

COVID RESPONSE PROCEDURES FOR STUDENTS

Revised January 25, 2022





COVID Response Procedures for Students

Table of Contents

Table of Contents	1
Introduction.....	2
COVID-19 Notification Protocol	3
What to Do if Table.....	4
Student Protocol Flowchart	5
Covid-19 Principal/Teacher Checklist	6
What is Contact Tracing	7-8
School Status Contact Tracing Instructions	9
Appendix.....	10
Student Reporting Form.....	11
Letter 1 Parent Notification for Student with COVID-19 in School Setting	12
Letter 2 Parent Notification for Close Contacts to Positive COVID-19 Case	13
Letter 3 Parent Notification for Student with COVID-19 Symptoms in School Setting.....	14
Letter 4 Parent Notification of Possible Exposure to a Positive COVID-19 Case.....	15
Letter 5 Parent General Information	16-18
Contact Information	19



COVID Response Procedures for Students

Introduction

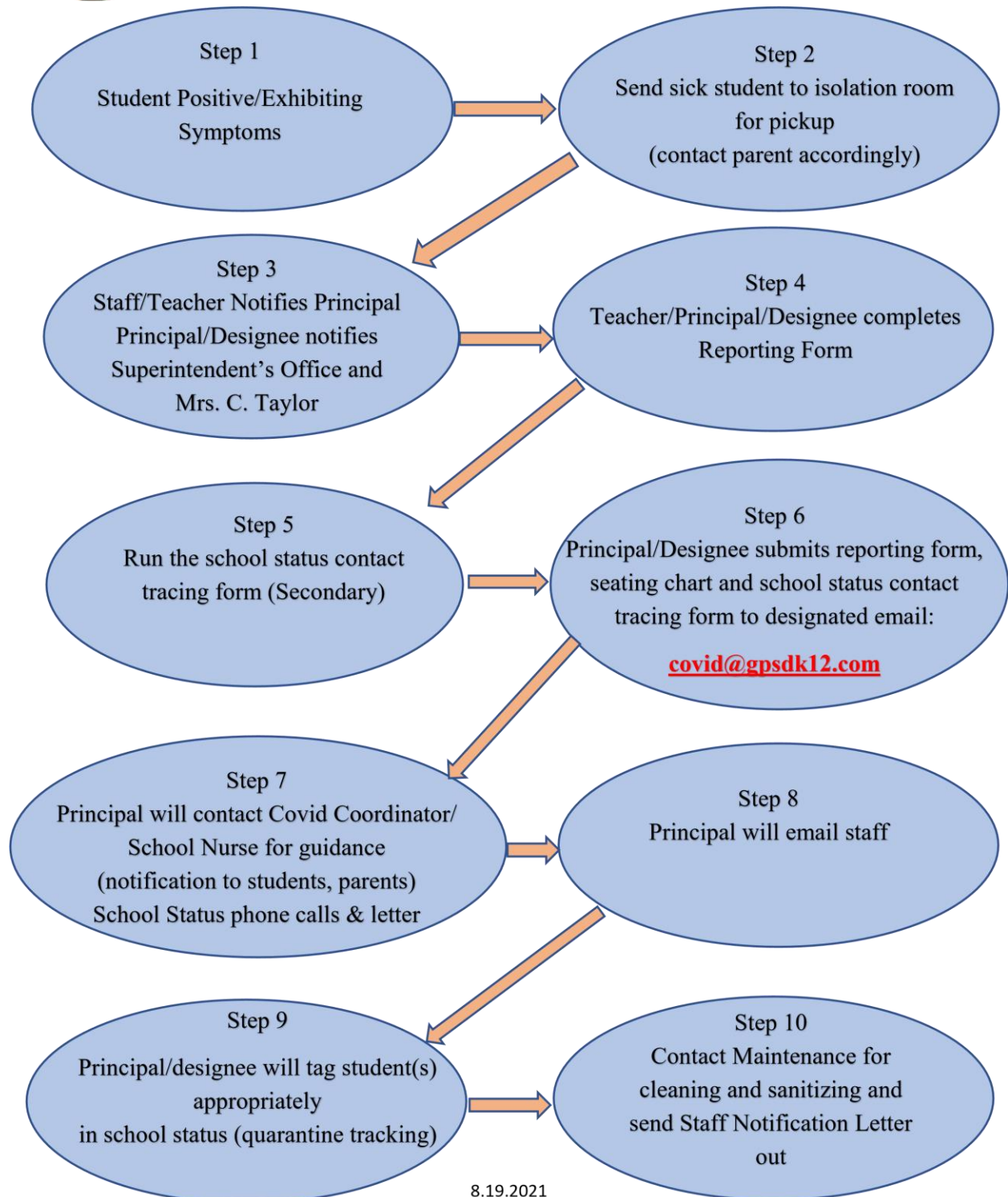
The GPSD has created these procedures to assist families and staff as we prepare for in person learning. While no public entity can ensure the absence of COVID-19 in its buildings and in its activities, the GPSD is working diligently to reduce the impact of COVID-19 (as feasible). These procedures are in place to protect the well-being of students and staff, by identifying and isolating suspected cases of COVID-19 and possible close contacts. The guidelines referenced are based upon guidance from the Centers for Disease Control and Prevention (CDC) and the Mississippi Department of Health (MSDH). These procedures are fluid as the situation with COVID-19 changes from day to day. Regular updates will be made to these procedures based on information provided by the CDC, MSDH, and applicable federal, state and local agencies.



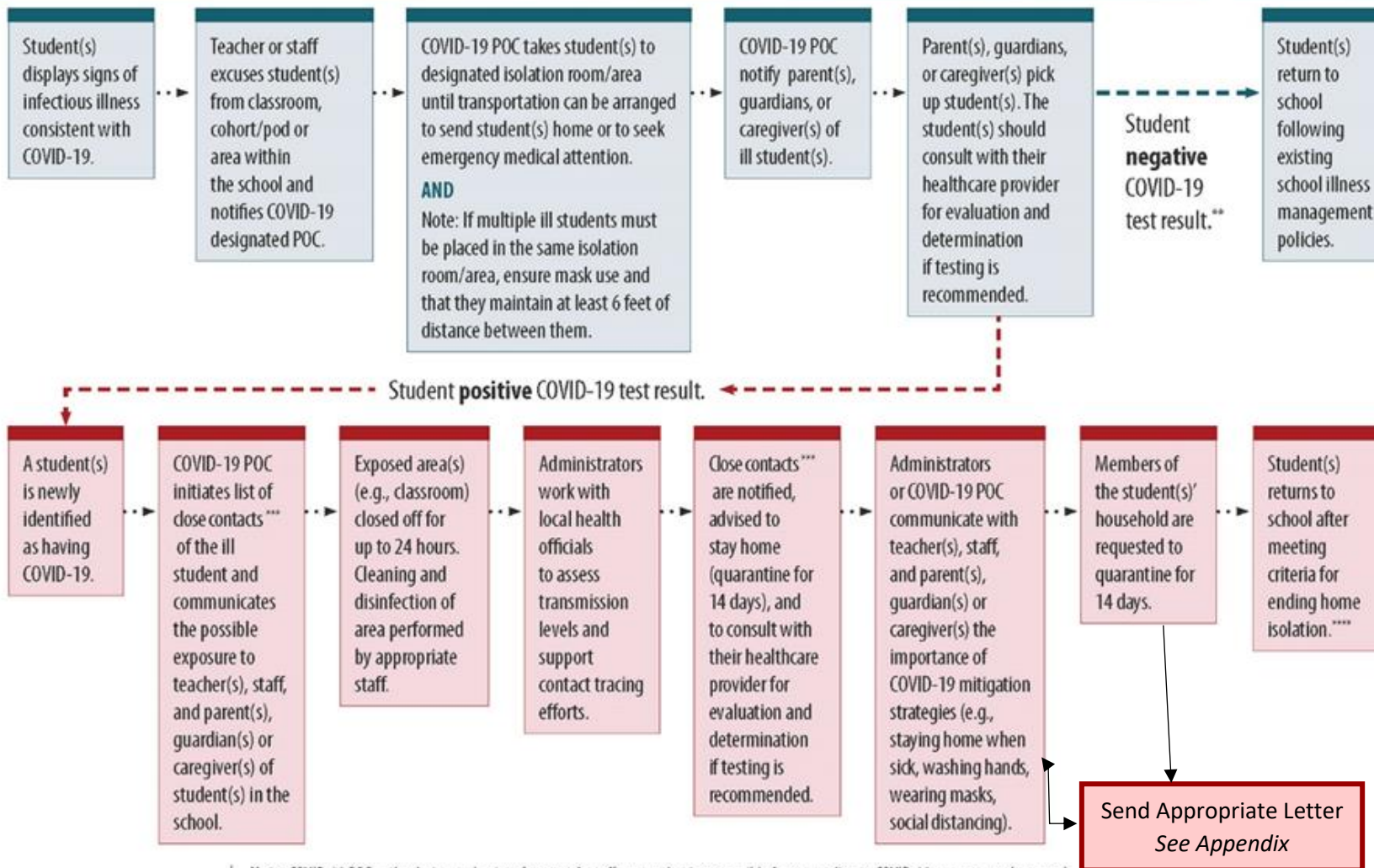
COVID Response Procedures for Students



GPSD COVID-19 Notification Protocol



WHAT TO DO IF A STUDENT BECOMES SICK AT SCHOOL OR REPORTS A NEW COVID-19 DIAGNOSIS*



Note: COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as a nurse)

* Scenario based on geographic area with community transmission of SARS-COV-2 the virus that causes COVID-19.

** With no known close contact

*** Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

**** Student can end home isolation after meeting all of the following three criteria: at least 10 days since symptoms appeared, at least 24 hours with no fever-reducing medication, and symptoms have improved.

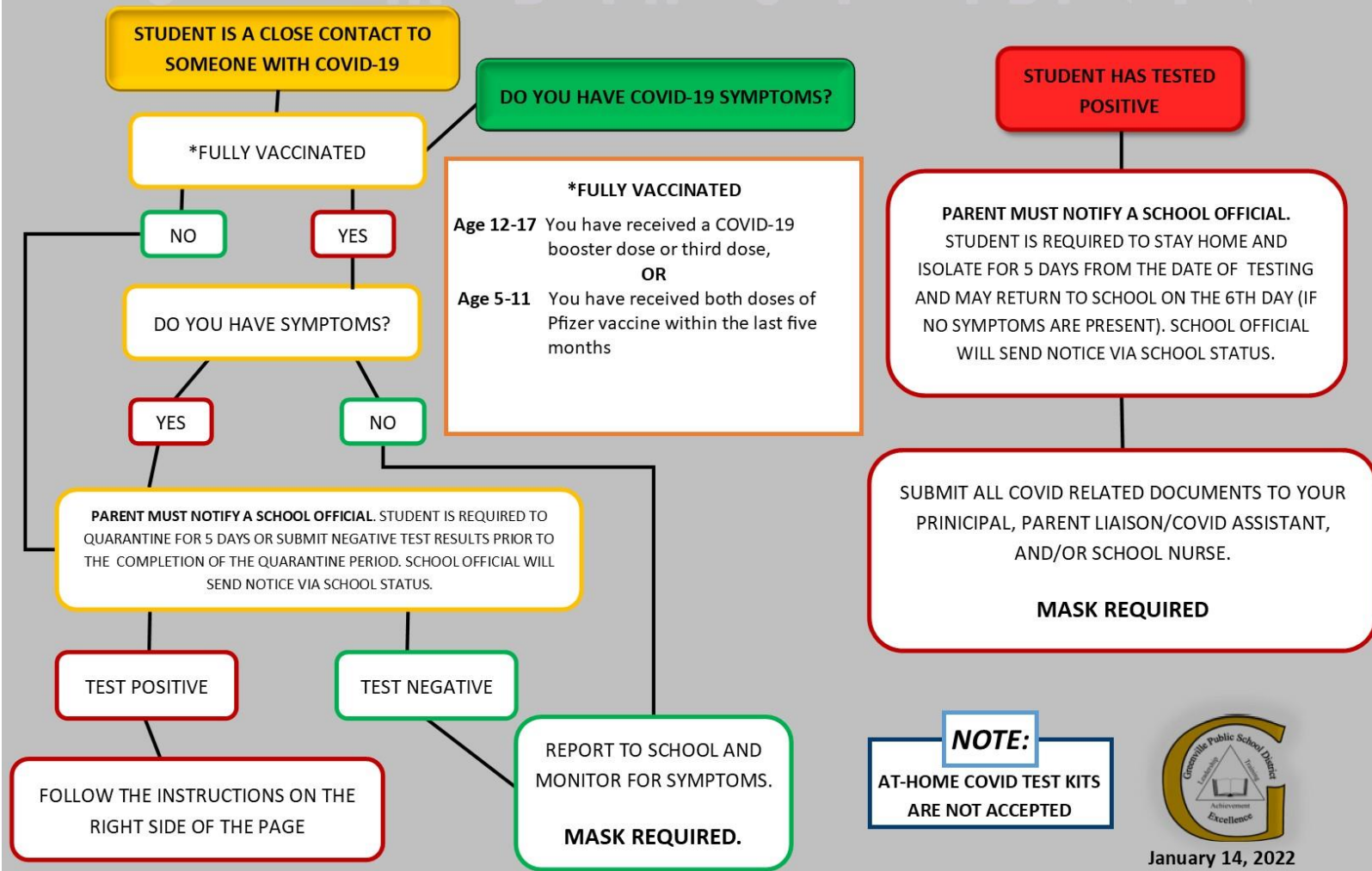


CS 221047.8 August 11, 2020 1:11 PM



COVID Response Procedures for Students

Greenville Public School District 2021-2022 STUDENT COVID-19 PROTOCOL FLOWCHART



Principal/Teacher COVID-19 Checklist

As an educator, what do I do if a **student or parent discloses** they either tested positive for COVID-19, resides with someone who tested positive, or has been *within six feet or less* of someone who tested positive for longer than 15 minutes?

1. DISCUSSION WITH PARENT OR STUDENT:

- If the student is on campus, discretely separate the student from others and contact the parent/guardian immediately. If not on campus, advise the parent to keep the student at home.
- Ask the parent or student to identify 1) any persons in our school community with whom they had contact **within six feet or less, for longer than 15 minutes, with/without the use of a mask** *within two days before the onset of symptoms or positive COVID test*, 2) any areas of campus they visited for longer than 15 minutes during that time, 3) were they and the person with whom they had contact wearing a mask or face covering. This information should be reported on the Teacher Reporting Form.
- Complete Student Reporting Form (along with seating chart if applicable)
- Convey empathy but **do not provide medical advice.**
- If the student has not already sought medical care, refer them to their physician for questions, including guidance on treatment and preventive measures to minimize the risk of infection to others. Again, it is important to convey empathy but **do not provide medical advice.**

2. ALERT YOUR DIRECT SUPERVISOR AND THE COVID-19 RESPONSE COORDINATOR/LEAD NURSE AND COMPLETE THE LISTED PROCEDURES

- The **Teacher/Principal** should complete (**in its entirety**) and Email the Student Reporting Form to covid@gpsdk12.com as soon as possible to trigger all notifications
- The **Principal** should contact the School Nurse or **District COVID-19 Coordinator/Lead Nurse** (Nurse Joyce Little **662-379-0698** jlittle@gpsdk12.com) to ask clarifying questions regarding COVID-19 quarantine as it relates to CDC Guidelines
- Refer to the COVID-19 Contact Tracing document. Determine who will need to be alerted within the building and outside of the building (district staff etc. per Close Contacts identified) while protecting the confidentiality of the student. The **School Nurse** will assist with contact tracing through school status
- If the student is a face-to-face student, teachers must contact parents to distribute Learn-at-home packets or prepare for virtual learning.
- The **Principal** should notify everyone in his/her department/building via notification letter informing them of the Positive Case or Possible Exposure Case within 24 hours or ASAP. Letter should be copied to covid@gpsdk12.com
- The **Principal** should follow-up with staff to ensure that the proper documentation is provided to confirm COVID-19 status and leave.

3. CONTACT MAINTENANCE/FACILITIES

- Contact Shirley Ford, Assistant Director of Maintenance, either by email (sford@gpsdk12.com and maintenance@gpsdk12.com) or at 662-334-7150 or Michael Banks (mbanks@gpsdk12.com) – 662-873-7564. Please be sure to complete the requested information per the **Student Reporting Form**
- In partnership with Maintenance, identify areas to be cleaned and disinfected (notate on the **Student Reporting Form**) and schedule the time and date for cleaning and disinfecting. In consultation with Mr. Banks, determine if the space(s) will need to be closed off and post the necessary signage (i.e. “Do Not Enter”, “Closed”). Make sure that posting of signs do not lead to the identification of staff who have tested positive as confidentiality is mandatory. If locking the door would be sufficient to prevent entry, then that should take place in lieu of posting signage.



COVID Response Procedures for Students

What is Contact Tracing, in General?

According to CDC Guidelines, contact tracing should begin when a new positive case of COVID-19 exists. The patient identifies contacts with whom they've had contact that could lead to a potential spread of the virus. Contacts are then notified and tested or quarantined, if necessary. Continued follow-up ensures the spread is minimized.

In order to prevent the spread of COVID-19, contact tracing for students will be done using two methods.

Method #1:

- Teachers will maintain a seating chart daily with students' exact locations.
- Each day, seating charts should be turned into the office or kept in a binder in the classroom for quick access if a positive or symptomatic student case arise.
- Teachers will also keep a log of students leaving their classroom and their exact destination.

Method #2:

Once a positive or symptomatic case arise, the principal and or school nurse will print contact tracing report from SchoolStatus.



What is Contact Tracing, in SchoolStatus?

In the event of a student testing positive for or suspected of having COVID-19, student contact tracing allows any user with school or district administrator rights to generate a single report that lists:

- The infected student's current schedule
- The names of teachers for each course in the section
- The names and ID numbers of any students who are also in the same sections



COVID Response Procedures for Students



LET'S TRACE

Other Considerations:

If a student is absent, the teacher or principal's designee will determine the nature of the absence. If the absence is COVID related, the school will have to evaluate the situation asking the following questions:

- When was the last time the student was on campus?
- With whom did that student come in close contact that the SchoolStatus report may not list? (ex. Student from another class, bathroom break, etc.)
- Was the student in a single cohort in one classroom throughout the entire school day?
- Was the student mixing with other people or classrooms?
- Was there intermixing between groups or classrooms?
- How were the classrooms set up? (desk separation and spacing) Is there a seating chart?
- Did seating change for special instruction, center time or project time?

See School Status contact tracing instructions diagrams on page 8.

#TeamGPSD

For all positive and probable cases, teachers and principals must complete the Teacher Reporting Form and submit it to:

covid@gpsdk12.com



COVID Response Procedures for Students

Contact Tracing, in SchoolStatus?

From the [Student Card](#), you'll find a new button on the Overview tab that houses a student's schedule.

Course	Period	Term	Code	Teacher
Phys Ed	01	AY	34	Koch, Bob
English II	02	AY	9	Grimes, Mariel
Algebra II	03	AY	16	Grimes, Mariel
Chemistry	04	AY	22	Grimes, Mariel
Economics	05	AY	28	Aufderhar, Gerry
Spanish I	06	AY	41	Crona, Adan
Family Dynamics	07	AY	38	Aufderhar, Gerry

When you click the red button, a CSV will download, displaying all students who share a class with the student in question.

Class Name	Class Period	Teacher	Student Name	School Year	State ID	Last Update
Phys Ed	1	Koch, Bob	Adams, Peter	2020	551542	7/14/20
Phys Ed	1	Koch, Bob	Auer, Adrian	2020	551573	7/14/20
Phys Ed	1	Koch, Bob	Aufderhar, G	2020	551520	7/14/20
Phys Ed	1	Koch, Bob	Balistreri, Sa	2020	551526	7/14/20
Phys Ed	1	Koch, Bob	Barlett, O	2020	551512	7/14/20
Phys Ed	1	Koch, Bob	Baron, Chris	2020	551533	7/14/20
Phys Ed	1	Koch, Bob	Baumbach, L	2020	551534	7/14/20
Phys Ed	1	Koch, Bob	Beer, Shana	2020	551531	7/14/20
Phys Ed	1	Koch, Bob	Bernier, Carl	2020	55153	7/14/20
Phys Ed	1	Koch, Bob	Blick, Ota	2020	551583	7/14/20
Phys Ed	1	Koch, Bob	Borer, Andrea	2020	551529	7/14/20
Phys Ed	1	Koch, Bob	Borer, Micka	2020	551590	7/14/20
Phys Ed	1	Koch, Bob	Brakus, Rendi	2020	551529	7/14/20
Phys Ed	1	Koch, Bob	Brotenberg	2020	551593	7/14/20
Phys Ed	1	Koch, Bob	Carney, Nece	2020	551542	7/14/20
Phys Ed	1	Koch, Bob	Cormier, Ota	2020	551585	7/14/20
Phys Ed	1	Koch, Bob	Cormier, Just	2020	551599	7/14/20
Phys Ed	1	Koch, Bob	Cremis, Just	2020	551596	7/14/20
Phys Ed	1	Koch, Bob	Crozier, Dorel	2020	551578	7/14/20
Phys Ed	1	Koch, Bob	Crosby, Elean	2020	551529	7/14/20
Phys Ed	1	Koch, Bob	Crosby, Dawn	2020	551547	7/14/20
Phys Ed	1	Koch, Bob	Crookshank	2020	551514	7/14/20
Phys Ed	1	Koch, Bob	Cammerata	2020	551566	7/14/20
Phys Ed	1	Koch, Bob	Dare, Christie	2020	551585	7/14/20
Phys Ed	1	Koch, Bob	Deckow, Ant	2020	55157	7/14/20
Phys Ed	1	Koch, Bob	Deckow, Con	2020	551514	7/14/20
Phys Ed	1	Koch, Bob	Dickens, Lori	2020	551524	7/14/20
Phys Ed	1	Koch, Bob	Duffy, Erika	2020	551519	7/14/20
Phys Ed	1	Koch, Bob	Ebert, Joshua	2020	551554	7/14/20
Phys Ed	1	Koch, Bob	Ebert, Myron	2020	551572	7/14/20
Phys Ed	1	Koch, Bob	Eckman, O	2020	55157	7/14/20

School administrators can instantly know each student's name who shares a class with the student who is suspected of being infected and can begin isolating students who may also be affected. Using the communication tools built into SchoolStatus, school administrators can also call or text parents to let them know best practices and next steps in the process of containing a potential outbreak. As always, this information is logged and recorded within SchoolStatus.



COVID Response Procedures for Students

Appendix

Student Reporting Form (*also see district website*)

<https://www.gvillepublicschoolsdistrict.com/school-nurses>

(Please copy and paste all letters on school letterhead)

Letter 1 Parent Notification for Student with COVID-19 in the School Setting

Letter 2 Parent Notification for Close Contacts to Positive COVID-19 Case

Letter 3 Parent Notification for Student with COVID-19 Symptoms in School Setting (**This letter is only for the student with the symptoms**)

Letter 4 Parent Notification of a Possible Exposure to a Positive COVID-19 Case

Letter 5 General Information Letter



COVID Response Procedures for Students

****This form should be completed in its entirety as soon as possible to ensure the safety of your students and staff**

COVID-19 Reporting Form for Student

Date: _____ School/Site: _____ **Reported by:** _____

Name of reported COVID-19 Student: _____ Grade _____

Parent/Guardian Name and Phone# _____

Date of Notification: _____ via: Verbally ___ Phone ___ Text ___ (Indicate nature of notification)

____ Tested Positive ____ Exposed to someone who Tested Positive
____ Symptoms, Not Tested ____ Symptoms, Waiting on Test Results

Check appropriate exposure type: _____ School/Site _____ Home/Offsite

Bus Rider ___ Yes ___ Bus# ___ No Extra-Curricular Activity ___ Yes _____ Type ___ No

Teacher record of student response(s) to the following:

Please identify the persons (names) whom you were in contact with **within 6 feet or less for longer than 15 minutes with or without a mask starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.- Student Seat Location(Attach seating chart to this form):**

Close Contact:

Teacher/Staff Completing this Document: _____ Date: _____

**The District Covid-19 Coordinator may follow-up with additional tracing questions*

Principal to complete:

Additional Procedures- REQUIRED FOR SAFETY REASONS

Contact the Maintenance Department regarding cleaning/disinfecting needs. Indicate the date and time Maintenance was contacted: _____

Who did you speak with? _____

Indicate the area(s) in need of cleaning/disinfecting: _____

Do areas need to be closed off? _____

If areas need to be closed off, please post signage

If the entire building needs closing, please notify Mr. Fisher.

Principal Completing this Document: _____ Date: _____



COVID Response Procedures for Students

Letter 1 (Please copy and paste on school letterhead)

Parent Notification for Student with COVID-19 in the School Setting

Dear Parent:

You have reported to the school that your child (_____) has recently **tested positive** for COVID-19. **Please see the following instructions:**

- Your child may not return to the school setting until **5 days** from the day his/her symptoms started or the date of the positive test.
- The individual who tested positive should remain isolated at home for the **5-day** period. During the **5-day** isolation period your child may not participate in any extracurricular school activities or sports.
- If you do have household contacts, he/she must limit exposure to them. Stay in a specific room away from others in your home. **Household contacts should stay home from work and school.**
- ✓ If your child has no symptoms, he/she may return on the **6th day if;**
 - *After 5 days he/she has been fever-free for at least 24 hours (without fever reducing medication) with improvement of symptoms prior to returning to school.*
 - *A negative test will not be required prior to return to school as long as the above criteria are met.*
 - *A note from your physician is not required for return to school.*

Beginning Date: _____

Ending Date: _____

Student may return to school on _____ (insert date)

For additional information please see:

- Centers for Disease Control and Prevention
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>
<https://www.cdc.gov/coronavirus/2019-nCoV/index.htm>
- Mississippi State Department of Health
https://msdh.ms.gov/msdhsite/_static/14,0,420.html

Principal Name

Principal Signature



COVID Response Procedures for Students

Letter 2 (Please copy and paste on school letterhead)

Parent Notification for Close Contacts to Positive COVID-19 Case

Dear Parent:

Your child (_____) has been identified as a *close contact* to a case of COVID-19 in the school setting. A close contact is defined as any individual within 6 feet of the infected person for at least 15 minutes or greater (cumulative) while the COVID-19 infected person is contagious. The contagious period is **48 hours before to 10 days after symptoms started (or 48 hours before to 10 days after positive test if there were no symptoms)**. The last time the infected person was in the school setting while they were contagious was **(insert date here)** Based on this close contact the following instructions are provided.

If your child's COVID-19 vaccinations are up to date the following applies (documentation must be provided to the school):

- Student has received a COVID-19 booster dose or third dose,
- OR student received both doses of Pfizer vaccine within the last six months.

Student does **NOT** need to stay at home:

- Student should wear a mask around others at all times as is required by district policy.
- 5 days after exposure, student should be tested for COVID-19 to make sure he/she is not infected.
- *If your child develops symptoms*, they should be tested, notify the school, and keep your child at home.

If student is **NOT** fully vaccinated, the following will apply:

For 5 days following potential exposure, student:

- Will be excluded from the school setting for a minimum of 5 days after last exposure to the case of COVID-19 or date of notification.
- Should remain quarantined at home for 5 days after last exposure to the case or date of notification.
- Should be tested for COVID-19 to make sure your child is not infected.
- Should monitor for symptoms. If at any point your child feels like they are developing fever, or start having any of the symptoms (e.g. fever, cough, shortness of breath), contact your healthcare provider for evaluation.
- May return to school following the 5-day quarantine period if no symptoms develop.
- Wearing a mask at all times is required.

For additional information please see:

- Centers for Disease Control and Prevention <https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>
- Mississippi State Department of Health https://msdh.ms.gov/msdhsite/_static/14,0,420.html

Beginning Date: _____

Ending Date: _____

Student may return to school on _____ (insert date)

Principal Name

Principal Signature



COVID Response Procedures for Students

Letter 3 (Please copy and paste on school letterhead)

This letter is only for the student with the symptoms

Parent Notification for Student with COVID-19 Symptoms in School Setting

Dear Parent:

Your child (_____) has *exhibited symptoms* that could indicate COVID-19 infection.

Please see the following instructions:

- Your child may not return to the school setting until 5 days from the day the symptoms started or you submit a negative COVID-19 test result prior to the completion of the 5-day quarantine.
- Your child may return to the school setting with a doctor's statement of a none COVID related illness or diagnosis being treated.
- Your child may return with a doctor's statement if your child has no symptoms.
- If at any point child's temperature is **99.5°F** or more, feel like he/she develop symptoms (e.g. cough, sore throat, muscle pain, nausea, vomiting, headache, shortness of breath or a new loss of taste or smell) contact your healthcare provider for evaluation and testing if indicated.
- If you choose not to seek medical attention, your child will be excluded from the school setting for no less than 5 days.

Beginning Date: _____

Ending Date: _____

Your child's return to school date is _____ or the date you provide the negative COVID-19 test results.

Principal Name

Principal Signature



COVID Response Procedures for Students

Letter 4 (Please copy and paste on school letterhead)

Parent Notification of a Possible Exposure to a Positive COVID-19 Case

Dear Parent/Guardian,

A student in your child's classroom tested positive for COVID-19. The last time the infected person was in the school setting while contagious was _____ (Date). **Because your child was not within 3 to 6 feet of the positive case and followed CDC/GPSD guidelines, your child was NOT identified as a close contact and therefore, does NOT need to quarantine.**

You should:

- ✓ *Monitor for symptoms and do temperature checks at least twice daily for **14 days** after the last exposure to the infected person while they were contagious. Contact your physician if you develop symptoms.*
- ✓ *Consult with your child's physician for evaluation and need for testing if symptoms develop.*

The most common symptoms of COVID-19 infection are *cough, fever and shortness of breath; muscle aches, sore throat and fatigue, vomiting and headache may also occur*

- Symptoms usually develop between 2 to 14 days after last exposure.
- Some infected people never develop symptoms.

As contact tracing continues, if your child is found to be a close contact, you will receive another letter with instructions on how to proceed.

Additional Considerations:

- Fully vaccinated staff and students (2 weeks after completion of one-dose or two-dose COVID-19 vaccine series) **do not** require weekly asymptomatic screening.
- Fully vaccinated students **do not** require quarantine or testing after contact to an infected person.
- Fully vaccinated persons who test positive or have symptoms **MUST** quarantine 10 days and can return on the 11th day if they are fever free without fever reducing medication and symptom free for 24 hours.

Principal Name

Principal Signature



COVID Response Procedures for Students

Letter 5 (Please copy and paste on school letterhead)

General Information Letter

To: GPSD Parents

Knowing what to do when someone in your family becomes symptomatic, tests positive, or has become a close contact of COVID-19 can be confusing. Hopefully, the information below will help guide and clarify any uncertainty you may have regarding COVID-19.

Terms to know:

Case: A person who has tested positive (whether or not they have symptoms), a person with symptoms that has not been tested yet, and those awaiting test results

Close Contact: A person who has been within three (3) to six (6) feet for at least fifteen (15) minutes (cumulative) in a twenty-four (24) hour period (with a person starting two (2) days before symptoms appear)

Isolation: Separating people (the case) with an infectious disease, like COVID-19, from people who are not sick

Quarantine: Separating people who were exposed (close contact) to the infectious disease to see if they become sick

Major Symptoms: New cough, shortness of breath, loss of taste and/or smell, fever greater than 99.5°

Minor Symptoms: headache, diarrhea, chills, sore throat, fatigue, muscle aches, nausea/vomiting, congestion/runny nose

Facts:

- The case and the symptomatic close contact must isolate for five (5) days from the day the symptoms first appear. On the 5th day, the case must be fever free for 24 hours without the use of fever reducing medication and symptom free.
- A close contact (without symptoms) must quarantine for five (5) days from the last contact with the case.
- Fully Vaccinated students means:
 - Age 12-17 have received both doses of Pfizer vaccine within the last five (months) or booster/third dose
 - Age 5-11 have received both doses of Pfizer



COVID Response Procedures for Students

A quick review on testing:

- The most accurate test for both positive and negative results is the PCR test. Results may take several days.
- The rapid test (results back in an hour) is only accurate if the result is **Positive**. Negative results are often unreliable.

Why should you be assessed by your healthcare provider?

- The healthcare provider will decide if you or your child needs to be tested.
- If the test is negative for COVID, the healthcare provider can give you a diagnosis for what illness is causing the symptoms (ie: ear infection, stomach virus etc.). This is **the alternate diagnosis** for you or your child.
- An **alternate diagnosis** allows the person **not** to be in COVID Isolation. Without the **alternate diagnosis**, you or your child will have to isolate for five (5) days.
- Students that have been quarantined from close contact to someone that has tested positive are also having to stay home for 5 days unless fully vaccinated. Students/faculty can come out of quarantine and return to school if the person triggering the quarantine gets an **alternative diagnosis**.

Siblings of a symptomatic child:

- At the first sign of illness (regardless of major or two minor symptoms), isolate the sick child from the rest of the family. If they are old enough to provide self-care, keep them in a room with minimal contact from the rest of the household (remember 6 feet apart for less than 15 minutes – see close contact term). Make sure all common areas are cleaned/disinfected after contact with the sick person. If the sick child is unable to self-care, then designate one person to be the caregiver.
- The sick child has a major symptom - siblings need to stay home until a diagnosis of COVID is confirmed or an alternate diagnosis is made by the healthcare provider. Students who are close contacts of your child will be sent home as well.
- The sick child has two minor symptoms, and the siblings are not symptomatic - the siblings can come to school. Please continue to monitor siblings for symptoms.



COVID Response Procedures for Students

- The symptomatic person is the parent/caregiver - treat yourself as the sick and your children as if they are your siblings.
- Keep siblings at home, if you have any doubt - think about how much time they have recently spent with the sick child (Remember a person is contagious two (2) days before becoming symptomatic).
- Once the symptomatic child has tested positive, - please have siblings stay home and notify school officials. Close contacts at home and school will need to be quarantined for five (5) days.

Being a Close Contact:

The purpose of the quarantine is to see if the person becomes sick.

- Individuals who require quarantine after exposure:
 - Stay home for 5 days. May return to school after 5 days if asymptomatic and adhere to strict mask use for an additional 5 days at least.
 - Testing is recommended on day 5.
 - If symptoms develop, get tested sooner and continue to stay home.
- The quarantine starts on the last day he/she had contact with the case.
- If you decide to have your child tested, wait until at least five (5) days from the last exposure with the case.
- A negative test will not allow your child to come out of quarantine. If he/she tests positive, then you will need to inform your child's school nurse.

Your child's school nurse is a great resource. Also, please refer to information posted on the COVID 19 Link of Greenville Public School District's website and HealtyMS.gov. Contact each school to speak with a School Nurse



COVID Response Procedures for Students

Contact Information

Elementary

Akin – (662) 334-7161
Armstrong – (662) 334-7121
Boyd – (662) 334-7166
McBride – (662) 334-8100
Trigg – (662) 334-7176
Stern – (662)334-7131
Webb – (662) 7146
Weddington – (662) 334-7101

Secondary

Coleman – (662) 334-7036
Weston – (662) 334-7080
Manning Restart – (662) 390-7528
Greenville High – (662) 334-7061
Greenville Technical Center – (662) 873-1210

District

Athletics – (662) 873-7564
COVID Response Coordinator – (662) 379-0698
Strategic Programs Coordinator – (662) 820-8809