

COVID-19 RETURN TO SCHOOL TOOLKIT



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DISCLAIMER: This information was developed based on the latest guidance at the time. Visit [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) or [Michigan.gov/coronavirus](https://www.michigan.gov/coronavirus) for the most up to date information.

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COVID-19 School Checklist

Follow the instructions of the [MI SAFE SCHOOLS: Michigan's 2020-2021 Return to School Roadmap](#) to confirm the Phase your region is in.

COVID-19 Screening

For School Staff and Administration

Per EO 2020-161: Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID19.

A hard copy of an example workplace-screening tool is in [Appendix A](#).

You can also use a virtual screener; one option from the state is <https://misymptomapp.state.mi.us/login>

For Students

It is recommended that students be screened daily before arrival to school. The school should determine the screening method to use depending upon local community conditions.

Parents or caregivers should be required to monitor their children for signs of infectious illness every day prior to sending students to school. The health department and CDC do not recommend that on site screening be conducted by schools due to the time and interruption to education this would cause.

It is recommended to send an agreement or form ([Appendix B](#)) to parents/guardians outlining their responsibilities and those of the school. A recommendation for monitoring by parents and students is outlined below ([Appendix B](#)):

Student Screening

Before leaving for/arriving at school, please complete the following screening for each child. The presence of any of the listed symptoms indicates a possible illness that may decrease your child's ability to learn and put them at risk for spreading illness to others.

Section One: Symptoms

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New** uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Section Two: Close Contact/Potential Exposure

In the past 14 days has your child:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; OR
- Had a travel history

If the answer is **YES** to any of the questions in Section One AND **YES** to any of the questions in Section Two, call your healthcare provider right away to obtain evaluation and testing for COVID-19. If you don't have a healthcare provider or cannot be seen, go to www.mi.gov/coronavirustest or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

If the answer is **YES** to any of the questions in Section One, but **NO** to all the questions in Section Two, keep your child(ren) home from school., Your student may return based on the guidance for their symptoms (see "[Managing Communicable Diseases in Schools](#)"):

- Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
- Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
- Cough/Shortness of breath: improvement
- Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
- Severe headache: improvement

Cloth Face Coverings Help Prevent the Spread of COVID-19

According to the Governor’s Legal Counsel, face coverings are not required under Executive Order 2020-147 because classrooms are not an enclosed public space. However, under EO 2020-142, schools in phase 4 would have to follow rules in section 2(b)(1)(a-e).

In phase 5, schools will have to comply with local plans as approved by their Board of Education – we anticipate most districts will have some facial covering requirement in their plan.

Phase	Environment	Staff	Early Childhood (ages 2-5)	Grades K-5	Grades 6-12
Phases 1-4	Classrooms/ Small Groups	Required, except during meals	Should be considered*	Should be encouraged*	Required, except during meals
	Common spaces	Required, except during meals	Should be considered*	Required, except during meals	Required, except during meals
	Transportation	Required	Required	Required	Required
	Outside with social distancing	Not required	Not required	Not required	Not required
Phase 5	All environments	Requirements move to recommendations.			

* Although cloth face coverings are not required in these settings, they should be encouraged if tolerated.

Note: plastic face shields are not a replacement for cloth face coverings, but may be used in **conjunction** with cloth face coverings in any of the above settings. In settings in which cloth face masks are **not required**, plastic face shields may be worn alone, and may offer some degree of risk mitigation.



Chance of Transmission	Asymptomatic COVID-19 Carrier	Uninfected Person
HIGHEST		
HIGH		
MEDIUM		
LOW		
LOWEST		

← 6 ft →

Managing COVID-19 in the School

As long as there are cases of COVID-19 in the community, there will be no way to prevent all risks of COVID-19 in schools. **The goal is to keep the risk as low as possible and keep schools/school activities as safe as possible.** Attendance at school is very important to the development and well-being of our children. It provides proper education, social and emotional skills, safety, reliable nutrition, physical/speech and mental health therapy, and opportunities for physical activity, among other benefits¹. Our goal is to ensure that the benefits of in-person education far outweigh any risks.

Designated COVID-19 Point of Contact

Designate an on-site staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse) as well as a secondary person to help with difficult situations and cover absences. All school staff, families, and the local health department should know who this person is and how to contact them.

Gatherings, Visitors, and Field Trips

- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people for in-person events. Limit group size to the extent possible.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations— especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights.
- Pursue options to convene sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID-19 to players, families, coaches, and community members.

¹ Source: American Academy of Pediatrics (AAP). June 25, 2020. COVID-19 Planning Considerations: Guidance for School Re-entry <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>



Identifying Small Groups and Keeping Them Together (Cohorting)

While keeping students 6 feet from one another is a preferred mitigation strategy, this may be difficult to achieve in the school setting. An alternative is to cohort students and staff as a tool to help contain the spread of COVID-19 in school. Cohorting is important because it limits how many students and teachers will be exposed to COVID-19 should someone at school become contagious. Cohorts may be by classroom and/or groups within the classroom.

It is recommended to keep the cohort together all day. The cohort would participate in daily school activities together both in and out of the classroom. Older students can stay with a cohort for their core classes. Limit mixing between cohorts. Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children and as much as possible for older children).

Staggered Scheduling

- Stagger drop-off and pick-up times or locations by cohort or utilize other protocols to limit contact between cohorts. Also limit direct contact with parents as much as possible.
- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, until social distancing is no longer recommended by state and local health authorities.

What happens when someone at school gets COVID-19?

School and local health department learn of a student or staff member diagnosed with COVID-19

If you become aware of a case of COVID-19 of a student or staff member, notify the health department right away. The health department will notify your school's designated contact person when they become aware of a case. Only select personnel will know the identity of the individual with COVID-19. These individuals are critical to helping the health department determine close contacts to the case and what areas of the school need deep cleaning and disinfection. The identity of the case is otherwise kept confidential, following FERPA (for schools) and HIPAA (local health department) regulations.

Identify Close Contacts

A person with COVID-19 is considered contagious 2 days (48 hours) before symptoms begin and until 10 days after symptom onset. If they never have symptoms, they are considered contagious starting 2 days (48 hours) before their COVID-19 nasal/throat swab test was performed. Close contacts to a person with COVID-19 are at risk of getting sick. They must be identified and be quarantined.

What is a close contact?

For COVID-19, a close contact is most often defined as someone who has been within 6 feet (about 2 arms' length) of an infected person for at least 15 minutes, with or without a face covering. Every case is different, however, and the local health department will look at how COVID-19 is spread and how we get infected when figuring out close contacts. The local health department determines close contacts every day through contact tracing and communicable disease investigation.

Examples of Close Contacts in the Schools

Many factors affect what a close contact is and this must be determined on a case by case basis with help from the local health department. At a minimum, the following examples should apply to most situations.

Assuming all COVID-19 prevention methods have been followed (everyone has been consistently and properly using face coverings, washing hands frequently, cleaning frequently touched items often, maintaining physical distancing as best as possible, not sharing items, etc.), a close contact might be:

- *If the contagious individual were a teacher:* If the contagious teacher was not keeping at least 6* feet away from students while teaching (i.e., walking around while lecturing, doing a lot of one on one, face to face instruction), the entire class might need to be quarantined.
 - If the teacher is not wearing appropriate face covering, the spread of droplets and aerosol is greater.
- *Classmates sitting or congregating within 6* feet* of a contagious individual, either in the classroom or on the bus, unless it only occurred once and lasted less than 15 minutes.
 - This would typically be the one to two rows of students sitting closest to the contagious individual.
- *Lunchmates* of contagious students if sitting within 6* feet.
 - This is a higher risk time as face coverings cannot be worn.
- *Playmates on the playground or in the gym* within 6* feet of a contagious individual unless interactions are consistently kept very brief, no common items are shared, and locker room time is not shared.
- *Sports teammates* within 6* feet of a contagious individual unless interactions are consistently kept very brief, no common items are shared, and locker room time is not shared.
- *Opposing teammates* in sporting events who shared time on the field or court with a contagious individual, unless it can be confirmed that there were no potential interactions within 6* feet between the contagious individual and specific teammates from the opposing team and no contact with shared items
- *Classmates or others who had interactions* with a contagious individual lasting longer than 15 minutes in confined areas such as bathrooms or offices, where distancing of 6* feet is difficult.
- *Any other person outside of school* that had similar exposure to a contagious individual is considered a close contact.

*Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.

It will be very helpful for parents to keep note of where their student goes and who they spend time with outside of school. This will help identify close contacts should someone become infected. This list highlights the importance of assigned seating and keeping students from mingling together as much as possible in order to reduce the spread of disease. We know children don't like assigned seats or losing freedoms but please encourage them and remind them why this is important.

Local Health Departments Quarantine Close Contacts

Quarantine separates people who were exposed to a contagious disease from others in order to monitor them for development of symptoms or illness. This is important because people who are infected with COVID-19 are contagious two days before they develop any symptoms. Therefore, unless they are kept separated from other people, they may spread the illness without even knowing it. Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine and do not need to be identified or contacted. Not every close contact will get COVID-19, but, because it is a contagious virus, we must be cautious.

Example of a contact of a contact:

Bob sits next to Fred in class. Fred gets sick with COVID-19. Bob needs to be in quarantine but is healthy at this time. Bob plays on the football team. No one on the football team has been near Fred. Therefore, the football team doesn't need to be notified about Fred being sick or worry about Bob being on quarantine at this time. Odds are, Bob will not get sick and will be back to school and football in a couple of weeks.

Cleaning and Disinfecting

Close off areas used by a person sent home with symptoms of COVID-19 and do not use these areas until after cleaning and disinfecting.

Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection, including storing products securely away from children.

Review “[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)” developed by the CDC and link to FDA cleaning supplies

Communications

Ensure the local health department is aware of the case. They may ask you to complete this form ([Appendix C](#)) to help with contact tracing. The health department will then contact those individuals.

School Scenarios with Action Steps

STAFF/ADULTS

Staff/adults working in school with any of the following symptoms (new/different/worse from baseline of any chronic illness) should be **excluded from work** and encouraged to follow up with their healthcare provider:

ONE of the following:

1. Fever or feeling feverish
2. Cough
3. Shortness of breath

OR TWO of the following:

1. Muscle aches without another explanation
2. Chills
3. Sore throat
4. Headache
5. Vomiting or Diarrhea
6. Loss of taste or smell

They should not return until it has been:

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**
- Symptoms have improved

(Employers **should not** require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work.)

STUDENTS

Student has **ANY** of the following symptoms (new/different/worse from baseline of any chronic illness):

- Temperature 100.4 or signs of fever (chills/sweating)
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache

EXCLUDE FROM SCHOOL

Student has **ANY** close contact or potential exposure risk in the past 14 days:

- Had close contact with a person with confirmed COVID-19
- Had close contact with person under quarantine for possible exposure to COVID-19
- Had travel history

NO

1. Refer to Healthcare Provider
2. Refer to COVID-19 testing location for possible testing
(Schools **should not** require testing results as a part of return to school policies.)

Diagnosed with COVID-19 OR no other diagnosis available

HOME ISOLATION UNTIL:

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**
- Symptoms have improved

YES

COVID-19 Test Results NEGATIVE

Had close contact with a person with confirmed COVID-19 within last 14 days?

NO

YES

Finish 14 Day Quarantine

Student may return based on the guidance for their symptoms (see "**Managing Communicable Diseases in Schools**"):

1. Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
2. Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
3. Cough/Shortness of breath: improvement
4. Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
5. Severe headache: improvement

Student/Staff person is confirmed or symptomatic^ pending results or a close contact.			
Scenario 1:	Scenario 2:	Scenario 3:	Scenario 4:
<p>A student/staff person within the school is confirmed to have COVID-19 (tests positive for COVID-19 with a nasal/throat swab).</p>	<p>A student/staff person within the school is symptomatic and lab result for COVID-19 is pending.</p>	<p>A student/staff person within the school is symptomatic and no testing for COVID-19 is done.</p>	<p>A student/staff person within the school is a close contact to a confirmed COVID-19 case.</p>
<p>The student/staff person AND all household members of the student/staff person are immediately excluded from school.</p> <p>The confirmed positive student/staff person must isolate at home. The student/staff person must be excluded from school until</p> <ul style="list-style-type: none"> 10 days since symptoms first appeared AND 24 hours with no fever (without the use of fever-reducing medication) AND Symptoms have improved. <p>Household members and student/staff who are close contacts are excluded for 14 days after their last date of close contact.</p>	<p>FOR ALL STAFF and STUDENTS ONLY IF the test returns positive, see scenario 1.</p> <p>The student/staff is excluded from school until the result of the test is available.</p> <p>If test result is negative and the ill student/staff had close contact to someone with COVID-19, they must still finish their quarantine.</p> <p>If test result is negative and the ill student/staff had no known exposure to COVID-19, the student/staff person may return based on the guidance for their predominate symptoms (see “Managing Communicable Diseases in Schools”).</p> <p>Household members and students/staff who are close contacts of the <i>pending</i> case with no history of COVID-19 exposure (prior to lab results) should be monitored for symptoms while waiting for test results. They do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>	<p>For ALL STAFF and for STUDENTS (only IF they answered YES to any questions in Section 2# of Screener):</p> <p>The student/staff person is excluded from school until:</p> <ul style="list-style-type: none"> 10 days since symptoms first appeared AND 24 hours with no fever (without the use of fever-reducing medication) AND Symptoms have improved. <p>For STUDENTS ONLY If they answered NO to all of the questions in Section 2 of the Screener:</p> <p>The student may return based on the guidance for their diagnosis/predominate symptoms (see “Managing Communicable Diseases in Schools”).</p> <p>Household members and student/staff who are close contacts: if the individual had close contact with a confirmed case of COVID-19 and suspicion for COVID-19 are high, they may need to be excluded from school. Consult your local health department.</p> <p>Otherwise, household members and student/staff person who are close contacts do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>	<p>The student/staff person must quarantine for 14 days since last date of close contact.</p> <p>Household members, classmates, and teachers of the quarantined student/staff person may continue to attend school and should monitor for symptoms. They do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>

[^]Symptoms for students: fever, feeling feverish, cough, difficulty breathing, sore throat, diarrhea, vomiting, abdominal pain, severe headache

[^]Symptoms for staff: New or worsening: fever, feeling feverish, cough, difficulty breathing, sore throat, muscle aches, vomiting, diarrhea, new loss of taste or smell
 (Source: Should we be screening employees, Content of screening questions)



**Questions in Section 2: Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; OR had recent travel history in last 14 days.*

**Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.*

Household member of a student within the school is confirmed or symptomatic pending results or a close contact.		
Scenario 1:	Scenario 2:	Scenario 3:
Household member of a student within the school has been confirmed to have COVID-19.	Household member of a student within the school is symptomatic, pending results, and has had close contact with a known case.	Household member of a student within the school has had close contact to a known case of COVID-19.
Students who live in the same house with a COVID-19 positive person are excluded from school while the household member is in isolation (10 days). The student must quarantine for 14 days after the last date of close contact with that household member during their isolation period. *Quarantine may be longer than 14 days, if household members cannot isolate from each other.	Students who live in the same household with the family member are excluded from school until test results are in. If the household member is positive, see scenario 1. If the household member is negative, student may be able to return to school unless household member is determined to be a probable case of COVID-19.	Student can remain in school but should be monitored. They do not need to be excluded from school. If COVID -19 symptoms develop in the household member, students should be excluded from school, and should be treated as in Scenario 1 pending results.

**Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.*

How Does COVID-19 Spread?

COVID-19 can spread by droplets (most likely), aerosols (less likely), and objects (least likely).

Respiratory Droplets

Respiratory droplets are small particles that enter the air when we cough, sneeze, laugh, yell, and talk. They are little flecks of spit. Respiratory droplets tend to settle out of the air after traveling several feet from the person that released them. Respiratory droplets can also spread directly by kissing or sharing personal items like food, drinks, vape pens, silverware, or other things that go from one person’s mouth to another. We can reduce the spread of droplets to each other by wearing face coverings, avoiding large crowded groups, and staying more than 6 feet apart from each other.



Aerosols

Aerosols are even smaller particles that are created when we breathe, talk, sing, sneeze, or cough. They are lighter and can stay suspended in the air much longer than respiratory droplets. Once aerosol particles settle, they dry up quicker than respiratory droplets. We can reduce the spread of aerosols by increasing outdoor air ventilation or filtering air that is being recirculated.

Objects

Objects can spread the COVID-19 virus when respiratory droplets or aerosols settle on them, leaving germs behind or if someone has the COVID-19 virus on their hands from touching their nose or mouth then touches an object. COVID-19 virus may be present on objects anywhere between a few hours to a few days depending on the material. We can reduce the spread of COVID-19 through objects by frequent handwashing, not touching our face, frequent cleaning and disinfection of high touch surfaces, and use of automatic or touchless controls.

How Do We Get Infected with COVID-19?

There is more to consider than whether you were less than 6 feet away from an infected person for 15 minutes. Additional factors include the intensity, frequency, and duration of exposure to someone contagious with COVID-19. Were you exposed to enough virus that your immune system couldn't fight it off and you end up getting sick?

Intensity of Exposure

The intensity of exposure refers to the quantity of virus fragments you were exposed to. Was the sick person actively contagious when you were with them? Were they coughing and sneezing without a mask on versus having no symptoms with a mask on? Did you kiss them? Did you share personal items like a drink or a vape pen? Did you sit right next to them and have a face-to-face conversation or were you 6 feet away with your back to them? You can see how some situations can cause you to be exposed to a lot more virus than other situations. The more virus you are exposed to, the more likely you are to get sick.

Frequency of Exposure

The frequency of exposure refers to how often you had contact with someone who was contagious. If you had a brief face-to-face conversation with a teacher each day for several days while the teacher was contagious with COVID-19, those exposures may add up to be enough to overwhelm your system and lead to an infection.

Duration of Exposure

The duration of exposure refers to how long you were exposed. If you were in a classroom with someone contagious with COVID-19 for 6 hours a day for several days, yet your seat was not within 6 feet of them, you may still have had a long enough duration of exposure to that person to be at higher risk for developing COVID-19.

Personal Health

Your personal health, like the strength of your immune system, plays a part in whether or not you will be infected, as does whether you were using all the COVID-19 risk reduction methods possible.

When a Student Should Stay Home and Will Be Sent Home

Students should not go to school or any school activities (including sports) if they have symptoms of COVID-19. If symptoms of COVID-19 start while at school, they will need to be sent home. The complete list symptoms are listed on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> . The CDC recommends a shorter list be used for screening students to avoid unnecessary exclusions of students who do not have COVID-19. Screening students for illness and return to school decisions should include

1. Symptom Screen: Students with any of the following symptoms should be excluded from school:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

2. Evaluation for COVID-19 Exposure Risks: To determine needed follow up and return to school for students with any of the above symptoms, determine if they have any of the following risks for COVID-19 in the prior 14 days:

- Had close contact with a person with confirmed COVID-19
- Had close contact with person under quarantine for possible exposure to COVID-19
- Had travel history

If the student has one of the symptoms above and ANY of the exposure risks, the parent or guardian of the student will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center. The parent or guardian can also call 2-1-1 or go to www.mi.gov/coronavirustest to find the closest location to have the student tested for COVID-19

For Students that Have Symptoms of COVID-19 AND have ANY of the High Risk Exposures:

If the health care provider and testing find:

Child has symptoms of COVID-19 and tests positive for COVID-19 with a nasal/throat swab*:

- Keep out of school until it has been at least 10 days from the first day of symptoms AND they have been without fever for 24 hours AND symptoms are improving.
- There is no need to get a “negative test” or a doctor’s note to clear the child or staff to return to school if they meet these criteria
*if they have symptoms, they must stay out of school until test results are available

Child has symptoms of COVID-19 and no testing for COVID-19 was done:

- Keep out of school until it has been at least 10 days from the first day they had symptoms AND they have had 24 hours with no fever and have improving symptoms.

Child has symptoms of COVID-19 and tests negative for COVID-19*:

- If they were exposed to COVID-19 within past 14 days (i.e., a close contact to a case of COVID): They must complete their full 14-day quarantine.
- Otherwise, they may return based on the guidance for their symptoms (see "[Managing Communicable Diseases in Schools](#)")
*if they have symptoms, they must stay out of school until test results are available

For Students that Have Symptoms of COVID-19 AND have NONE of the High Risk Exposures:

- Keep out of school until they have met the guidance for their symptoms (see "[Managing Communicable Diseases in Schools](#)")

For Staff (see also Appendix A)

Symptoms recommended for employee screening per the MI Symptom Screener include any of the following that are new/different/worse from baseline of any chronic illness:

One of:

- Fever or feeling feverish
- Cough
- Shortness of breath

OR Two of:

- Muscle aches without another explanation
- Chills
- Sore throat
- Headache
- Vomiting or diarrhea
- Loss of taste or smell

Any adult working in the schools with any of these symptoms should be **excluded from work** and encouraged to follow up with their healthcare provider. They should not return until it has been:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved

(Employers should not require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work.)

Child or staff that has been exposed to COVID-19 but has no symptoms:

- Must be in quarantine (exclude from school) for 14 days from the last day they were exposed

See "Back to School during a Pandemic" for an infographic on the information found in this section.

International Travel

Since COVID-19 transmission is still high at a global level, all international travelers should stay home for 14 days after returning from travel, monitor their health, and practice social distancing. Students who are excluded from school should be afforded the opportunity, to participate in classwork if able, and to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

CDC Materials

[*Handwashing is your Superpower!*](#)

[*Wash your Hands!*](#)

[*Stop the Spread of Germs that can make you and others sick!*](#)

[*Stop the Spread of Germs*](#)

[*Please Wear a Cloth Face Covering*](#)

[*Wear a Cloth Face Covering to Protect You and Your Friends*](#)

[*Symptoms of Coronavirus \(COVID-19\)*](#)

[*Help Protect Yourself and Others from COVID-19*](#)

[*Slow the Spread of COVID-19*](#)

[*Do it for Yourself and Your Friends*](#)

[*What Your Test Results Mean*](#)

VIDEO: How to Wear a Cloth Face Covering

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<https://www.grandtraverse.org/2293/COVID-19-Info-for-Schools>

COVID-19 Workplace Health Screening

Company Name: _____

Employee: _____ Date: _____

Time In: _____

1. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

Fever or Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose or congestion:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your current temperature?		

DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19

If you answered **YES** to any of the symptoms listed in section 1, **OR YES** to two or more of the symptoms listed in section 2, **OR** your temperature is **100.4°F or higher**, please do not go into work. Self-isolate at home and contact your primary care physician's office for direction.

- You should isolate at home for a minimum of 10 days since symptoms first appeared or per the guidance of your local health department.
 - Call your local health department if diagnosed as a probable COVID-19 or if you test positive.
- You must also be 24 hours without a fever and have improvement in symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traveled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered **YES** to either of these questions, please do not go into work. Self-quarantine at home for 14 days and contact your primary care physician's office. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware.

Signature: _____ Date: ____

COVID-19 School Health Screening Agreement

Instructions for Parents and/or Guardians

For the health and safety of our students, the local public health department requires students to be screened for symptoms of COVID-19 before entering the school building. The local public health department and CDC do not recommend that on site screening be conducted by schools due to the time and interruption to education this would cause.

We ask that you complete the steps of the student screening below, prior to sending your child to school, school activities, or sports. Your completion of this form (Appendix B page 1) affirms your understanding and agreement to perform daily symptom screenings for your child.

By signing this form, I am committing to screening my child daily for the 2020-2021 school year, unless otherwise directed. I also understand that it is my responsibility to call **THE SCHOOL** as soon as possible to let them know if my child is not going to school due to potential COVID-19 symptoms.

I commit to screening my child _____ for COVID-19 symptoms and exposure.

Parent(s)/ Guardian(s) Name: _____

Address: _____

Phone Number: _____

Parent or Guardian Signature: _____

Date: _____



Student Screening

Screen your child for the following symptoms daily before they leave for school. Follow the directions below if your child displays symptoms or has been exposed.

Symptoms

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Close Contact/Potential Exposure

In the past 14 days, has your child:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19; OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; OR
- Had a travel history

If the answer is **YES** to any of the **symptom** questions, keep your child(ren) home from school.

If the answer is **YES** to any symptoms question and **YES** to any close contact/potential exposure question, call the school as soon as possible to let them know the reason your child(ren) won't be there today. Call your healthcare provider right away. If you don't have one or cannot be seen, go to www.mi.gov/coronavirustest or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

If the answer is **YES** to any of the symptom questions, but **NO** to any close contact/potential exposure questions, your student may return based on the guidance for their symptoms (see "[Managing Communicable Diseases in Schools](#)"):

- Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
- Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
- Cough/Shortness of breath: improvement
- Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
- Severe headache: improvement

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Source: Centers for Disease Control and Prevention; [Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)



