

TCW COVID-19 RELATED PROTOCOLS & PROCEDURES: 20-21

*** Please note that these protocols are based on DPH Guidance and are subject to change if and when DPH guidance changes.

***We can only accept results of PCR Covid-19 tests.

I. CHILD AT HOME WITH ONE OR MORE COVID SCREENING SYMPTOMS

1. Call (508-258-7072) or send an email to Katy
2. (kathleen_merrell@waylandps.org) AND Sharon (sharon_sharifi@waylandps.org) stating the specific symptom(s) your child is exhibiting (as much as you are comfortable reporting). Sharing that your child has a 'cold' is vague. Sharing that they have a runny nose and cough is much more helpful.

Note: If you are uncomfortable leaving information in an email, you may leave a phone message 24 hours a day. It will be listened to sometime after 8:00 am

3. Katy or Sharon will contact Yumi Murai MSN, RN, TCW's School Nurse Liaison. Yumi will reach out to families via email or phone to assess the situation and walk you through next steps. If Yumi is not available, Ruth Mori RN, or another Community Health Nurse may be designated.
4. All situations will be handled on a CASE BY CASE basis, since each child's medical history, presentation of symptoms, and situation is unique. However, here are next steps that will often (but not always) need to be followed:
 - You will need to have your child seen by a doctor, either via Telehealth or In- Person visit.
 - If a Covid test is ordered, it needs to be a **PCR** test and we will need a copy of the **Negative PCR Test Result, AND** a **Letter** from the doctor stating your child has been **Evaluated & Cleared to Return to school. Your child must stay home in quarantine until test results are obtained.**
 - If a **PCR** Covid test is not ordered by the doctor then the **letter** will need to state that the child has been evaluated and can return to school at this time. Doctors should provide an alternate explanation for symptoms (i.e. seasonal allergies)
 - If a medical provider makes an alternative diagnosis for the COVID-19-like symptoms, your child may return to school based on the recommendations for that alternative diagnosis (i.e., influenza or strep)
 - If your child has seasonal allergies and begins to show symptoms, to avoid being excluded regularly from school, we will need a note from their doctor stating they have allergies and listing their **typical symptoms** and the **timing** of the symptoms i.e. fall, winter, spring.

The note also needs to state that your child has been examined and the exam was consistent with baseline symptoms.

- Test results and doctor's letters can be sent via FAX. That number is: # 508-358-7708. Yumi (or another nurse) will need time to review doctor's letters, to ensure they include key information. Please fax letters by **3:00 the day before you plan to have your child return to school**. They will be reviewed as soon as possible and you will be notified if any additional information is needed.
- Once any necessary documents have been reviewed and approved by Yumi (or another nurse) we will notify you that your child may return to school, as long as their symptoms have improved or have resolved (no fever for 24 hours w/o fever reducing medicine).

II. CHILD AT SCHOOL PRESENTS WITH COVID SCREENING SYMPTOMS:

- A teacher will call the office and describe the symptoms they are observing, temperature will be reported if taken.
- Sharon (or someone in the office) will call a child's parents/guardians, and continue down the list on the Emergency Contact Form until reaching someone.
- Katy (or Sharon, or a designated staff member) will go to the child's classroom and bring him/her and all belongings to the Medical Waiting Room.
- Once a parent/guardian, or other authorized adult arrives (**within 30 minutes or less**), **PLEASE CALL the office**.
- Sharon (or someone in the office) will text Katy and she will bring the child outside to the waiting parent/guardian or authorized adult.
- You will be contacted by Yumi, Ruth, (or another Community Health Nurse)
- **Follow procedures noted above for: a "Child at Home with One or More Covid-19 Health Screening Symptoms"**

III. CONTACTS OF CONTACTS:

- In a situation where an individual in your household is deemed a "Close Contact" of someone with a Positive Covid Test, please contact Sharon and Katy. You will need to reach out to Yumi Murai RN or Ruth Mori RN (or any designated community nurse). They will walk you through next steps regarding when your child may attend school.