

**AUTAUGA COUNTY SCHOOLS** **Appendix E**  
**COVID-19 PROTOCOL FOR EMPLOYEES AND STUDENTS**

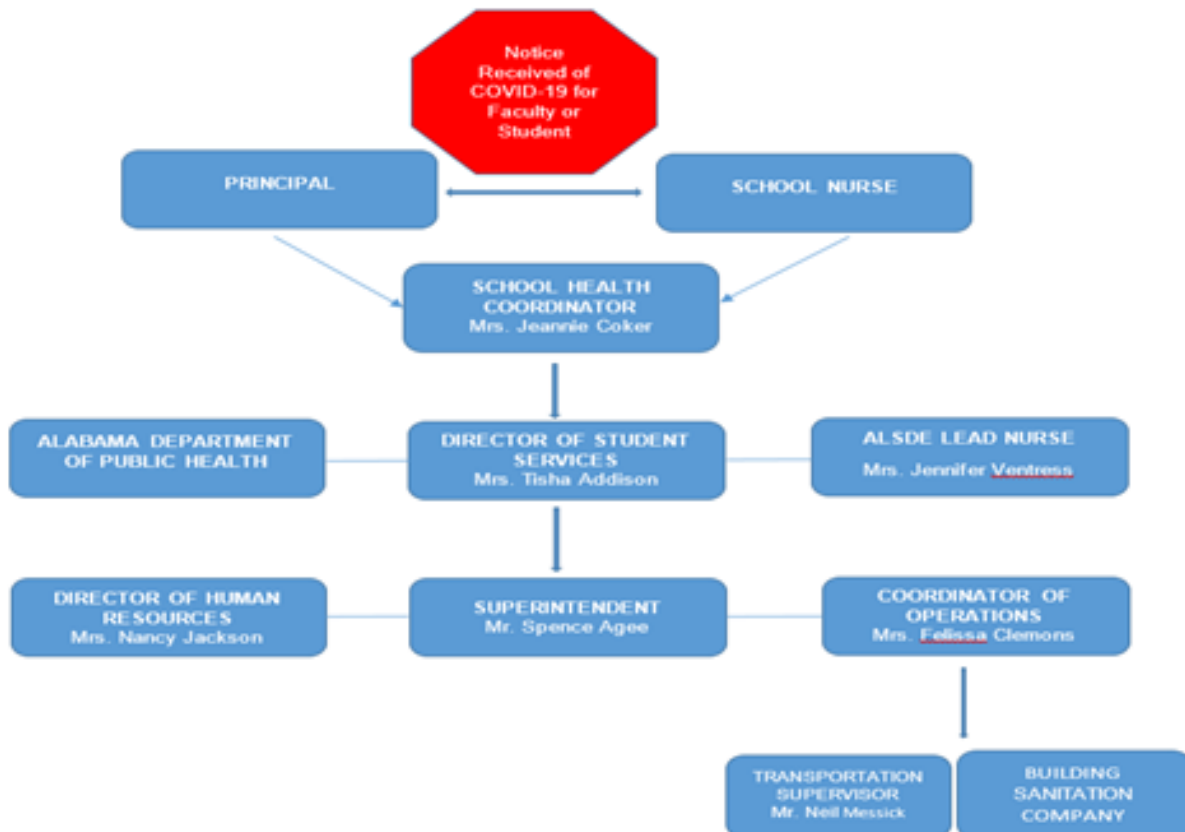
**I. Should an employee or student of Autauga County Schools test positive for COVID-19, the following protocol will be followed according to the Alabama Department of Public Health’s “Isolation and Quarantine Timeframes for COVID-19.”**

**A. The ACBOE COVID-19 Notification Procedure Guidelines will be followed:**

- Principal and School Nurse is notified
- School Health Coordinator is notified (Mrs. Jeannie Coker, RN)
- Director of Student Services is notified (Mrs. Tisha Addison)
  - Alabama Department of Public Health is notified
- Superintendent (Mr. Spence Agee) is notified
- Director of Human Resources (Mrs. Nancy Jackson) is notified
- Coordinator of Operations (Mrs. Felissa Clemons) is notified
  - Transportation Supervisor (Mr. Neil Messick) is notified
  - School Janitorial Staff is notified

**AUTAUGA COUNTY SCHOOLS**  
**2020-2021**  
**COVID-19 NOTIFICATION PROCEDURES**

**\*\*Should any school within Autauga County School District receive notice that a student or a staff member test positive for COVID-19, the principal and school nurse will be notified immediately. The communication procedures will follow accordingly:**



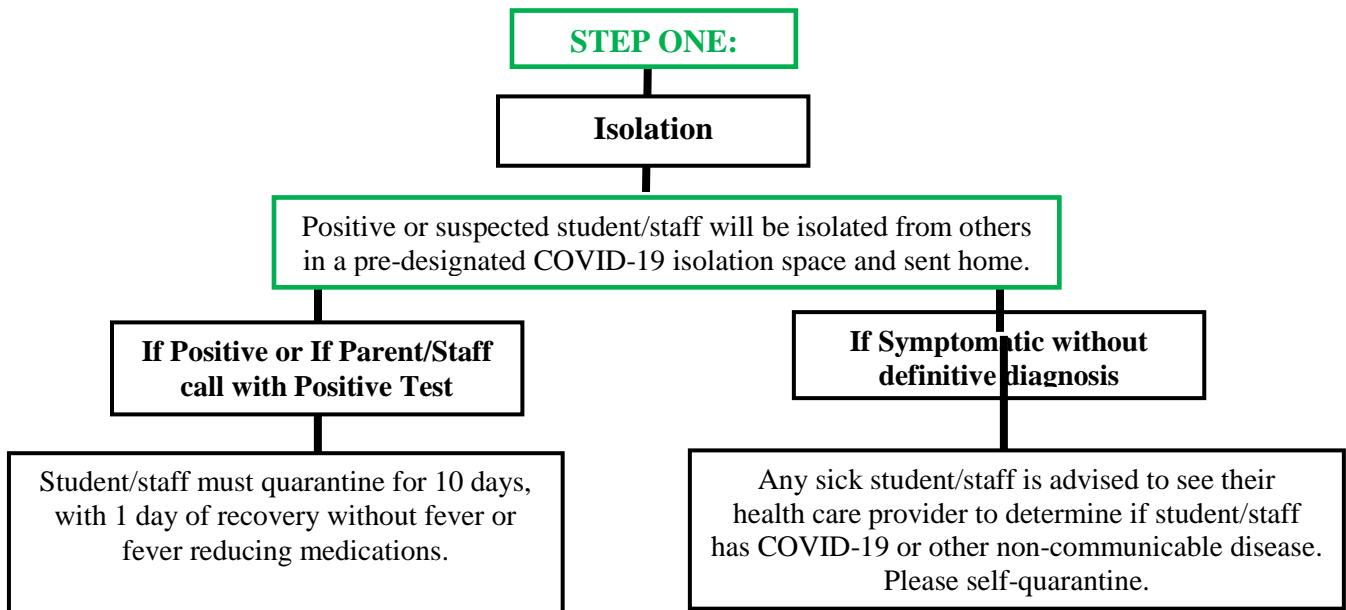
# AUTAUGA SCHOOLS COVID-19 PROTOCOL DECISION FLOW CHART

**Reminder:** Close Contact is defined as those students/staff that have been within 6 feet for at least 15 minutes

In order to help determine the "6 feet 15 minute" scenario. (6/15 rule), an assigned seating chart for the bus and a seating chart for the classroom will be submitted to the school nurse in order to assist Public Health case investigators.

**SCHOOL ROLE:** Per our notifiable disease rule, the health care provider, school nurse, or principal should immediately report COVID-19 positives or suspects to public health using our online ADPH Report Card with four hours of notification or by the end of the school day.

<https://www.alabamapublichealth.gov/covid19/healthcare.html>



## STEP TWO: Identify Close Contacts to symptomatic staff or student

- The School Nurse will help determine who are close contacts to the positive or symptomatic student or staff.
- The close contacts will be isolated and sent home until COVID-19 is confirmed or other diagnosis is confirmed. The school may require a health care provider's release to return to school/work.
- If COVID-19 is confirmed, the school nurse will advise close contacts (6/15 rule, masked or unmasked) to self-quarantine for 14 days from exposure per the CDC calculator and monitor their health closely.
- School nurse will communicate that a representative from the Alabama Department of Public Health will be contacting them.
- The areas of COVID-19 exposure will be aggressively clean and disinfect per CDC guidance (see cleaning and disinfecting guidance).

### **STEP THREE: Report to ADPH**

- The school nurse shall report the positive or suspected case using the ADPH on-line COVID-19 Report Card. <https://www.alabamapublichealth.gov/covid19/healthcare.html>
- Information needed in the ADPH on-line COVID-19 Report Card includes the list of students in the classroom, Teacher/staff names, guardians for the students and telephone numbers. Seating charts for bus and classroom may be uploaded in the ADPH on-line COVID-19 Report Card.

### **STEP FOUR: School Communication with Parents/Guardians and School Staff**

- The school will use their existing school process to notify parents/guardians that an exposure has occurred. Confidentiality and privacy will be maintained.

### **STEP FIVE: CLEANING and DISINFECTING CLASSROOM**

#### **ALABAMA DEPARTMENT OF PUBLIC HEALTH'S ROLE**

Public Health will investigate and conduct contact tracing. Recommendations will be provided per the Alabama Department of Public Health and CDC guidelines.

#### **ADPH Case Investigation**

Public Health staff will work with a patient to help them recall anyone with whom they have had close contact during the time when they have been infectious.

#### **ADPH Contacting Tracing**

Public Health staff will begin contact tracing by notifying exposed individuals (contacts) of their potential exposure as sensitively as possible, without revealing the infected patient's identity.

**B. Any employee or students who test positive will be excluded from work/school according to the Alabama Department of Public Health Guidelines:**

1. Any employee or student who has **tested positive with symptoms** may return to school building after:
  - A **minimum** of 10 days has passed since the onset of symptoms
  - In addition to the 10 days, the student must have at least 1 day (24 hours) of recovery without excessive coughing, shortness of breath, nausea/vomiting, chills or fever and without the use of fever-reducing medications.
  - All other COVID-19 symptoms such as cough, muscle aches, sore throat, fatigue, congestion/runny nose have improved. “Improvement” means that symptoms are noted as “mild” or “none.”
  - Documentation from a health care provider with return to work/school date may be required upon return to the school building.
2. Any employee or student who has **tested positive without symptoms** may return to school or school building:
  - 10 days from the date of positive testing as long as the student has remained asymptomatic.
  - Face covering must be worn for at least 3 days after isolation is discontinued.
  - If the student develops symptoms, then they must follow guidance for those who “test positive with symptoms”
  - Documentation from a health care provider with return to work/school date may be required upon return to the school building

**II. Should any employee or student of Autauga County Schools begin to have symptoms of COVID-19 while at school, work or any extracurricular activity, the following protocol will be followed according to the Alabama Department of Public Health’s “Classroom COVID-19 Positive & Isolation & Quarantine Guidelines.”**

**A. Should an employee or student begin to experience COVID-19 symptoms, verbalized that he/she is not feeling well, or a staff member visualizes signs of illness in a student, the student will be sent to the School Nurse for assessment. In addition, the employee must notify the nurse and principal/supervisor immediately.**

- Students who present to school with COVID-19 symptoms will be removed from the general population, isolated in a designated area of the health office, and sent home.
- If the School Nurse determines that the student exhibits any sign of COVID-19 outside the student’s norm, the parent will be notified.
- Any employee who begins to experience any COVID symptoms outside of their norm, the employee will consult with a school nurse and notify their principal or supervisor.

- The employee/student will be excluded from work, school and all school related extracurricular activities for 14 days unless the he/she can provide documentation from their health care provider indicating an earlier return to work/school date.
- The School Nurse will advise the employee or parent to see their health care provider to determine if the employee/student has COVID-19 or other non-communicable disease. The employee/parent will be strongly encouraged to notify the nurse or principal of the COVID-19 test results.
- A copy of the COVID-19 Protocol will be given to the employee or student along with the CDC flyer, “10 Things You Can Do to Manage Your COVID-19 Symptoms at Home.”
- The School Nurse will notify the teachers and administration in writing of any student who has been sent home for COVID-19 symptoms. In addition, the School Nurse will provide the teachers and administration a “Return to School” date for the student based on the ADPH quarantine/isolation guidelines or health care provider’s documentation.

**B. All “Close Contacts” to any COVID-19 student or staff member will be identified. A “Close Contact” is defined as those students/staff that have been within 6 feet for at least 15 minutes.**

- Classroom, lunchroom, and bus “Seating Charts” will be provided to the School Nurse. The School Nurse with the collaboration of faculty and staff will determine if the symptomatic student was within close contact to other students or staff.
- The close contacts will be isolated and sent home until COVID-19 is confirmed or another diagnosis is confirmed.
- If COVID-19 is confirmed, the school nurse will advise close contacts to self-quarantine for 14 days from exposure and monitor their health closely. “Close Contacts will be allowed to return if suspected case test negative and documentation of the negative test result has been provided to the school.
- The school nurse shall report the suspected case using the ADPH online COVID-19 Report Card.
- The school nurse will communicate to the employee or parent that a representative from the Alabama Department of Public Health will be contacting them.
- The facility areas of exposure will be aggressively cleaned and disinfected per ACBOE policy and procedures immediately.
- The School Nurse will notify the teachers and administration in writing any student who has been identified as a “Close Contact.” The nurse will provide a “Return to School” date with the notification.

**\*\*\*Any person tested must isolate/quarantine until they have the final test results.**

**C. The school nurse or principal will immediately report COVID-19 positives or suspects to public health using the ADPH Report Card.**

**<https://www.alabamapublichealth.gov/covid19/healthcare.htm>**

- The ADPH Report Card will be completed within 4 hours of being notified or by the end of the school day.
- The School Nurse will upload seating charts for all classrooms with possible exposure, buses, and lunchrooms.

- Seating charts will be labeled with names and telephone numbers of every student/staff occupying the room with possible or confirmed exposure.
- It is the responsibility of the teacher or bus driver to provide updated seating charts to the School Nurse anytime a change is made to the seating arrangements.

**III. Should an employee or student of Autauga County Schools become directly exposed to a positive COVID-19 person, the ADPH guidelines will be followed:**

**\*\*\*Prolonged Direct Exposure is defined as less than 6 feet contact for 15 minutes or more to someone who has tested positive for COVID-19 up to two days prior to testing.**

**A. Any an employee or student who has reported direct exposure and is NOT symptomatic will be directed to:**

- Quarantine at home for 14 days and self-monitor for symptoms of COVID-19.
- The use of face masks and social distancing will be encouraged.
- Safe hygiene etiquette will be encouraged emphasizing proper hand washing, covering coughs and sneezes with elbows, refraining from sharing headsets, phones or food and drinks, and keeping personal space clean and disinfected as needed.
- Call health care provider should symptoms of COVID-19 occur for testing.
- Social distance from people who are at high risk for getting very sick from COVID-19

**IV. All of Autauga County Schools will follow ADPH guidelines for prevention methods in order to decrease the spread of COVID-19.**

- Teach and reinforce healthy hygiene
- Intensify cleaning and disinfecting heavily touched areas and environment
- Practice social distancing as well as use of personal protective equipment
- Wear face masks/facial coverings
- Wash hands and/or use hand sanitizer often
- Require sick students to stay home when exhibiting COVID-19 symptoms for 14 days or until a health care provider releases the student to return to school.
- Documentation from the health care provider with a specified “Return to School Date” will be required for any student to return to school prior to the recommended 14 days of isolation/quarantine.

**V. In the event of school closure, parents will be notified by Superintendent or designee:**

- School Messenger, websites, social media, and newsletters
- Confidentiality will be maintained for the student or staff member as required by the Americans with Disability Act and Family Education Rights and Privacy Act, and HIPPA