



COVID-19 Quick Guide for PBSB Teachers & Staff

What are the symptoms of COVID-19? Fever or chills; 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

What do I do if one of my students shows symptoms of COVID-19?

- Follow your school plan for notifying the nurse or school office.
- If symptoms are present, then the nurse will isolate the child and contact the parent or guardian for pick up.

What happens if a student or staff member tests positive for COVID-19?

- If a student or staff member tests positive for COVID-19, they will be required to isolate by the Arkansas Department of Health (ADH). This isolation will continue until they receive a letter of clearance from ADH.
- Upon notification of a positive case, school staff designated by district and building leadership will begin to identify probable close contacts with the positive case(s)
 - Close contacts are defined as those who were within 6 feet of the positive case for 15 cumulative minutes over a 24 hour period
- Probable close contacts will be notified by district designee that they may have been in close contact with a positive case (name of positive case will not be shared by district staff) and they should begin a 14-day quarantine period and await call from the ADH contact tracer.

What should I do if I test positive for COVID-19?

- Upon knowledge of a positive COVID-19 test, you must begin isolating immediately and contact your direct supervisor and campus/district School Nurse. The Campus School Nurse will serve as the immediate campus point of contact during regular business hours and will make contact with Nurse Valerie Smith, the District Point of Contact (POC). Staff who are not assigned to a campus should contact the POC directly for COVID-19 concerns. After hours, all COVID-19 reports will be made by contacting Nurse Valerie Smith directly at (870) 209-1510.
- You will be asked to identify any individuals you may have been in close contact with on campus 48 hours prior to symptoms developing or 48 hours from the time of the COVID-19 test, if you are asymptomatic. This list will be used to identify all probable close contacts and help with making prompt notification so those individuals may quarantine and slow the spread of the virus. (See note below for additional information.)
- A nurse investigator will be assigned to your case by the ADH.
- You will continue with isolation until you receive written clearance from your assigned nurse investigator. If you do not receive a letter, one can be requested by emailing the ADH.Coronavirus@arkansas.gov. At the end of your quarantine if you have not received this documentation or for questions, contact our POC. (*Persons who are identified as close contacts according to ADH guidelines should still be quarantined for 14 days, even if they test negative.)

What can I do to help with identifying probable close contacts? Probable close contacts will be determined by our district Point of Contact (POC). You can help with identifying these probable close contacts by having consistent seating charts, procedures, and social distancing in your classroom or work setting. Maintaining accurate bus and classroom seating charts will be required and are extremely necessary to assist with determining close contacts.

What can I do to keep my students and myself safe?

- **Adhere to 3 - W's**
- **Wear your face covering * Wash your hands * Watch your distance**
- **Disinfect often.**
- **Teach students how to wear face coverings correctly.**
- **Maintain 6 feet of physical distance between individuals to the extent possible.**
- **Wear and expect others to wear face coverings when 6 feet cannot be maintained.**
- **Limit congregating.**
- **Take hand sanitizing breaks.**
- **Encourage students to sanitize hands before and after using the restroom, when on the playground and during lunch.**