

# COVID-19 DECISION TREE



**West Jefferson  
Hills School District**

WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

# ***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

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

- New loss of taste or smell
- Runny Nose

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## *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 student 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 1 day (24 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.

# WHAT TO DO IF A STUDENT IS SICK?

Student is exhibiting symptoms consistent with COVID-19.

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

Student follows protocols consistent with attendance policy.

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

- 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.

The Student IS NOT Diagnosed with Covid-19

- Student Must:**
- Stay home, self-isolate
  - Seek medical attention
  - Remain home until:
    - at least 10 days have passed since symptoms first appeared,
    - AND remain symptom free for at least 1 day (24 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.

- 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.

- Student Must:**
- Stay home, self-isolate
  - Seek medical attention
  - Remain out of work until:
    - Symptom free for at least 1 day (24 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.

If the staff member 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.

### 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 1 day (24 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.

# WHAT TO DO IF A STAFF MEMBER IS SICK?

Staff member is exhibiting symptoms consistent with COVID-19.

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 1 day (24 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:
- Symptom free for at least 1 day (24 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.

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## *Isolation/Quarantine Scenarios*



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## Isolation/Quarantine Timeline

This assumes a family of three: two parents/guardians and a child and two potential scenarios of isolation and quarantine. This is not definitive and is for example purposes only as each situation will be different.

### Scenario 1

### Scenario 2

