What to do when a student becomes sick at school?
Quick Guide for School Staff

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Know possible symptoms of COVID-19

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IN THE CLASSROOM

1. SEPARATE THE STUDENT
   - Be discreet and calm.
   - Make sure you and the student are wearing a mask and standing at least 6 feet apart.
   - Following the school protocol, have the student safely escorted from the classroom to the Care Room.

2. INFORM
   - Contact Admin/office staff to report ill student/COVID-19 concerns.
   - Let them know the student is on the way to the Care Room or wait for the student to be escorted (according to school protocol).

3. DISINFECT THE STUDENT AREA
   - Disinfect items in the student’s area and shared items the student may have touched (e.g., doorknob and supplies).
   - Ensure student takes their materials with them.
   - Classroom stays open.

4. PLAN FOR THE POSSIBILITY THE STUDENT MAY NEED DISTANCE LEARNING
   - Speak with school teacher or administration about options for virtual learning.
   - Make sure the student can make up work without penalty.

Adapted from CDC 5319604-8 12/10/2020 and CS319604-A 11/10/20

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**IN THE CARE ROOM OR AREA**

1. **PLACE A NEW 3-PLY PAPER SURGICAL MASK ON THE STUDENT AND YOURSELF.**
   - When providing care for anyone with possible COVID-19 infection, personnel should wear appropriate PPE, including gloves, a face shield or goggles, and a surgical mask.

2. **SUPERVISE AND SUPPORT THE STUDENT**
   - Make the student comfortable while they are in the isolation room/area.
   - Provide supervision keeping as much distance and little contact as possible.
   - If there is more than one person in the Care Room make sure everyone has a surgical mask and is > 6 feet apart.
   - Open windows and doors for ventilation.
   - Take student’s temperature and document observed and reported symptoms.
   - If the child has one of the following emergency warning signs get emergency medical care first, then call the parent, guardian, or caregiver: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, or other signs of serious or life-threatening illness.

3. **CONTACT THE PARENT** - Contact the parent, guardian or caregiver to pick up the child immediately.
   - Calmly explain that their child is not feeling well and may have symptoms of COVID-19, and should be picked up from school right away.
   - Ask if there has been any exposure to persons with COVID-19.
   - Offer and recommend COVID-19 testing.
   - Recommend that the parent(s), guardian(s), or caregiver(s) contact the child’s healthcare provider for an evaluation.
   - Provide parent/guardian/caregiver with Stay at Home/When to Return Requirements.
   - Follow Symptom Decision Tree for return to school plan and inform parent.

4. **COVID TESTING** – Contact the on-site Health Aide to see if the student has consent for COVID-19 testing.
   - Onsite testing may be provided

5. **DISINFECT ISOLATION ROOM/AREA**
   - After the parent(s), guardian(s), or caregiver(s) pick up the child or emergency care is coordinated, ensure the area is disinfected.

6. **DOCUMENT AND REPORT**
   - Report to attendance office and teacher whom the student was released and the expected return to school plan.
   - Document absence in IC signs and symptoms and the expected return to school plan.

7. **FOLLOW UP**
   - Follow up with family to determine COVID-19 test results or medical diagnosis.
   - If there is COVID-19 exposure or infection or a suspected outbreak follow Appendix X guidelines and notify Health Services immediately. Email: Victoria-Flores@scusd.edu; Lisa-Musser@scusd.edu; Paula-Kuhlman@scusd.edu

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