

OAK RIDGE SCHOOLS

COVID-19 RESPONSE PLAN

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Communicable Disease Protocol for Oak Ridge Schools

Communicable Disease Team (CDT)

Comprised of leaders from Oak Ridge Schools and Anderson County Health Department. As needed, other city or county officials may interact on the team.

The CDT is charged with continuously monitoring guidance from the Centers for Disease Control (CDC) as well as guidance from state and local health agencies. Additionally, the CDT will monitor student and employee attendance and make proactive recommendations to mitigate the risk of spreading communicable diseases. Please know that this document will be frequently updated based on new information received from the sources mentioned above and due to the fact that the COVID-19 situation continues to evolve.

A. School/District Closures

A.1. If a staff member or student who has attended a school or district building is reported to have contracted COVID-19, the CDT will:

- Confirm the case with the Anderson County Health Department
- Communicate possible COVID-19 exposure to the school community while protecting the identity of the individual
- Close the area(s) where the ill individual was present for ≥ 15 minutes for 24 hours
- Disinfect thoroughly all potential affected areas according to the Anderson County Health Department recommendations
- Inform the community of Oak Ridge Schools' plan and communicate proactive ways the community can continue to help mitigate the risk of spreading the disease
- Inform families of district plans via Skylert and local media.
- Plan for system of pay for hourly employees in the event of a closure (Board Policy 1.8011)
- Advise individual of quarantine/isolation requirements per the TN Department of Health protocol

A.2. If a staff member or student reports having been within 6 ft. for 15 minutes or more to an individual confirmed to have COVID-19, the CDT will:

- Confirm the probable case with the Anderson County Health Department
- Communicate possible COVID-19 exposure to the school community while protecting the identity of the individual
- Disinfect thoroughly all potential affected areas according to the Anderson County Health Department recommendations. Full or partial building closures will only be considered if a building has been exposed by a person confirmed to have COVID-19
- Advise individual of quarantine/isolation requirements per the TN Department of Health protocol

A.3. If a staff member or student reports having been within 6 ft. for 15 minutes or more to an individual that is symptomatic, but has not tested positive for COVID-19, the CDT will:

- Document the names of students and staff who were in close contact to a person exhibiting COVID symptoms
- Disinfect thoroughly all potential affected areas according to the Anderson County Health Department recommendations. Full or partial building closures will only be considered if a building has been exposed by a person confirmed to have COVID-19.
- Advise individual of potential quarantine/isolation requirements per the TN Department of Health protocol

A.4. If there is a widespread outbreak of COVID-19 in the Oak Ridge community as determined by the CDT, the CDT will:

- Confirm the outbreak with the Anderson County Health Department
- Close the area(s) where the ill individual was present for ≥ 15 minutes for 24 hours
- Implement alternative learning experiences for continuity of education (Section C)
- Inform the community of Oak Ridge Schools' plan and communicate proactive ways the community can continue to help mitigate the risk of spreading the disease
- Inform families of district plans via Skylert and local media
- Implement alternative Child Nutrition Services (Section D)
- Plan for system of pay for hourly employees in the event of a closure (Board Policy 1.8011)

A.5. The CDT will monitor student and staff attendance, substitute teacher fill rates, and health department information to determine if schools need to shift to virtual learning or return to school 5 days a week at all levels.

B. Extracurricular Activities and Travel

Extracurricular

Any school-sponsored activity occurring outside of the regular school day including clubs, athletics, practices, rehearsals, performances, etc.

B.1. The CDT will monitor extracurricular activities and upcoming trips to make cancellation decisions.

B.1.1. If the district has transitioned to Virtual Learning:

- The Superintendent will determine if extracurricular programs, events, athletics, etc. across the district will be cancelled for the duration of the Virtual Learning
- The Superintendent will determine if school-sponsored student or employee travel will be approved.

B.1.2. If the district is open:

- The CDT will monitor current COVID infection rates to determine if schools will be permitted to participate in local field trips
- If a trip is scheduled to a location where a school, district, or entity is closed, as confirmed by the CDT, the trip will be cancelled:
 - A member of the executive team will contact the school administrator and trip sponsor who will contact the parents of the affected students

B.2. The CDT will monitor professional leave trips to make cancellation decisions on a case-by-case basis.

C. Transition to Virtual Learning

- C.1. Teachers in grades K-12 will share daily, online-based learning and review opportunities through Canvas. The Office of Teaching and Learning, in collaboration with the Technology Department will provide guidance, support and resources for teachers. (A.1.5.)
- C.2. The communications department will inform families of district plans via Skylert, social media, local media, and on the website.

D. Adjusted Attendance Policy Accommodations for Students and Employees

- D.1. Ultimately, students and staff should be encouraged to stay home when sick.
- D.2. The CDC offers the following guidance for employers (Board Policies 5.3051; 5.302; 5.305):
 - Encourage sick employees to stay home;
 - Enact sick leave policies that are flexible and consistent with public health guidance:
 - Allow care for family members, and
 - Forego healthcare provider notes for employees who are sick with respiratory illness;
- D.3. Current student attendance policies will be reviewed and may be adjusted based on TDOE guidance.

E. Food Services

E.1. In the event of an extended, district-wide virtual learning transition, the CDT will work with Food Services to implement alternative food services.

F. Other Proactive Measures

- F.1. Regardless of confirmed COVID-19 cases in Oak Ridge, the following proactive measures will be taken:
 - Disinfect and clean all facilities until the CDC no longer recommends additional environmental cleaning efforts
 - Ensure all restrooms have functional, filled soap dispensers
 - Educate students and parents on the CDC's best practices for reducing the spread of the disease
 - Post handwashing posters by all sinks
 - Potentially suspend facility use rentals based on direction from the State or City

Communicable Disease Team:

Public Health Point of Contact & School Nurse Coordinator: Betsy Jernigan bjernigan@ortn.edu

Superintendent: Bruce Borchers btborchers@ortn.edu
Executive Director of Leadership: Bruce Lay blay@ortn.edu

Executive Director of Teaching and Learning: Kelly Williams kmwilliams@ortn.edu
Executive Director of Human Resources: Matthew Bradburn mbbradburn@ortn.edu

Director of Finance: Pat Smith psmith@ortn.edu

Director of Technology: Douglas Cofer dcofer@ortn.edu

Director of Pupil Services: Larrissa Henderson: lhenderson@ortn.edu

Supervisor of Maintenance and Operations: Allen Thacker rthacker@ortn.edu

Supervisor of Special Education: Myles Hebrard mjhebrard@ortn.edu

Supervisor of Communications: Holly Cross hcross@ortn.edu

		NO CASES IN	THE	BUILDING		Cloth face coverings, distancing, hand hygeine expected in all situations. Cohort students and staff where possible
		Ye Has individual been	Yes	Can all contacts be easily traced?	Yes	Close CLASSROOM 24h for cleaning and until the school has identified close contacts. Exclude contacts from the building for x 14d. Reinforce prevention measures. Restrict events and gatherings. Reopen CLASSROOM . District rep contacts local health dept for guidance, as needed
WHITE ZONE	For EVERY identified case	in the BUILDING or at school activities since 48h prior to onset of symptoms?	Yes	be easily traced:	No	Close BUILDING x 24h for cleaning and until the school has identified close contacts. Exclude contacts from the building x 14d. Reinforce prevention measures. Restrict events and gatherings. Reopen BUILDING , including CLASSROOM . District rep contacts local health dept for guidance, as needed
			No	→		District rep contacts local health dept to assist with tracing of contacts outside of the building. Ensure contacts do not return to the building for 14 days from the last exposure
	Two or more unlinked cases (no common classes, close friends, teammates).			→		Treat as any other identified case as above. See PURPLE section for management of increasing number of cases within 14 days
IN THE PAST WEEK			Are cases within a physical CLASSROOM space or relatively confined area?	Yes Confident that contacts have	Yes	Refer to "For Every Identified Case". Continue with current plan
<10 new cases per 100,000 pop. AND <5% test positivity	Two or more linked cases within 14 days (common classmates, friend	Are cases within a			No	May need to consider 14 day closure of a section of hallway, grade or the entire building depending upon degree of involvement. District rep contacts local health dept for guidance
	group, team mates, etc (excludes siblings))?	CLASSROOM space or relatively		Yes	Refer to "For Every Identified Case". If exposure is widespread, consider partial or complete building closure for 14 days. District rep contacts local health dept for guidance	
			No	contacts have been identified?	No	Seriously consider 14-day BUILDING closure if extensive exposure. District rep contacts local health dept for guidance
			\Rightarrow		Seriously consider 14-day closure of the BUILDING unless circumstances dictate otherwise. District rep contacts local health dept for guidance	

		NO CASES IN 1	ГНЕ В	UILDING		Cloth face coverings, distancing, hand hygeine expected in all situations. Cohort students and staff where possible	
		Has individual	Yes	Can all contacts be easily	Yes	Close CLASSROOM 24h for cleaning and until the school has identified close contacts. Exclude contacts from the building for x 14d. Reinforce prevention measures. Restrict events and gatherings. Reopen CLASSROOM . District rep contacts local health dept for guidance, as needed	
	For EVERY identified case	been in the BUILDING or at school activities since 48h prior to onset of symptoms?	Yes	traced?	No	Close BUILDING x 24h for cleaning and until school has identified close contacts. Exclude contacts from the building x 14d. Reinforce prevention measures. Restrict events and gatherings. Reopen BUILDING, including classroom. District rep contacts local health dept for guidance, as needed	
YELLOW ZONE		No		→		District rep contacts local health dept to assist with tracing of contacts outside of the building. Ensure contacts do not return to the building for 14 days from the last exposure	
IN THE PAST WEEK	Two or more unlinked cases (no common classes, close friends, teammates)					Treat as any other identified case as above. See <u>PURPLE</u> section for management of increasing number of cases within 14 days	
10-100 new cases per 100,000 pop. AND					Yes	Refer to "For Every Identified Case". Continue with current plan	
5-10% test positivity OR	Two or more linked cases within 14 days (common classmates, friend group, team mates, etc (excludes siblings))?	Are cases within a physical CLASSROOM		Confident that contacts have been identified?	No	May need to consider 14 day closure of a section of hallway, grade or the entire building depending upon degree of involvement. District rep contacts local health dept for guidance	
>100 new cases per 100,000 pop. OR		space or relatively confined area?	No	Confident that contacts have been identified?	Yes	Refer to "For Every Identified Case". If exposure is widespread, consider partial or complete building closure for 14 days. District rep contacts local health dept for guidance	
≥10% test positivity					No	Seriously consider 14-day BUILDING closure if extensive exposure. District rep contacts local health dept for guidance	
	Increasing number of cases identified within 14 days?				Seriously consider 14-day closure of the BUILDING unless circumstances dictate otherwise. District rep contacts local health dept for guidance		

		NO CASES IN 1	THE BU	IILDING		Cloth face coverings, distancing, hand hygeine expected in all situations. No gatherings. Cohort students and staff where possible
	For EVERY identified case	Has individual been in the BUILDING or at school activities since 48h prior to onset of symptoms?	Yes	Can all contacts be	Yes	Close CLASSROOM 24h for cleaning and until the school has identified close contacts. Exclude contacts from the building for x 14d. Reinforce prevention measures. No events or gatherings. Reopen CLASSROOM. Reduce numbers of students/staff present at the same time. District rep contacts local health dept for guidance, as needed
			Yes	easily traced?	No	Close BUILDING x 24h for cleaning and until school has identified close contacts. Exclude contacts from the building x 14d. Reinforce prevention measures. No events or gatherings. Reopen BUILDING, including classroom. Reduce numbers of students/staff present at the same time. District rep contacts local health dept for guidance, as needed
RED ZONE			No			District rep contacts local health to assist with tracing of contacts outside of the building. Ensure contacts do not return to the building for 14 days from the last exposure
IN THE PAST WEEK	Two or more unlinked cases (no common classes, close friends, teammates)	į		•		Treat as any other identified case as above. See <u>PURPLE</u> section for management of increasing number of cases within 14 days
>100 new cases per 100,000 pop. AND	0,000 pop. AND	Are cases within a physical CLASSROOM space or relatively confined area?	Yes	Confident that contacts have been identified?	Yes	Refer to "For Every Identified Case". Continue with current plan
>10% test positivity					No	Seriously consider 14 day closure of a section of hallway, grade or the entire building depending upon degree of involvement. District rep contacts local health dept for guidance
			No	Confident that contacts have	Yes	Refer to "For Every Identified Case". If exposure is widespread, consider partial or complete building closure for 14 days. District rep contacts local health dept for guidance
				been identified?	No	Seriously consider 14-day BUILDING closure. District rep contacts local health dept for guidance
	Increasing number of cases identified within 14 days?			>		Minimum 14-day BUILDING closure unless circumstances dictate otherwise. District rep contacts local health dept for guidance

Action Plan: Response to COVID-19 in Your School

Know the signs and symptoms of COVID-19: It is critically important that staff are aware of the signs and symptoms of COVID-19 and are well-aware of the school's planned response when someone in the building is exhibiting signs or symptoms of COVID-19. School nurses or aides should be equipped to measure orally the temperature of any student of staff who may become ill during the school day and should have an identified area to separate or isolate students or staff who exhibit signs or symptoms of COVID-19.

Common Signs and Symptoms

- Fever or Chills Temperature > 100.4°F
- Cough
- Shortness of breath or difficulty breathing
- Diarrhea
- Fatigue
- New Loss of taste or smell
- Muscle or Body Aches
- Headache
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting

When someone becomes ill:

- If not already in place, immediately place a cloth face covering or a surgical mask on the ill individual (unless contraindicated) and move them to the place your school has identified as a safe area to isolate that individual.
- Anyone assisting the individual should put on a cloth face covering or a surgical mask, eye
 protection, and a gown and gloves, if possible. Limit the number of people who are in direct
 contact with the ill individual.
- Ensure the individual is safe and does not need emergent medical attention. If the individual
 appears to be seriously ill, call 911 and inform them that you are calling about a
 possible/confirmed case of COVID-19.
- Notify the emergency contact of the ill individual. If the individual is deemed stable, ask that they
 be picked up from school. If the individual requires emergency medical attention, call 911 and
 inform them of the situation.
- Notify the school district to contact the public health point of contact.
- With public health, identify those who have been within six feet of the individual for 15 minutes or
 more at any time within 48 hours before the individual's onset of symptoms until the individual has
 left school property. If the ill individual is determined to be a confirmed/probable case by public
 health, public health will require those individuals to self-quarantine for 14 days from their last
 exposure to that individual.
- Close the area(s) where the ill individual was present for >15 minutes for 24 hours and then clean and disinfect those areas according to Anderson County Health Department Guidelines.



Protocol for Schools Assisting Public Health with Close Contact Identification for COVID-19 Cases

Student or staff with **POSITIVE TEST**¹ for novel coronavirus or designated as a "Probable Case" by Public Health

Student/staff* AND household contacts**
immediately excluded from school for the
duration of their assigned isolation
or quarantine period as determined
by public health

*Student/staff with a positive test¹ will be instructed by public health to isolate at home and may return to school after a minimum 10-day isolation² from the onset of symptoms (or date of positive test, if asymptomatic) AND resolution of fever for ≥24 hours (without fever-reducing medication) AND improving symptoms

**Individuals who are determined to be close contacts will be instructed by public health to quarantine at home and may return to school after at least 14 days from the last known exposure to the infectious contact. (Quarantine of household contacts of infectious individuals may extend beyond this 14-day period). See https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

Work quickly to identify close contacts: Students/staff with close contact with the positive individual:

Exposure at any time from 48 hours before through 10 days after symptoms developed <u>AND</u>
Within 6 feet <u>AND</u>
Contact ≥15 minutes

CONSIDER

Classroom contacts seated within 6 feet in the front, side, and back of student

Lunch contacts within 6 feet for ≥15 minutes

Free period contacts within 6 feet for ≥15 minutes

Transportation contacts within 6 feet for ≥15 minutes

Sports team or extracurricular contacts within 6 feet for ≥15 minutes

Districts may assist by **immediately** notifying their local health department and providing a list of identified close contacts

Schools MAY exclude students/staff at their discretion ONLY the Health Department will determine which students/staff should be quarantined or isolated**

Districts may consider sending parent letters and handouts available on the TDH Education Resource Page https:// www.tn.gov/health/cedep/ncov/ educational-resources.html

¹"Test" refers to SARS-CoV-2 PCR or rapid antigen test (NOT antibody)

²Individuals with severe illness or who are immunocompromised may require isolation of up to 20 days. Consult CDC guidance https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/end-home-isolation.html

Adapted from Washington University 8/18/2020



In cases where a person confirmed to have COVID-19 has been in contact with students and/or staff the following steps should be taken.

This document is to remain confidential

Steps 1 and 2 are to be completed by the appropriate staff member at the location of the exposure.

➤ Step 1 - Contact a member of the Communicable Disease Team (CDT)

Public Health Point of Contact & School Nurse Coordinator: Betsy Jernigan bjernigan@ortn.edu

Superintendent: **Bruce Borchers** btborchers@ortn.edu
Executive Director of Leadership: **Bruce Lay** BLay@ortn.edu

Executive Director of Teaching and Learning: **Kelly Williams** kmwilliams@ortn.edu
Executive Director of Human Resources: **Matthew Bradburn** mbbradburn@ortn.edu

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Supervisor of Communications: Holly Cross hcross@ortn.edu

➤ Step 2 - Provide the following information:

1.	Name of Person Confirmed to have COVID-19	
	Student Staff	
2.	Date Tested	Date Confirmed



3.	Staff interviews were conducted?	Yes	No			
4.	Student interviews were conducted?	Yes	No			
5.	Interview summaries are attached?	Yes	No			
6.	Areas of a school building or facility the presence in the 48 hours prior to test		son has had a physical			
7.	Provide a list of individuals that were confirmed person and will be require	=	close contact with the			
8.	Have the listed individuals been conta	acted: Yes	No			
NOTES	:					
Name o	of person completing Steps One and T	wo	Date			
2 P a §	2 Page					



Steps 3-7 are to be completed by a member of the CDT.

➤ Step 3 - Specific CDT Protocols Followed:			
Section	Number		
Section	Number		
Section	Number		
Provide an action state	ment based on CDT Protocol:		



➤ Step 4 - Determine the level of exposure and required action:

1.	Has a staff member	er or student been recommended to quarantine? No
	If you answered Y	es above, provide a list of individuals recommended to quarantine:
2.	Was a facility or p Yes	ortion of a facility closed as a result of this exposure? No
	Please provide a c	description:



 Has the Superintendent be 	een notified?	Yes	No
2. Has the building principal	Has the building principal been notified? Yes		No
3. Has the Maintenance Sup-	. Has the Maintenance Supervisor been notified? Yes		
4. Have quarantined staff me	embers been conta	acted by HR Departi	ment?
Yes No			
Ston 6 Building on Cur	tom Wide Ame		
Step 6 - Building or Sys	item wide Ami	Juncements.	
Have the following been r	notified?		
 Board of Education 	Yes	No	_
2. School Administration	Yes	No	_
3. Building Administration	Yes	No	_
4. Appropriate Staff	Yes	No	_
5. Appropriate Parents	Yes	No	_
6. Appropriate Media	Yes	No	_
Cl			
Step 7 – Documentation	on		
1. Employee has submitted a	Return to Work R	elease. Yes	No
2. A copy of the Return to W			
gnature of CDT member comple	eting this form		
gnature of CDT member comple	eting this form		
gnature of CDT member comple	eting this form		

members of the CDT.

RETURN TO WORK/SCHOOL

The following is recommended when considering when students and staff may attend school after illness:

- Any student or staff who exhibits symptoms consistent with COVID-19 are to be masked and isolated immediately and sent home as quickly as possible.
- Students and staff who have been diagnosed with COVID-19, or whom have been in quarantine due to
 exposure to a suspected or confirmed case of COVID-19, are NOT required to provide proof of a negative
 COVID-19 PCR test or a note of clearance from a health care provider or the Department of Health prior
 to returning to school but MUST meet ONE of the criteria below:
- Students and staff may return to work/school if the answer to ANY of the following questions is YES:
 - Did the individual have a positive COVID-19 PCR/antigen test (with or without symptoms), complete isolation for a minimum of 10 days from the onset of symptoms (or the date of the positive test, if asymptomatic) AND have resolution of fever (without fever-reducing medication) AND improvement in COVID-19 symptoms for at least 24 hours? If so, the individual may return to school. No medical evaluation or proof of negative COVID-19 test is required. Note: Individuals who were severely ill with COVID-19 or who are immunocompromised may be required to isolate for up to 20 days per CDC guidance: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

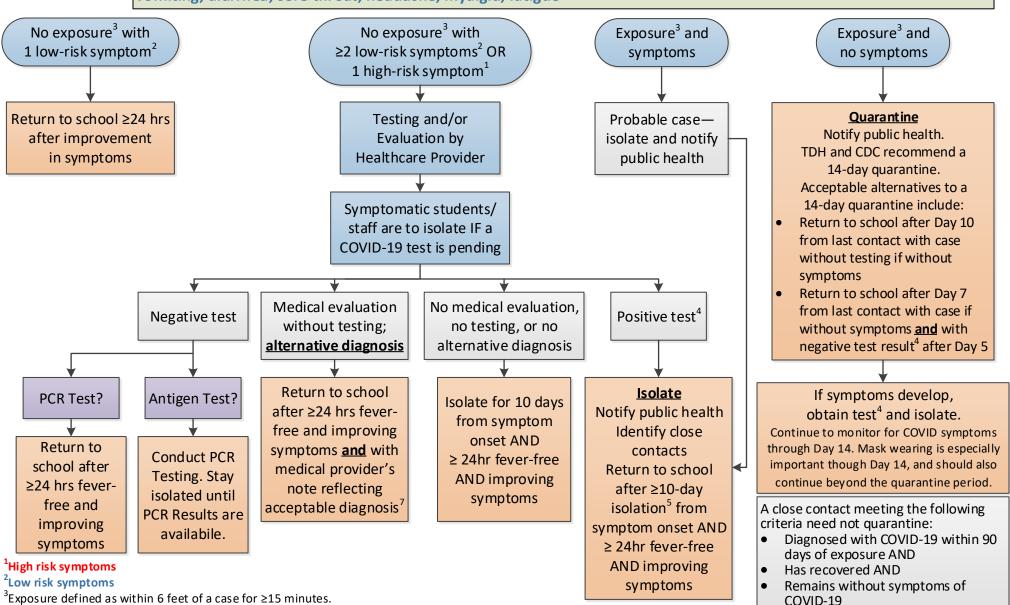
	YESNO
0	Was the individual quarantined for 14 days due to exposure to a confirmed/probable case of COVID-19? If that individual has remained asymptomatic and has completed the 14- day
	quarantine period, the individual may return to school. Note that household contacts of a confirmed/probable case may be required to quarantine for a longer period, per CDC guidance:
	https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html. No medical evaluation or proof of negative COVID-19 test is required. If symptoms developed during the
	quarantine period, the individual must complete isolation as above.
	YESNO

O Does an individual who was ill with symptoms of COVID-19 have written documentation from their medical provider confirming their illness was not due to COVID-19 because another explanation was identified? If so, the individual may return to school at the direction of their medical provider if they have been without fever (without the use of fever-reducing medications) for at least 24 hours and symptoms have been improving. Examples of acceptable diagnoses would include fever due to urinary tract infection, strep throat confirmed by a positive strep test, rash from poison ivy, etc. Diagnoses of respiratory and viral conditions such as upper respiratory tract infection (URI), pneumonia, pharyngitis without positive strep test, seasonal allergies, allergic rhinitis, viral illness, etc., DO NOT exclude the diagnosis of COVID-19 and should not be considered adequate to authorize return to school until another criterion is met. Individuals with symptoms consistent with COVID-19 who are without an acceptable alternative diagnosis are treated as infected and are to isolate for 10 days from the onset of their symptoms AND have resolution of fever (without fever-reducing medications) AND improvement of symptoms for at least 24 hours before returning to school unless the next criterion is met.

0	Does an individual who had symptoms of COVID-19 without documentation of an alternative diagnosis and without a positive COVID-19 test during this illness have a negative COVID-19 PCR test after the onset of their symptoms? (e.g., individual develops a fever and cough, is evaluated by a medical provider, tested for COVID-19 while having symptoms, and the test is negative. Fever resolves and symptoms have been improving for at least 24 hours.) In this instance, the individual may return to school if fever has resolved without fever-reducing medications and symptoms have been improving for at least 24 hours. This does not apply to anyone who had a positive test at any point during the illness that individual must isolate for a minimum of 10 days from the onset of symptoms (or the date of the positive test, if asymptomatic) AND have resolution of fever (without fever-reducing medication) AND have improvement in COVID-19 symptoms for a least 24 hours.
0	Has an individual who had any symptoms of COVID-19, but who was never tested during that illness and has no confirmed alternative diagnosis, completed isolation for a minimum of 10 days AND had resolution of fever (without fever-reducing medications) AND improvement in COVID-19 symptoms for at least 24 hours? If so, the individual may return to school. No medical evaluation or proof of negative COVID-19 test is required.
0	Does the individual who was identified as a close contact of a confirmed case have documentation of a positive SARS-CoV-2 antigen or PCR test within 90 days of the last contact with the case? If so, the individual is not required to self-quarantine. YESNO
Print Name of Emp	oloyee/Student
Signature of Emplo	oyee/Student Date



<u>Public Health COVID-19 Return to School Decision Support Algorithm</u> – Symptoms of COVID-19 include the following: new cough, difficulty breathing, loss of taste or smell, fever (>100.4°F)¹, chills, congestion/runny nose, nausea/ vomiting, diarrhea, sore throat, headache, myalgia, fatigue²



³Exposure defined as within 6 feet of a case for ≥15 minutes.

⁴"Test" refers to SARS-CoV-2 PCR or antigen test. Antibody tests are not approved for return to school.

⁵Consult CDC guidance if severely ill or immunocompromised.

⁶Consult CDC guidance if household contact.

Examples of acceptable diagnoses would include fever due to urinary tract infection, strep throat confirmed by a positive strep test, rash from poison ivy, etc. Diagnoses of respiratory and viral conditions such as allergic rhinitis, seasonal allergies, upper respiratory tract infection (URI), pneumonia, pharyngitis without positive strep test, viral illness, etc., DO NOT exclude the diagnosis of COVID-19 and DO NOT justify return to school.