FACILITY REQUIREMENTS & RECOMMENDATIONS

Every PPS Building must have a designated Triage Area and Quarantine Space as outlined below:

- The **Triage Area** must be a private area outside of the Quarantine Space to assess a student’s current condition and make a decision on if the student is to enter the Quarantine Space, enter the Health Room, or return to class.

- The **Quarantine Space** is a private room that is well ventilated, has an accessible window and close to parent pick up exit.
  - Additional Quarantine Space Recommendations:
    - Room is in close proximity to a bathroom
    - Partitions for privacy with chairs and/or beds
    - Area for triage before entering the room (privacy needed)

- The Triage Area and/or Quarantine Space **must be** stocked with the following:
  - Communication device (phone or walkie)
  - Masks (surgical mask, cloth) for staff and students
  - Eye protection for staff
  - Gloves for staff
  - Gowns for staff
  - Booties for staff
  - Trash Can
  - Thermometer
  - Approved cleaning materials
  - Throw up basin
  - Sanitizer
  - PPE disposable parcel
  - 3 sided PlexiGlass shield for supervisor of the room (if a supervisor is necessary inside the room)

- Buildings will have designated COVID Response staff that will be trained by the Kalamazoo County Health Department. They will be trained in the signs and symptoms of COVID-19, the proper use of PPE, and reporting of steps taken.

PROCEDURE FOR SUSPECTED CASE OF COVID-19

1. Staff member who encounters a student with symptoms must call the Front Office informing them of the student’s name and current symptoms before sending student down to the Triage Area (outside of Quarantine Space)
2. Student is sent to the Triage Area where they are met by the Quarantine Space Supervisor

   a. Quarantine Space Supervisor must put on appropriate gear before meeting the student in the Triage Area
      ■ Sequence for Putting On Personal Protective Equipment (PPE)

   b. Supervisor records time the student was sent, temperature, and symptoms that are observed.

   c. **Symptom Screening:** The purpose of symptom screening is to identify individuals who may have COVID-19 and exclude those individuals from a setting to reduce the risk of transmission to others. Symptom screening **does not** assess whether it is safe for an individual student to attend school or whether a student has an increased risk for severe illness if they develop COVID-19. **Symptom screenings also do not provide enough information to diagnose someone with COVID-19.**

      Using the symptoms list below Supervisor will determine if the student will enter into the Quarantine Space or should utilize the health room:
      ■ Fever or chills (100.4° Fahrenheit or higher), chills, or shaking chill
      ■ Cough
      ■ Shortness of breath or difficulty breathing
      ■ Fatigue
      ■ Muscle or body aches
      ■ Headache
      ■ New loss of taste or smell
      ■ Sore throat
      ■ Congestion or runny nose
      ■ Nausea or vomiting
      ■ Diarrhea
      ■ Nasal congestion or runny nose (not due to other known causes, such as allergies) **when in combination with other symptoms**

   d. **Symptoms of COVID-19 and other common illness**
      The overlap between COVID-19 symptoms with other common illnesses means that many people with symptoms of COVID-19 may actually be ill with something else. This is even more likely in young children, who typically have multiple viral illnesses each year. Students who are sick with contagious illnesses should not attend school, but most illnesses do not require the same level or length of isolation that COVID-19 does. Excluding students from school for longer than what is called for in existing school policies (e.g., fever free without medication for 24-hours) based on COVID-19 symptoms alone risks repeated, long-term unnecessary student absence.

   e. **If COVID is suspected:**
- Student may enter the Quarantine Space
- Determined by Building: Quarantine Supervisor or Building Designee will contact the Parent/Guardian immediately for pick up. The individual contacting the parent/guardian should inform the parent/guardian of the student’s temperature and symptoms.
- The Quarantine Supervisor prepares a health note for the student to take to the parent/guardian when picked up.
  - Parents/Guardians will receive a handout detailing the steps to return to school
  - As of 8/3/20, recommendations:
    - Student referred to COVID testing
    - Student self isolation for 10 days
    - Student can return when they do not have any symptoms for at least 24 hours without fever controlling medicine (tylenol/ibuprofen)
    - Contact tracing will occur with guidance of Health Department
      - Anyone within six feet for more than 15 minutes would be required to self isolate
  - Parents/Guardians must call the School Office when they arrive, and the student will walk out the designated exit to meet the parent/guardian in the car.
  - Quarantine Supervisor records the parent/guardian pick up time.
  - Building contact Health Department to determine next steps
  - Once student is picked up, contact custodian for formal cleaning process (as outlined by facilities group) following the CDC’s Considerations for Cleaning and Disinfecting.

f. Once student is picked up, the Supervisor contacts the Building Custodian for formal cleaning process (as outlined by facilities group)

WHEN TO SEEK EMERGENCY MEDICAL ATTENTION

Emergency Warning Signs* for COVID-19.

- If student or staff member is showing any of these signs, seek emergency medical care immediately:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion
  - Inability to wake or stay awake
  - Bluish lips or face

*This list is not all possible symptoms.
• If a student is exhibiting any of the symptoms listed above call 911: Notify the operator that you are seeking care for someone who has or may have COVID-19.

REFERENCES

COVID-19 Task Force on Education Return to School Advisory Council (2020) Michigan Safe Schools Roadmap


Center for Disease Control, (2020). CDC Considerations for Schools.


Guidelines from the Kent County Health Department, (2020). School Teachers and Administrators COVID-19 Toolkit.