

The Summit Country Day School Protocols for Responding to COVID-19 Scenarios

Updated March 19, 2021

Introduction and Overview

The Summit Country Day School is providing information on protocols for responding to specific COVID-19 scenarios. We will update this document as more information about the disease becomes available.

An in-person school environment requires a culture of health and safety Specifically:

- **It is not one mitigation strategy but a *combination* of all these strategies taken together that will substantially reduce the risk of transmission.** No single strategy is perfect, but all strategies together will reduce risk. It will take collective continued vigilance towards health and safety measures to continue to contain COVID-19.
- **Students must be monitored daily for symptoms. Students must stay home if feeling unwell.** Everyone must do their part to protect others and not come to school if they are exhibiting any COVID-19 symptoms or are feeling sick.
- **Masks are among the most important single measures to contain the spread of COVID-19.** We require students age three through grade twelve to wear masks that *adequately cover both their nose and mouth*. Exceptions may be made for students with medical or other challenges who are unable to wear masks/face coverings. Face shields will be used in cases where classroom activities require students to be in close contact with others.
- **Hand hygiene is critical.** Students are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, in between classes, before putting on and taking off masks, and before dismissal.
- **Physical distance greatly reduces the risk of transmission.** As COVID-19 is transmitted through respiratory droplets, putting distance between yourself and others reduces risk. In many classrooms the ideal six-foot separation of desks was achievable; however, there are some classrooms where that was not achievable. The World Health Organization, the CDC, and the American Academy of Pediatrics sanction three- to six-foot desk separation if children are masked. Plexi-glass has been added in many areas of campus to limit disease spread.
- **Cohorts/assigned seating.** Students organized in groups/classrooms and other cohorts help mitigate transmission of the virus. Assigned seating will be implemented in grades 1-12 because it effectively creates even smaller groups within cohorts which minimize transmission. Assigned seats also assist with contact tracing. Wherever possible, seats will be assigned (including classroom, bus, meals).
- **Nurse notification.** Notify the nurses of any student illness or those in the home with a positive case. Email: summithealth@summitcds.org; School phone: (513) 871-4700 x263

Testing, tracing, and isolation

It is important to note that testing, combined with contact tracing and isolation, helps control the spread of COVID-19. Though many test types exist, the school only recognizes PCR tests.

Those being tested as well as others in the home should quarantine until test results are received. Summit nurses report all positive test results to the Cincinnati Department of Health.

Close contacts of a positive COVID-19 case: For general guidance, CDC defines close contact as:

- Being within 6 feet with facial covering of a COVID-19 case for at least 15 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within the 48 hours before symptom onset, OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

Most common symptoms of COVID-19

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. **When in doubt, stay home.**

Below is the full list of symptoms for which caregivers should monitor their children:

- Fever (100° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

Students who have symptoms should contact their primary care physician for further instructions.

Community notification of positive COVID-19 cases:

The Summit seeks to balance transparency, practicality and privacy when it comes to those in the building who test positive for COVID-19. To that end, we have a COVID-19 Case Log in the Resources tab of the Portal. If a positive COVID-19 case is reported, an update (without names) will be made to the Case Log. The Case Log will show only those cases for which a community member is currently isolated. Each individual case will be noted in the Case Log during the period of isolation.

Our process is as follows:

- If and when an exposure occurs, we will connect with our local Board of Health and follow their direction.

- We will inform any individuals who might be at risk due to exposure.
- We will limit communication to those unconnected to the situation to protect the privacy of the individual and to limit unnecessary anxiety and concerns.

We thank you for your understanding as we work through this year while supporting our community during this time.

Section 1: Protocols for individual exposure or individual positive test

I. Protocol: Student has symptoms or tests positive for COVID-19.

1. The student must remain at home (except to get medical care), monitor their symptoms, notify the school, and assist the school in contact tracing efforts. The entire family must quarantine unless vaccinated. For most people who have relatively mild illness, they will need to stay in self-isolation until 10 days have passed since symptom onset **and** at least 24 hours have passed since resolution of fever without use of fever reducing medications **and** other symptoms have improved.
2. Once notified, the school in turn notifies others.
3. The school determines whether the student was on the premises during the time frame that started two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.
 - a. If so, the school promptly closes off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected.
 - b. The school promptly cleans and disinfects the student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual.
 - c. The school promptly cleans and disinfects the bus(es) the student or staff member was on.
4. The school assists with contact tracing, making a list including phone number and email of any other close contacts the student or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until the individual was isolated.
5. **MONTESSORI 3-6:** The division sends a communication to the other families in the student's cohort that there has been a positive case without naming the individual student or staff member who tested positive. All students in the cohort quarantine for 10 days. However, if exposure happened in class, quarantine may end on day 7 with a negative test occurring no earlier than day 5. The student must remain asymptomatic during the quarantine period. If the cohort is in school, the school calls the parents to pick up the children immediately. Parents should monitor their children closely for symptoms and isolate if symptoms develop.
6. **MONTESSORI TODDLERS:** The division sends a communication to the other families in the student's cohort that there has been a positive case without naming the individual student or staff member who tested positive. All students in the cohort quarantine for 14 days. Toddlers with a positive family member, quarantine for 24 days, unless the positive individual is able to isolate from the family, then the quarantine period is 10 days from when the family member enters isolation from the toddler. Toddlers should get a COVID-19 test if they develop any symptoms during quarantine.

7. **LOWER/MIDDLE/UPPER SCHOOL:** Summit will identify the student's possible "close contacts" in activities outside the classroom - athletics, extended day, after school clubs, extracurriculars. Close contacts in activities outside the classroom are notified and quarantine for 10 days. The individual must remain asymptomatic during quarantine and should still watch for symptoms for a full 14 days after exposure. Refer to the portal for case updates.
8. If student tests negative, student stays home until free of fever for 24 hours and other symptoms have improved.
9. **IF OTHERS IN THE CLASS/COHORT TEST POSITIVE:** The Summit will perform all steps under this protocol for that person. **ALSO FOLLOW:** "Protocol: Presence of multiple cases in the school."

II. Protocol: Student is symptomatic at home

1. Family should monitor student at home each morning for the most common symptoms of COVID-19.
 - a. Do not send the student to school.
 - b. Call your child's division point of contact and inform them student is staying home due to symptoms.
 - c. Seek guidance regarding testing from medical provider. An individual who does not wish to be tested should isolate until 10 days have passed since symptom onset and at least 24 hours have passed since resolution of fever without use of fever reducing medications and other symptoms have improved.
 - d. Those who proceed to be tested:
 - i. **IF NEGATIVE:** Student stays home free of fever for 24 hours and other symptoms have improved.
 - ii. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts. Most people who have relatively mild illness will need to stay in self-isolation until 10 days have passed since symptom onset **and** at least 24 hours have passed since resolution of fever without use of fever reducing medications **and** other symptoms have improved.

III. Protocol: Student is symptomatic on The Summit bus.

1. If symptoms are noticed as the student is getting on the bus and if there is a caregiver present, do not allow student to board the bus. Caregiver should then FOLLOW: "Protocol: Student is symptomatic at home."
2. If student is already on the bus, ensure student is masked and keeps mask on. Ensure other students keep their masks on. Ensure student keeps required physical distance from other students. Open windows if practical.

3. Bus driver/monitor will call ahead to The Summit. The school nurse will be informed of a possible symptomatic child. The nurse or designated personnel will meet the bus as it arrives. If the nurse is not able to meet the bus, she will triage on the phone with the designated personnel member.
4. As practical, student with possible symptoms should exit the bus.
5. Bus will be cleaned/disinfected.
6. Nurse will evaluate the student for symptoms and follow protocol of student symptomatic at school.

IV. Protocol: Student is symptomatic at school.

1. Teacher ensures the student is wearing a mask that fully covers nose and mouth at all times. Teacher sends student to the nurse's clinic for evaluation.
2. Nurse will evaluate the student for symptoms.
 - a. **IF ANY SYMPTOM:**
 - a. Place the student in the designated isolation room. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced.
 - b. Contact caregiver for pick-up. **CAREGIVER MUST PICK UP WITHIN 60 MINUTES OF CALL.** Student waits to be picked up in the isolation room. Caregivers must wear a mask/face covering when picking up their student. Student should not ride the school bus home. Caregiver and student should wash their hands upon arriving at home and change their clothes as a precaution. Follow Protocol: Student or staff has symptoms or tests positive for COVID-19

V. Protocol: Previous Positive Case or Vaccinated Individual

If a person who previously had Covid-19 (confirmed by a PCR test) is identified as a close contact within 90 days of their positive test result, the person does not need to quarantine but has to monitor for symptoms from their exposure date. If symptoms develop during the 14 days, they have to isolate and get tested. If the close contact occurs after the 90 days, outside of class, the person must quarantine for 10 days.

Individuals are considered fully vaccinated two weeks after their final dose. Those individuals do not need to quarantine when identified as a close contact as long as they remain asymptomatic. If symptoms develop during the 14 days from exposure, they have to isolate and get tested.

VI. Protocol: Family Member Has Probable/Positive Case.

If the positive family member isolates him/herself at home (eats, sleeps and spends the day away from everyone else), the rest of the family needs to quarantine for 10 days. The individual should still watch for symptoms for a full 14 days after exposure. If the positive family member interfaces with the other family members even with a mask on, the other family members if unvaccinated need to stay quarantined for 10 days after the positive family member's case is resolved ($10 + 10 = 20$ days).

Section 2: Protocol: Travel

Travel may increase the chance of getting and spreading COVID-19. **Staying home is the best way to protect yourself and others from COVID-19. Any student traveling outside Cincinnati should monitor symptoms for 14 days.**

1. For this reason, all school related trips have been canceled.
2. The CDC strongly recommends against foreign travel. All students who travel internationally should self-quarantine upon return for 10 days without a COVID-19 test or after 7 days with a negative test conducted no earlier than day 5. The individual should still watch for symptoms for a full 14 days after return. International travel guidelines can be found [here](#).
3. Those who travel within the United States should watch for symptoms for 14 days upon return. If symptoms develop during the 14 days, they have to isolate and get tested.
4. If those residing in the household have traveled internationally and are unvaccinated, the traveler should self-quarantine upon return for 10 days without a COVID-19 test or after 7 days with a negative test conducted no earlier than day 5 after return. The individual should still watch for symptoms for a full 14 days after exposure. They also should live separated in the house as much as possible, wear a mask and keep six feet away from the student during the quarantine period.

Section 3: Facility and Material Sanitization

1. If there is a probable or positive COVID-9 case, the office or physical classroom and areas visited by the individual testing positive will be deep cleaned and sanitized before reopening.
2. Returned library books should be quarantined for three days before being re-shelved.

These recommendations and requirements will be updated as new information about the virus develops and we monitor and evaluate data.

[Our research uncovered the protocols developed by the state of Massachusetts with regard to COVID-19 school scenarios which we viewed to be thoughtful and clear. We acknowledge the influence of their protocols in the development of this document.]