steps below when a student shows symptoms of COVID-19 during the school day:

1. A classroom teacher or school aide notifies the nurse that a student is not well and experiencing one or more COVID-like symptoms, including:
  - Fever of 100.0 degrees F or higher or chills,
  - New cough,
  - New loss of taste or smell, and/or
  - New shortness of breath.
2. The student showing symptoms of COVID-19 will be escorted to the designated area in the school by a staff member wearing appropriate PPE.
3. When the ill student is placed in the designated area, the nurse will be contacted and will come to the designated area and assess the student.
  - Should the nurse/health professional be unavailable at that moment to examine the student, the student must wait in the building's designated area until assessment is complete.
  - The nurse will assess if the student was vaccinated against COVID-19 within the past three days.
    - If the student was recently vaccinated, the student may be experiencing post-vaccine symptoms which include fatigue, fever, headache, and/or chills.

1. The area/classroom where the student was showing symptoms must be isolated/closed immediately and cleaned prior to re-occupancy.
2. The school calls the student's guardian for pick up.



3. The student cannot be released to the guardian until the nurse's health assessment is completed.
4. Upon arrival of the student's guardian, a staff member escorts the student to the visitors' entrance for pick-up by the guardian, reviews the NYCDOE's "Sent Home With Symptoms" letter with the guardian, and advises the student to visit a doctor and get tested for COVID-19, and provides the information of the closest testing site .
5. The staff member will report the incident to the principal. The principal or designee will ensure that the incident involving the ill student is reported to the Situation Room by calling 212-393-2780 and is documented in OORS.
6. The Situation Room will provide the principal with a letter to be disseminated to the school community regarding a student exhibiting COVID-like symptoms during the school day.
  - The school may use any communication platform available to disseminate the letter.
    - The principal asks a school designee, such as the Parent Coordinator or nurse, to follow up with the family on the ill student's condition at regular intervals.
    - The principal and/or designee shares any test results or updates with the Situation Room and in the OORS report.

### **School-Based Staff Member Shows Symptoms of COVID-19 While at School**

Schools should follow the steps below when a staff member shows symptoms of COVID-19 during the school day:

1. The ill staff member immediately notifies the principal that they are not feeling well and are experiencing COVID-like symptoms, such as:
  - Fever of 100.0 degrees F or higher or chills,
  - New cough,
  - New loss of taste or smell and/or,
  - New shortness of breath.



2. If the staff member was vaccinated against COVID-19 within the past three days, the staff member may be experiencing post-vaccine symptoms which include fatigue, fever, headache, and/or chills. The staff member should go home and can return to work after being fever-free for at least 24 hours.

If the staff member is not considered fully vaccinated, the school will advise the staff member to get tested for COVID-19 as soon as possible.

3. The staff member goes home.

- If the staff member does not immediately leave the building and needs to wait for transportation assistance, the staff member may report to the designated area.

4. The area/classroom where the staff member was showing symptoms must be cleaned as soon as possible.

5. The principal or designee will ensure that the incident involving the ill staff member is reported to the Situation Room by calling 212-393-2780 and files an OORS report.

- The Situation Room will provide the principal with a letter to be disseminated to the school community regarding an unvaccinated staff member having exhibited COVID-like symptoms during the school day.
- The school may use any communication platform available to disseminate the letter.
- The principal and/or designee will follow up with the ill staff member and share any test results or updates with the Situation Room and in the OORS report.



## **Student or School-Based Staff Member Calls Out Sick With COVID-Like Symptoms Or Because Someone In Their Household Is Sick With COVID-Like Symptoms**

Should a student or staff member call out sick because they are experiencing symptoms of COVID-19, the principal or designee must call the Situation Room at 212-393-2780 and await next steps. Individuals who were vaccinated against COVID-19 within the past three days may experience post-vaccine symptoms which include fatigue, fever, headache, and/or chills. In that case, the individual should stay home and can return after being fever-free for at least 24 hours.

### **Criteria for Returning to School After Showing Symptoms**

Any individual (student or staff member) showing signs of COVID-19 can only return to school when all the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- The individual has been fever free for 24 hours without the use of medication and overall symptoms are improving.

**OR**

- Received a negative COVID-19 test since the onset of symptoms (the negative result must have been from a test that tested saliva or used a nose or throat swab, not a blood test) AND
- The individual has been fever free for 24 hours without the use of medication and overall symptoms are improving.

**OR**

- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND




- The individual has been fever free for 24 hours without the use of medication and overall symptoms are improving.

**OR**

- Was vaccinated against COVID-19 within the past three days AND
- The individual has been fever free for 24 hours without the use of medication.

### **Students and Staff Identified as Close Contacts in a COVID-19 Case**

If DOHMH or T2 determine the individual is considered a close contact of a positive case, the individual can return to school after 10 days of quarantine without symptoms. The individual must continue daily symptom monitoring through Day 10 and remain symptom free without non-pharmaceutical interventions. Should the individual develop symptoms, the individual must not attend school.

Unvaccinated middle and high school students who are considered close contacts may test out of quarantine in order to return to their classrooms after the seventh day. In order to do so, students should take a COVID-19 test on their fifth day of quarantine in order to re-enter class after the seventh day. Students must submit proof of a negative test through the DOE's [COVID-19 Vaccination Portal](#) .

As per the CDC, vaccinated individuals who meet all of the criteria below are not required to quarantine following an exposure to someone with COVID-19:

- Are fully vaccinated (i.e. more than two weeks following receipt of the second dose in a two-dose series, or more than 2 weeks following receipt of one dose of a single-dose vaccine) AND
- Have remained asymptomatic since the current COVID-19 exposure.

However, it is recommended that fully vaccinated individuals get tested for COVID-19 within 3-5 days after exposure to a positive case.





Please note that fully vaccinated individuals who are considered close contacts should still be included in the Close Contacts spreadsheet shared by the Situation Room. For more information, please see “Guidance for Vaccinated Close Contacts in Situation Room Cases,” below.

## **COVID Response Situation Room**

The NYCDOE, T2, DOHMH, and Department of Buildings have collaborated to create the COVID Response Situation Room (the Situation Room). This multi-agency partnership has been developed to support a swift, organized response to COVID-19 cases among students and staff in schools during the 2021-2022 school year. The Situation Room will facilitate a multi-agency response to any COVID-19 related incidents at all NYCDOE schools, ensuring that the appropriate interventions take place while effectively and quickly communicating updates to school communities. The Situation Room is a “one-stop shop” for handling COVID-19 cases in schools. It is designed to support principals by providing all essential assistance needed for a potential or confirmed COVID-19 case, including verifying cases, providing communications to be shared with school communities, initiating any investigation or contact tracing as needed, and advising schools on next steps.

### **Contacting the Situation Room: 212-393-2780**

The Situation Room serves as a principal’s primary contact any time a COVID-19 related incident arises in a school involving students or staff, including but not limited to:

- A notice of a positive COVID-19 test result for a staff member or student
- A student or staff member reporting COVID-19 symptoms or sent home with COVID-19 symptoms.


Situation Room hours are Mondays through Fridays from 7:00 am to 3:30 pm, closed on Saturdays, and Sundays from 11:00 am to 3:30 pm.




A principal or designee must always contact the Situation Room with alerts or questions related to COVID-19 incidents in a school. To report a COVID-19 incident, a principal or designee must call 212-393-2780. The Situation Room's operating hours will be released shortly. For overnight hours, a principal or designee should email [rts@schools.nyc.gov](mailto:rts@schools.nyc.gov) which will be responded to once the Situation Room reopens the following day.

All cases called in will receive a response. Principals and their designees may call the Situation Room. Once a call is answered, the principal or designee will be asked specific questions from this Intake Form [link forthcoming] about the COVID-19 case or event in school, including information about the student or staff member, last known location in the school, and possible close contacts. Individuals who are fully vaccinated against COVID-19 will not be subject to quarantine. The Situation Room will issue automatic notifications to alert other NYCDOE offices.

### **Guidance for Vaccinated Close Contacts in Situation Room Cases**

As mentioned in last year's [Principals Digest](#) , vaccinated individuals who are considered close contacts should still be included in the Close Contacts spreadsheet shared by the Situation Room. T2 will contact the vaccinated individual and confirm vaccination status.

Fully vaccinated individuals who are exposed to COVID-19 are not required to quarantine but should still get tested for COVID-19 3-5 days after exposure, wear a mask in indoor public settings for 14 days or until they get a negative test result, and monitor for any [symptoms of COVID-19](#)  for 14 days following exposure. If they experience symptoms, they should wear a face covering at all times, isolate themselves from others, be clinically evaluated for COVID-19 (including getting tested) and inform their healthcare provider of their vaccination status at the time of COVID-19 evaluation/clinical testing. Test and Trace liaisons from the Situation Room will contact fully vaccinated staff to encourage them to get tested, discuss whether they have experienced any symptoms and need to isolate.



# Potential Positive COVID-19 Cases in School

## Self-Reported Positive Case (Unconfirmed Case) In a School

Any student or staff member who self-reports a COVID-19 case while at school will be asked to leave the school, or in the case of a student, a guardian will be called to pick up the student. If a self-reported COVID-19 case occurs after school hours, the principal or designee should call the Situation Room at 212-393-2780 and await next steps.

For any student or staff member self-reporting a positive case but not providing documentation, the principal or designee should do the following:

1. Principal/designee calls the Situation Room at 212-393-2780 and the Situation Room will advise on next steps.
2. Principal/designee will notify the Situation Room upon receipt of any testing documentation.

## Self-Reported Positive Case with Documentation

Any student or staff member who self-reports a COVID-19 case while at school will be asked to leave the school, or in the case of a student, a guardian will be called to pick up the student. Should a student or staff member self-report a positive case and provide documentation, the principal or designee should do the following:

1. The principal/designee calls the Situation Room at 212-393-2780 and reports the self-reported case.
2. The principal/designee submits the lab report by email to the Situation Room at [rts@buildings.nyc.gov](mailto:rts@buildings.nyc.gov) and awaits next steps.
3. The Situation Room staff will work to confirm the positive test; some case confirmations are able to happen immediately while others may take up to three hours to verify.



Please note that for self-reported positive tests from non-NYC residents, the turnaround time will be longer.

## **Confirmed Positive COVID-19 Cases in a School**

### **One Confirmed Case**

In the event of a confirmed COVID-19 case, the Situation Room and the school should proceed as follows:

1. The Situation Room will let the principal know of a confirmed case and to activate the COVID-19 protocols, as listed above.
2. The Situation Room portal will send the principal or designee instructions for next steps and communications to share with the case, the close contacts and their school community.
3. Situation Room liaison will confirm with principal or designee whether there is a need for classroom closures, and will review communications, and timing to answer any questions.
  - The principal must isolate the affected classroom until dismissal; students cannot be sent home early.
  - If the notification to the principal or designee occurs outside of school hours, affected individuals should be notified immediately so that they do not come to school the next day.
  - The principal must provide a list of close contacts of the case, which should include fully vaccinated individuals, on the Situation Room's Close Contacts spreadsheet which will be emailed to them.
4. Principal/designee will notify the Borough Safety Director.
5. The principal will receive letters from the Situation Room and will communicate to all families and students at school about the confirmed case:
  - Families of students who are considered close contacts of the confirmed case must receive a letter stating that their child has been in close contact with a COVID-19 positive individual; this letter gives clear direction to quarantine for 10 days if not vaccinated.



- Families of students who are not considered close contacts must receive a letter stating that there was a confirmed case of COVID-19 at the school but that their child is not considered a close contact and therefore there is no need to quarantine.
6. Classroom closures due to COVID-19 exposure will vary by grade level.
- In elementary schools, affected classrooms will remain closed for 10 days and those students will transition to remote learning.
  - In middle and high schools, individuals who are fully vaccinated against COVID-19 will not be required to quarantine as long as they are not showing symptoms.
    - Unvaccinated middle and high school students who are considered close contacts may test out of quarantine in order to return to their classrooms on the seventh day.
  - Vaccinated close contacts should be encouraged to get tested for COVID-19.
  - The Situation Room liaison will follow up with the principal should additional action be needed.

## **Two or Three Confirmed Cases in a School in Different Classrooms Within Seven Days**

In the event of two or three confirmed COVID-19 cases, the Situation Room and the school should proceed as follows:

- The Situation Room will let the principal know of a confirmed case and to activate the COVID-19 protocols.
- The principal and/or designee must follow all steps as outlined above under “One Confirmed Case.”
- Classroom closures due to COVID-19 exposure will vary by grade level.
- In elementary schools, affected classrooms will remain closed for 10 days and those students will transition to remote learning.
- In middle and high schools, individuals who are fully vaccinated against COVID-19 will not be required to quarantine as long as they are not showing symptoms.

- Unvaccinated middle and high school students who are considered close contacts may test out of quarantine in order to return to their classrooms on the seventh day.
- Vaccinated close contacts should be encouraged to get tested for COVID-19.
- The Situation Room liaison will follow up with the principal should additional action be needed.

## **Four or More Confirmed Cases in a School in Different Classrooms Within Seven Days**

In the event of four or more confirmed COVID-19 cases, the Situation Room and the school should proceed as follows:

- The Situation Room will let the principal know of a confirmed case and to activate the COVID-19 protocols.
- The principal must follow all steps as outlined above under “One Confirmed Case.”
- Classroom closures due to COVID-19 exposure will vary by grade level.
- In elementary schools, affected classrooms will remain closed for 10 days and those students will transition to remote learning.
- In middle and high schools, individuals who are fully vaccinated against COVID-19 will not be required to quarantine as long as they are not showing symptoms.
- Unvaccinated middle and high school students who are considered close contacts may test out of quarantine in order to return to their classrooms on the seventh day.
- Vaccinated close contacts should be encouraged to get tested for COVID-19.
- The four (or more) confirmed positive cases will trigger an investigation by DOHMH investigators who will interview cases and school administration to try and determine likely sources of infection for the cases. The school remains open during the investigation.
- If the DOHMH investigation determines that there is widespread in-school transmission, the school will close and all students will move to remote learning for 10 days.



- If testing negative, the student can return to school after being fever-free for at least 24 hours. Upon the student's return, the student should be evaluated by the school nurse before rejoining any class.

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