



# COVID-19 EMERGENCY PROTOCOLS

*Positive Cases | Contact Tracing | Quarantines*

**Effective January 18, 2022**

**For Internal Use Only**

*Face coverings (face shield or mask) are mandatory for students, employees, and visitors. The preferred face covering is a mask. We will continue to monitor the situation and adjust our protocols as needed.*

## **PROTOCOL FOR PRINCIPALS**

### **Contact Tracing Procedures for Students:**

Once the school is notified of a positive student case, the following steps should take place:

1. Obtain a seating chart and schedule from the teacher.
2. Notify the COVID nurse that there is a positive case.
3. In collaboration with the COVID nurse, analyze the seating chart to determine close contact.
  - a. Close contact is 3ft or 15 cumulative minutes or more.
  - b. Go back 48 hours from a positive test to determine close contact. Ex: if it was on Sunday, look at contacts on Friday.
  - c. Analyze seating charts for students who receive interventions, special services, or participate in activities.
4. Follow communication procedures.

### **★ Individuals Required to Quarantine:**

**Students, teachers, and staff who are exposed to someone with COVID-19 should quarantine if they are in one of the following groups:**

Ages 18 years or older and completed the primary series of recommended vaccines more than 5 months ago, but have **not received** a recommended booster shot.

Those who have received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and **have not received** a recommended booster shot

Those who are **not fully vaccinated** or have **not completed** a primary vaccine series

★ **Individuals Who Do Not Have to Quarantine:**

- **Individuals who are up to date with COVID19 vaccines or have recent infection in the past 90 days do not have to quarantine (as follows):**
  1. People who are 18 years or older and have received all recommended COVID-19 vaccine doses, including booster doses if eligible.
  2. People ages 5-17 years who have completed the primary series of COVID-19 vaccines.
  3. People with confirmed COVID-19 infection within the last 90 days.

**Note: Proof of vaccination must be provided to the COVID nurse and HR department.**

**Communication Procedures**

1. The school will be responsible for contacting the parents of all students who are determined in close contact.
  - a. Parents should be called by phone immediately and a letter mailed no later than the following day.
  - b. Notify parent(s)/guardian that they are required to pick up their child(ren) immediately.
  - c. If there is a positive student in a classroom, a letter should be sent home that day to notify all parents/guardians of the possibility of being exposed and to monitor for symptoms.
2. Email HR with the final results of contact tracing each Friday.

**Special Step When Four (4) or More Students are Quarantined in One Classroom**

- If your contact tracing results in having to quarantine four or more students in one classroom, you must notify the Superintendent or Deputy Superintendent before contacting parents.
  - Steps 1-3 of the contact tracing procedure should be followed before notifying the Superintendent or Deputy Superintendent.

**Transportation Communication:**

- The principal will notify the transportation director of any positive cases. The principal is not responsible for contact tracing of the specific bus. The transportation director along with the bus driver will determine if there is a close contact of the positive child.
- Once the transportation director and bus driver have identified the close contacts, the transportation director will provide the names to the principal.
- The principal will notify the parent/guardian of the child who is a close contact on the bus.
- Note: If a student is not properly wearing a mask and is a close contact of a positive child, then the student must quarantine.

**Please Note:**

- Students who have tested positive regardless of their vaccination status, should be immediately excluded from the school setting and must be isolated at home for **FIVE** days.
- Only the person in close contact with the positive case has to quarantine.
- Individuals within the same household of a confirmed positive must quarantine **unless** that individual has already had COVID in the last 90 days or has been **FULLY** vaccinated.
- **The student may return to school if all of the following criteria are met:**
  1. **No symptoms after day 5.**
  2. **Fever-free for 24 hours without the use of fever-reducing medication.**
  3. **The student must continue to wear a mask at all times.**

**Cleaning Procedures:**

- If there are three or more positive cases within the same classroom, the principal will immediately contact the custodian on campus for proper cleaning ( Please have the room number available).
- The custodial staff will put on appropriate PPE to include gown, gloves, face shield, mask and will utilize the Electrostatic Sprayers to properly disinfect a room that has three or more positive COVID cases.

Note: If three or more positive COVID cases are determined, students can not enter back into the area until the custodial staff has properly disinfected.

**Outbreak Procedure:**

*Definition of an Outbreak*

An outbreak is defined as three or more cases of COVID in a classroom or group (sports team, group activity, band, ect.) of 30 or less within 5 days. An outbreak is also defined as 10% or more of a classroom or group over 30 within 5 days.

#### *Procedure for an Outbreak*

When a classroom or group has been deemed an outbreak occurrence, the whole class or group will be dismissed from school for the designated time period.

Once the principal along with the COVID nurse has determined that the above criteria has been established, the COVID nurse and principal will present all relative information to the superintendent and/or deputy superintendent.

The outbreak group or classroom may return to school 5 days from the date of the last COVID case during the infectious period. After 5 days, the students may return to the school setting if no symptoms are present. Strict and consistent masking must be enforced.

- ★ Follow the communication procedures.

#### **Employee Contact Tracing:**

1. If an employee tests positive for COVID, notify your immediate supervisor.
2. The supervisor will analyze all data to include any visitors or if the employee went to any other locations within the school district to determine close contacts.
3. The employee's immediate supervisor will contact HR for further instructions.
  - a. Before you contact HR, please have the following information ready and available:
    - i. The staff members name
    - ii. The physician's note which reflects the positive test result.

#### **Criteria for Returning to Work:**

- If you have a positive test result, you must stay home for five days. **Isolation is counted from the first day of symptoms or the first day of the positive test with no symptoms.**
- After day 5, the employee must be asymptomatic and must wear a face mask consistently through day 10.
- If masks were not worn properly and the close contact is not **FULLY** vaccinated, the close contact will need a negative send out test result to return to work.

- If you have been fully vaccinated for COVID, **you are not required to quarantine after exposure, If you meet all of the criteria listed below.** If you do not meet ALL of the criteria, you should follow the quarantine protocol listed above.

**Criteria:**

1. Individuals who are 18 years or older and have received all recommended COVID-19 vaccine doses, including booster doses.
2. You have no symptoms (coughing, fever, sneezing, runny nose, etc.) since your COVID exposure.
3. Proof of vaccination has been submitted to the COVID nurse and on file with HR.

**Note:** If any household member tests positive for COVID, the employee **MUST** quarantine for 5 days unless he/she has been **FULLY** vaccinated and it has been two weeks since the last vaccine **OR** has had COVID in the last 90 days.

**TeleWork Request:**

*Procedure*

- Notify your immediate supervisor that you are requesting telework.
- The immediate supervisor will provide the telework request form to the employee
- Once the employee completes the form, the employee shall submit the form to the supervisor for approval or denial.
- The supervisor will submit the completed form to HR to include in the personnel file
- [Click Here](#) for Telework Request Form

**Additional Information:**

For individuals who are needing to be tested for COVID, you can utilize Shaw Family Medical. Shaw Family Medical staff nurses are able to test teachers, staff, and students at no out of pocket cost. Uninsured students will be referred to a Mississippi Healthy Kids representative to assist parents with getting them insured.

For the parents of children who need to quarantine, please let the parents know that SFM can perform COVID tests at the school clinic sites if needed.

*Helpful Websites*

- Mississippi State Department of Health Website: [Click Here](#)
- Centers for Disease Control and Prevention Website: [Click Here](#)