



Bexley Health Clinic COVID-19 Protocol Working Draft

The Bexley City Schools Health Clinics, in coordination with local health departments, have an important role in slowing the spread of diseases and protecting vulnerable students and staff. We are committed to ensure students and staff have a safe and healthy learning and work environment. The health clinic nurses will collaborate, share information, and review plans with school administration and local health officials to help protect the whole school community.

- **Protective Measures**

- Physical Distancing- 6 feet**

- Clinic size will determine the total number of students and staff that can be seen at one time.

- Health clinic staff is committed to 6 foot physical distancing for safety when appropriate while providing care.

- Seating will be implemented in the hall outside of the health clinic as needed to remain distanced from other students seeking care if necessary. School staff will be used to monitor these areas for distancing and proper mask wear. Treatment of injuries or illness will be prioritized according to severity, as always.

- Clinic visits are to be limited to those who require medical treatment only. Behavior and mental health issues will be referred to the school counselor or building principal. We discourage teachers from sending students to the clinic in pairs or groups. When possible, students who are injured or ill should be sent to the clinic alone and not with a friend. Exceptions may

apply, for example; a student or staff member with diabetes, one who is actively bleeding, and anyone requiring physical assistance.

Students receiving daily medications will receive those medications in the health clinic at staggered times as determined by the nurse and parent as appropriate.

During this time due to the pandemic, we are asking all families to administer morning medications at home, to cut down on the amount of students seen each day in the health clinic.

Students waiting for non-urgent medical conditions, or treatment will be sent back to class or asked to wait in the hall physically distanced from others.

While in the health clinic students or staff with chronic medical conditions will be adequately isolated from any ill students.

Isolation of Sick Students and Staff

If a student appears ill or has complaints of illness while in the classroom and the student's symptoms are suspicious of COVID-19 (exhibiting one or more symptoms), the teacher will contact the health clinic and a nurse or clinic staff member will retrieve the ill student from the classroom.

Students with needs outside of illness will follow normal protocols of asking permission to see the nurse and obtaining a pass from their teacher for injury, allergies, dental problems, lost teeth, medication administration, asthma flare ups, diabetes care, and non-COVID-19 related medical concerns.

We are asking teachers to discourage health clinic visits as much as possible and help reduce traffic in halls by treating non-urgent matters in the classroom. Nursing staff will provide elementary teachers with bandaids, antiseptic wipes, tooth necklaces, etc. This will cut down on the amount of students in the hallways.

If a staff member is not feeling well while at work, they immediately should call the health clinic and consult with the school nurse regarding symptoms. If deemed necessary, the Principal and Human Resources will be notified and the staff member will be sent home and referred to seek medical care. The staff member will follow up with clinic nursing staff

after consulting a medical provider to determine if contact tracing must begin.

All ill students or staff presenting with possible COVID-19 symptoms will be appropriately isolated in a COVID-19 designated isolation space for assessment. A staff member may isolate in their empty classroom until they are able to leave. The designated isolation space will be a room outside of the health clinic with a door for containment. Designated private isolation rooms will be an agreed upon space and be kept empty for this purpose only. A notification sign will be placed on all entries to the isolation space warning of the ill student or staff member. There will also be a secondary isolation space designated in the health clinics if needed.

A clinic nurse, a clinic aide, or staff member will remain with the student or staff member while monitoring and treating symptoms as appropriate.

We are asking that all ill students are retrieved from school by the parent or guardian within 30 minutes.

All rooms will be completely sanitized per custodial COVID-19 protocols after any ill student or staff member has occupied that space.

Face Masks for Staff and Students

CDC recommends and the State of Ohio requires wearing face masks in all public settings, especially when other physical distancing measures are difficult to maintain. Face masks act as a barrier to help prevent respiratory droplets from traveling through the air and causing illness.

Face masks are required by Bexley City Schools and must be worn by staff and students throughout the entire school building, even in areas outside where physical distancing cannot be achieved. Face masks can be removed outside if physical distancing can be kept.

Employees do not have to wear a face mask when isolated in their personal workspace. After removal or reapplication of a face mask, hand hygiene should be performed. Staff may allow students to take a “face mask break” as long as the break occurs outside and proper physical distancing can be ensured and monitored. Staff and students may also remove their face masks when eating and drinking as long as 6 feet of physical distancing is maintained.

A face **shield** may be more appropriate in some circumstances. This will be determined by the student or staff member's physician and educational or administrative team.

Employees should refer to [BCSD COVID-19 Employee Operations Guide](#) for guidance on face shield wear. Face shields are mainly for eye protection and can always be worn in conjunction with a face mask for added protection.

*Medical exemption may apply for students and staff in regards to face mask wear.

Nursing staff will use their nursing judgement when deciding if the face mask of a student or staff member should be removed. For example, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. Also as decided by the educational team, nursing staff, and medical provider.

Proper Hand Hygiene

- *Upon entering and exiting the health clinic.
- *Before and after eating and drinking.
- *Before and after recess.
- *After using the restroom.
- *When hands are visibly soiled.
- *Use of hand sanitizer is encouraged when soap and water are not available or as additional hand-hygiene to regular hand washing.

Hand sanitizer should be applied to hands, massaged onto all surfaces, and allowed time to dry. Hand sanitizer will be located at entry/exit points of the health clinic and placed for use throughout the clinic working area.

*Use soap and water is preferred. Proper hand washing includes:

Hand washing for 20 seconds using soap and water. Clean in between fingers, under fingernails, using great amounts of friction. Rinse well under clean running water. Dry hands with a clean paper towel.

*Custodial staff will ensure that soap and paper towels are available at each sink.

Personal Protective Equipment (PPE)

Clinic staff will determine what PPE is donned appropriate to the situation as determined by OSHA standards and guidelines. [Personal Protective Equipment](#)

Bexley City Schools will provide needed PPE for clinic staff. PPE to include:

N95, surgical ear loop, or face mask. Some face masks may be used over extended periods of time and re-used per CDC recommendations. Face masks should be disposed of if visibly soiled, damaged, or hard to breathe through. Surgical masks should be replaced if soiled or contaminated with blood, respiratory or nasal secretions. Surgical face masks that are re-used should be carefully removed and folded so the outer surface is held inward and stored in a clean sealable paper bag labeled with the staff member's name and stored in an appropriate clinic. CDC recommends that N95 can be re-used in the case of treating the same suspected pathogen, ie. COVID-19. The N95 mask can be reused until contaminated with blood, respiratory or nasal secretions, or other body fluids from the patient. Avoid touching the inside of the respirator mask. If inadvertent contact is made with the inside, discard the respirator mask and perform hand hygiene. The N95 respirator mask may also be stored in a clean sealable paper bag labeled with the staff member's name. Hand hygiene should be performed after removal of any face mask.

[Recommended Guidance for Extended Use and Limited Reuse of N95](#)

Single use Nitril or non-latex gloves. CDC does **not** recommend the use of gloves for everyday use. Gloves are to be used to protect nursing staff from body fluids. If gloves are worn, they should be removed between use. Hand hygiene should be performed prior to donning and immediately after gloves are removed. It may be necessary for nurses to don gloves when caring for a potential COVID-19 risk student or staff member if body fluids are involved.

[When to Wear Gloves](#)

Single use protective gown or clean cloth gown. Protective clothing serves to reduce the spread of droplets or other body fluids to the nurse's skin and clothing. Clinic staff should wear a protective gown when assessing or caring for ill students or staff. Gown may be worn until contaminated with body fluid. A contaminated gown should be changed immediately. The gown should be

carefully removed as to not contaminate clinic staff clothing. Hand hygiene should be performed after removal.

Face Shield or goggles. Face shields or goggles provide a barrier to infectious materials entering the eye. Face Shields or goggles should be taken apart and cleaned daily or as needed with the use of isopropyl alcohol solution. Hand hygiene should be performed after removal.

Sanitation and Cleaning

When cleaning or sanitizing clinic space, clinic staff must:

- *Wear appropriate PPE when cleaning clinic surfaces.

- *Wash hands with soap and water after cleaning surfaces.

- *Patient cots will be thoroughly cleaned and sanitized after every use and appropriate drying time will be maintained for effective disinfection.

- *Barriers will be cleaned and sanitized after each use.

- *Clinic staff will pay close attention to high touch common areas such as;

 - Door handles
 - Sinks
 - Printers/copiers/computers
 - Phones
 - Chairs
 - Desks
 - Fridge
 - Cabinets/handles

- *Cleaning is recommended to be done at least every 2 hours on high touch areas (although, we will be cleaning more frequently).

- *No sharing of medical or office supplies without proper cleaning and disinfecting.

- *All clinic intake forms will be completed by the nursing staff.

- *Deep cleaning and sanitation of the health clinic and all used isolation spaces will be performed by BCS custodial staff nightly and as needed between ill students and staff.

- **Assessment and Treatment of Suspected COVID-19**

Nurse or clinic staff will complete the Bexley City Schools' [COVID-19 Screening Tool](#) and if needed the [Confidential COVID-19 Reporting Document](#) for all students and staff with suspected COVID-19, that have tested positive for COVID-19, and for those who suspect they have been exposed to COVID-19. Nursing staff will maintain confidential records for tracking and contact tracing by filling out the [COVID-19 Tracking Document](#).

Persons suspected of COVID-19 may exhibit one or more symptoms including but not limited to; fever, cough, shortness of breath, unexplained rash, chills, muscle/body aches, sore throat, fatigue, headache, new loss of taste or smell, nausea/vomiting, diarrhea.

All persons with suspected COVID-19 will be immediately isolated in a designated isolation room, supervised by the school nurse or other staff members. Physical distancing and masking will be maintained during this isolation time as appropriate between clinic staff and the ill student or staff member.

In the case of a student with suspected COVID-19, a phone call to the parent or guardian will be made requesting immediate pick up. We will ask that the student is retrieved from school within **30 minutes**. Nursing staff will escort the sick student to their parent or guardian's vehicle, so that parent or guardian does not enter the school building.

Staff members will be sent home immediately if well enough to transport themselves. In the case that a staff member is not well enough to transport themselves, they will be isolated until an emergency contact may arrive. The staff member will be escorted to emergency contact's vehicle.

If transportation is an issue for a student or staff member it may be needed that a nurse or principal take the student or staff member home. This will be determined on a case by case basis.

Persons with suspected COVID-19 illness will be assessed, sent home immediately, and referred to their medical provider for follow up.

Persons experiencing emergency warning signs of COVID-19 should seek medical care immediately. These symptoms include but are not limited to; difficulty breathing, persistent pain or pressure in the chest, new confusion, inability to arouse or to stay awake, bluish coloring to lips or face. The patient will be given supportive care which may include: positioning, pulse oximetry, and/or CPR (as medically indicated) while emergency services are activated. Any of these severe signs and symptoms should prompt an immediate call to 911 as well as the student or staff member parent/guardian or emergency contact.

- **What will Nursing staff do if an employee or student tests positive for COVID-19?**

*Nurses will gather as much information as possible regarding contacts of staff or contacts of the student for possible exposures. Nurses will begin contact tracing when appropriate. Contact tracing will begin for students and staff with COVID-19 symptoms lasting 3 days without a test, or in the case of a positive test result.

* Nurses will also notify Franklin County Public Health (FCPH) for guidance regarding contact tracing, quarantining, and isolating. FCPH should be contacted in the case of positive or suspected COVID-19 cases in a school building. FCPH professionals can help to identify potentially infected or exposed individuals and assist nursing staff with appropriate notifications. Individuals who potentially have been exposed should follow quarantine and other recommendations from local public health officials, nursing staff, and their medical provider.

*Nurses will refer to the FCPH guidelines for school nurses when making decisions regarding COVID-19 in schools. [FCPH School Nurse Webinar](#)

*Positive Cases of COVID-19 are to be reported on the FCPH website at [COVID-19 Case Report School Intake Form](#) within 24 hours.

*Positive cases will be reported in writing to affected school building staff and families within 24 hours of positive case notification. [Building Letter Regarding Positive COVID-19 Case](#)

*Any signs of cluster or new cases in school or community will result in re-evaluation of mitigation strategies.

* BCSD will maintain a COVID-19 reporting Dashboard to report positive cases to the public (More details to come.)

*BCSD will report all positive cases to the Ohio Department of Health weekly (details to come).

*We will begin COVID-19 cleaning and disinfecting protocols as outlined by the Bexley City Schools.

*We will notify verbally and in writing all employees, parents, and guardians who worked closely (may have had close contact with or been exposed) with that employee or student for an extended period of time as per CDC guidelines. [Public Health Guidance for Community-Related Exposure](#). Confidentiality will be a priority. Please refer to CDC guidance on COVID-19 confidentiality [Confidentiality and Consent](#).

*For further questions regarding COVID-19 illness or protocols please contact Franklin County Public Health, **Michael Kieffer, RN at 614-525-3857**. You may need to leave a message as he is receiving a high volume of calls at this time.

Last Updated 9/9/2020

Is there a difference between isolation and quarantine?

Yes. Isolation separates sick people with a contagious disease from people who are not sick. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

If the employee or student has a positive test result and is experiencing or has experienced symptoms:

Time-Based Strategy:

- At least 10 days have passed since the first positive test result *if* the employee or student has not subsequently developed symptoms since their first positive test. If the employee or student has developed symptoms since receiving a positive test result, then the employer/school should follow the symptom-based strategy or test-based strategy below.

Symptom-Based Strategy:

- At least 24 hours have passed since recovery. Recovery is defined as a resolution of fever without the use of fever-reducing medications AND improvement in symptoms, *and*
- At least 10 days have passed since the symptoms first appeared.

Test-Based Strategy (recommended by CDC for people with severe immune compromise only):

- Resolution of fever without the use of fever-reducing medications, *and*
- Improvement in respiratory symptoms, *and*
- 2 negative test results obtained at least 24 hours apart.

If the employee or student has symptoms but no diagnosis

Test-Based Strategy (recommended by CDC for people with severe immune compromise only):

- Resolution of fever without the use of fever-reducing medications, *and*
- Improvement in respiratory symptoms, *and*
- 2 negative test results obtained at least 24 hours apart.

Symptom-Based Strategy:

- At least 24 hours have passed since recovery. Recovery is defined as a resolution of fever without the use of fever-reducing medications AND improvement in symptoms.

If the employee or student does not have symptoms but has tested positive:

Time-Based Strategy:

- At least 10 days has passed since the first positive test result *if* the employee or student has not subsequently developed symptoms since their first positive test. If the employee or student has developed symptoms since receiving a positive test result, then the employer/school should follow the symptom-based strategy or test-based strategy identified above in “employee or student tested positive and is experiencing symptoms.”

Test-Based Strategy (recommended by CDC for people with severe immune compromise only):

- 2 negative test results obtained at least 24 hours apart

If the employee or student does not have symptoms or a positive test result but was exposed to COVID-19:

Time-Based Strategy:

- 14 days of quarantine after exposure (exposure meaning < 6 feet apart for >15 minutes).

Note: Persons who have conditions that might weaken their immune system could have prolonged viral shedding after recovery. Thus, employees or students who get the virus and have weakened immune systems could potentially be contagious for longer than someone who is otherwise healthy without underlying conditions.

What happens if an employee or student is ill due to something other than COVID-19 such as allergies?

Anyone experiencing non COVID-19 related illness can return to school/work when released by physician or when symptom and/or fever free.

When Can I return to work/school if I test positive for COVID-19 or have COVID-19 Symptoms?

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days* have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved.
- Return to work or school will be evaluated per CDC guidelines in consultation with Franklin County Public Health, student or staff medical provider, Bexley City Schools administration, and school nurse.

[CDC-Discontinuation of Isolation](#)

[CDC-When You Can be Around Others After You Had or Likely Had COVID-19](#)

[COVID-19 Return to school form](#)

Will BCSD close all schools if a student/employee tests positive for COVID-19?

No. School Closures will generally fall into one of three categories: Targeted, Short-term, or Extended. We will work with Franklin County Public Health Officials to determine the most appropriate category of closure.

- Targeted Closure: Isolate an infected area allowing for deep cleaning and disinfection. May or may not require class to remain home based on ability to clean during off hours.
- Short-term Closure: Close one or more buildings for a wider deep-cleaning 2-5 days.
- Extended Closure: Close school building for at least 14 days due to widespread outbreak.

If a student or staff member has tested positive for COVID-19 or is suspected of having COVID-19 by his or her physician, that student or staff member must stay out of school/work for 10 days from the onset of symptoms

[COVID-19: When to Quarantine](#)

When Bexley families and staff find themselves caring for a sick child at home with confirmed or possible COVID-19 please refer them to:

[How to Care for Your Child](#)

[Testing and Community Health Centers](#)