



CLIMATE & WELLNESS

Guidance for Reporting and Managing COVID-19 Cases in the School Setting

This document will provide guidance on surveillance and reporting of persons with confirmed diagnoses and suspected cases of COVID-19 in Jackson Public School District. The information outlined in this document will be amended as state and national health protocols are subject to change.

Mandatory Reporting for Staff

Reporting for Duty

Staff members are to self-check for symptoms, with respect to temperatures ***before*** entering buildings for duty. Normal body temperature is 97-99°F. Fever is considered 100°F and above.

All COVID-19 related inquiries, incidents, and cases will continue to be reported to the Climate & Wellness Department. Staff members are ***prohibited*** from reporting for duty and must notify their supervisor if they are experiencing COVID-19/respiratory infection symptoms such as:

- Fever (100°F and above)
- New, Persistent Cough
- Difficulty Breathing
- Sore Throat
- Body/Muscle Aches
- Chills

If any of these symptoms develop while on duty, report a change in condition to the supervisor. This staff member is to exit the building and proceed with testing process (See COVID Protocols).

Suspected and Confirmed Cases

Every staff member ***must*** report a positive or negative COVID-19 diagnosis to their supervisor as soon as possible. A positive result will require further investigation, disinfection of the workspace, and reporting to the health department. If a staff member receives instruction from the nurse to pursue health care from their private provider to investigate a suspected case, it is their responsibility to update their supervisor and the nurse of their condition. Supervisors are to be prepared to provide the staff member's information in the Reporting Directory. The supervisor is to communicate any updates concerning

their employees to Nurse Mallory Jones and Amanda Thomas in the Office of Climate & Wellness.

Returning to Work

Staff members who were confirmed positive are to return to work per healthcare providers' orders. Staff members who are quarantined are to return to work only when JPS COVID-19 protocols are satisfied. Staff are to ensure that they are fever free for at least 24 hours **WITHOUT** the use of a fever-reducing medication, e.g., Tylenol, Motrin before returning to work. Symptom monitoring will continue. Refer to staff COVID-19 protocols.

Mandatory Reporting for Students

Parents and students are to be instructed to report ***all*** COVID-19 related cases to their student's school. Students are ***prohibited*** from reporting to school if they are experiencing COVID-19/respiratory infection symptoms such as:

- fever (100.0)
- new, persistent cough
- shortness of breath
- sore throat
- body-aches
- chills
- fatigue

If any of these symptoms develop while at school, the students must report a change in condition to the teacher. This student is to be placed in the isolation room and parents are notified for immediate pick up to undergo virtual instruction for at least 7 days. Students that have been returned to school before completion of their 7 days will be placed in the isolation room. The parent will be notified to dismiss the student, and to adhere to outlined protocols.

Follow student COVID-19 protocols for notifications.

Suspected and Confirmed Cases

Every parent ***must*** report a positive or negative COVID-19 diagnosis to their child's school as soon as possible. A positive result will require further investigation, disinfection of the classrooms and equipment, as well as reporting to the health department. If a parent receives instruction from the nurse or school to pursue health care from their private provider to investigate a suspected case, it is their responsibility to update the school on their student's condition. The parent will be provided with guidance about testing and return-to-school criteria. The school is to contact the appropriate school-level nurse for additional guidance if needed.

Returning to School Activities

Students are to return to school **only** after outlined criteria are satisfied per their healthcare provider's orders and/or completion of quarantine or isolation period. Parents are to ensure their student is fever free for at least 24 hours **WITHOUT** the use of a fever-reducing medication, e.g., Tylenol, Motrin before returning to school. Symptom monitoring will continue.

Notifications to Parents

The following pages contain sample notification letters from Mississippi State Department of Health that should be utilized when communicating COVID-19 cases to parents.

Letter 1- Group or School Notification -Letter to notify individuals within a larger group, classroom, or activity of the identification of a COVID-19 positive individual in the setting. These students or staff should do the following:

- Monitor for symptoms of fever, cough, etc. twice daily for the next 10days.
- Continue to attend classes unless symptoms develop.
- Consult with primary care physician if they develop symptoms to determine need for testing.

Letter 2- Close Contact- Letter to a student or staff who was likely to have spent 15 minutes or greater (cumulative) at less than 6 feet from the case. These individuals should:

- Get tested for COVID-19 (contact provider or see a list of available test sites on the Mississippi Department of Health (MSDH) website at https://msdh.ms.gov/msdhsite/_static/14,21912,874.html).
- Remain quarantined at home for at least 5 days after last exposure and monitor for symptoms.
- Return to class after 5 days if no symptoms have developed.

Letter 3- Positive COVID-19 Case - Letter to the student or staff who has been diagnosed regarding the requirement for isolation at home for 5 days and requirements for return to class.

Dear Parent,

A student (or teacher/coach) in your child's class (or name the classroom, group, or team) has been diagnosed with COVID-19. The last time the infected person was in the school setting while they were contagious is _____ (date).

- The most common symptoms of COVID-19 infection are cough, fever, and shortness of breath; muscle aches, sore throat and fatigue are also common.
- Symptoms usually develop between 2 to 10 days after last exposure.
- Some infected people never develop symptoms.

You should:

- If you or your child were exposed, monitor for symptoms, and do temperature checks at least twice daily for 10 days after the last exposure to the infected person while they were contagious.
- Consult with your child's physician for evaluation and need for testing if your child develops symptoms.

Some children in this classroom may be at higher risk due to close contact (within 6 feet of the infected person for 15 or more minutes). These children will receive a separate notification, instructing them to quarantine and not return to school for **5 days** after the last exposure. As a reminder, always keep your child at home if they are ill for any reason.

Signature

Dear Parent/Teacher/Staff,

You or your child have been identified as a close contact to a case of COVID-19 in the school setting. A close contact is defined as any individual within 6 feet of the infected person for at least 15 minutes or greater (cumulative) while the COVID-19 infected person is contagious. The contagious period is 48 hours before to 10 days after symptoms started (or 48 hours before to 10 days after test if there were no symptoms). Based on this close contact criteria, the following instructions are provided.

If your child has completed the primary vaccine series of Pfizer **over 6 months ago** and is not boosted, or your child is unvaccinated, your child must:

- Quarantine at home for **five (5) days**.
- May return to school on day 6 and wear a mask correctly while around other people through day 10.

If your child has completed the primary vaccine series of Pfizer **within the last 6 months, Or** has been boosted, your child must:

- Wear a mask correctly while around other people for 10 days.

*The Mississippi State Department of Health (MSDH) recommends testing on day 5, if possible.

Students may return to school following the 5-day quarantine and school exclusion period if no symptoms develop. Students can discontinue quarantine at this time point only if the following criteria are also met:

- No symptoms of COVID-19 at any point during the quarantine period; and,
- Continue to monitor for symptoms for a full 10 days: and,
- Continue to wear masks for an **additional 5** days.
- If symptoms develop, immediately self-isolate and seek testing for COVID-19

For purposes of this K-12 school guidance, an individual is considered **up to date if:**

- You are ages 18 or older and have received all recommended doses, including booster doses, or
- You are ages 5-17 years and completed the primary series of COVID-19 vaccines.

Signature

Dear Parent/Teacher/Staff member,

You have reported to the school that you or your child have recently tested positive for COVID-19. Please see the following instructions:

- You or your child may not return to the school setting until **5** days from the day your symptoms started. If you or your child had no symptoms, you may not return until **5** days from the date of the positive test.
- The individual who tested positive should remain isolated at home for the **5-day** period. Stay away from all persons at your home. Do not leave your house, or come in contact with anyone, including the people you live with.
- If you do have household contacts, you must limit exposure to them. Stay in a specific room away from others in your home. Instructions for limiting exposure to your household contacts can be found on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>.
- After **5** days you must also be fever-free for at least 24 hours (without fever reducing medication) with improvement of symptoms prior to returning to school. You must wear a mask for an additional **5 days** after completing your isolation period.
- During the **5-day** isolation period your child may not participate in any extracurricular school activities or sports.
- A negative test will not be required prior to return to school as long as the above criteria are met.
- A note from your physician is not required for return to school.

COVID Contacts

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