



## Principal/Care Giver Protocol – Student with COVID-19 C20.2

The online version of this procedure is official. Therefore all printed versions of this document are unofficial copies.

### 1.0 SCOPE

The purpose of this standard operating procedure is to ensure that principals respond appropriately when a student/child at their school tests positive for COVID-19 or has been exposed to someone with a lab-confirmed case of COVID-19 and/or COVID-19 symptoms, or who may be exhibiting symptoms of COVID-19. The procedure also is designed to ensure that principals notify public health and central administration in a timely manner if a student tests positive for COVID-19, shows symptoms or has been recently been exposed to someone with a verified/confirmed case COVID-19. As with all communicable diseases, appropriate public health protocols must be followed to safeguard other students and staff while also protecting the privacy of the individual student. The scope of this procedure is focused on school principals and other staff who may be supervising children in a GCS school or facility, including buildings, playgrounds, school campuses, athletic facilities, etc.

### 2.0 RESPONSIBILITY

- 2.1 The following person may be contacted on a routine basis in relation to this procedure:

Yvetta Grier, Director of Health Services & Nursing  
Phone: 336-370-8325 (wk)/336-709-9515(c)  
Fax: 336-370-2320  
Email: [griery@gcsnc.com](mailto:griery@gcsnc.com)

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Student with COVID-19



Denise Patterson, EdD, Chief of Student Services  
Phone: 336-378-8800 (wk)/336-339-6653(c)  
Fax: 336-370-2320  
Email: [patterd@gcsnc.com](mailto:patterd@gcsnc.com)

## 3.0 APPROVAL AUTHORITY

- 3.1 Sharon L. Contreras, PhD, Superintendent of Schools
- 3.2 Nora Carr, EdD, Chief of Staff

## 4.0 DEFINITIONS

- 4.1 COVID-19 – Illness caused by the novel (new) coronavirus identified in 2019. Symptoms include fever or chills, cough (new, not chronic), shortness of breath or difficulty breathing, fatigue, muscle or body aches, (new, not chronic) loss of taste or smell, sore throat, congestion or runny nose, headache. Other less common symptoms have also been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea. Children may have milder symptoms than adults.
- 4.2 Verified – The diagnosis of COVID-19 has been confirmed by the Student’s healthcare provider or public health.

## 5.0 GUIDELINES

- 5.1 Parents/guardians of any student who tests positive for COVID-19, exhibits multiple symptoms and/or is diagnosed with COVID-19 by his/her healthcare provider and/or by public health must notify the principal.
- 5.2 If the student’s teacher is notified, the teacher should notify the school principal immediately.
- 5.3 The Principal will notify the GCS Director of Health Services & Nursing.

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- 5.4 The Principal will notify the Public Health immediately by contacting the school nurse and entering the required information into the GCS-Public Health Database.
- 5.5 The Principal will immediately place the student in the isolation room or area designated for students who are ill, exhibiting symptoms of COVID-19, or receive word of a positive COVID-19 test result or diagnosis from the parent/guardian and/or public health while the child is at school or on the grounds of a school, or engaged in a school-sponsored activity, whether on school grounds, or off site.
- 5.6 Principals/principals will contact the parent/guardian of the child with COVID-19 symptoms or lab-confirmed test results and direct them to pick up their child immediately.
- 5.7 Principals also must call Yvetta Grier, Director of Health Services & Nursing, for additional guidance regarding next steps.

Yvetta Grier, Director of Health Services & Nursing  
Phone: 336-370-8325 (wk)/336-709-9515(c)  
Fax: 336-370-2320  
Email: [griery@gcsnc.com](mailto:griery@gcsnc.com)

- 5.7.1 The GCS Director of Health Services & Nursing will immediately contact the district's Guilford County school health program liaison.

The GCS Direct of Health Services & Nursing will immediately contact the Chief of Student Services.

Denise Patterson, EdD, Chief of Student Services  
Phone: 336-378-8800/wk/336-339-6653c  
Fax: 336-370-2320  
Email: [patterd@gcsnc.com](mailto:patterd@gcsnc.com)

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5.7.2 The Chief of Student Services will notify the Superintendent of Schools, Chief of Schools, Chief Operations Officer and Chief of Staff.

5.7.3 The Chief of Staff notifies the Board of Education.

5.7.4 The district's Guilford County school health program liaison will contact the GCS Director of Health Services upon initial review with communicable disease.

5.8 Students may be required to stay home (isolate) for at least 10 days (if lab-confirmed test) or 14 days (w/o lab-confirmed test) in accordance with public health guidelines.

5.9 Principals should refer students' parents/guardians to their healthcare providers or public health.

5.10 Public Health will complete contact tracing and share the information with the parents/guardians of any students who may have exposed to one or more individuals with a lab-confirmed case of COVID-19.

1.1 Public Health will complete contact tracing and share the information with the staff members who may have exposed to one or more individuals with a lab-confirmed case of COVID-19.

1.2. Principals may request that students who have tested positive for COVID-19 or who may have been exposed to someone with a lab-confirmed case of COVID-19 to provide a written and signed note from their healthcare providers and/or public health to verify it is safe for them to return to school.

1.2.1.1 This documentation should be shared by Principals/Principals with the School Nurse and placed in the Student's cumulative file/health record.

1.3 There are special cleaning protocols (refer to Deep Cleaning Protocols) that must be followed in each area where the affected student stayed for 10 minutes or more, including classroom(s), bathroom(s), field house(s), gymnasium(s), locker room(s), weight room(s), cafeterias and "cafeteriums," school buses, vans, driver education vehicles, auditoriums, etc.

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1.3.1 These protocols include disinfecting high-touch surfaces and equipment.

- 1.4 Principals should contact Yvetta Grier, Director of Health Services & Nursing, and John Simmons, Senior Executive Director of Building Services, regarding the appropriate COVID-19 cleaning protocols that should be used and the specific areas and equipment/surfaces that need to be disinfected.

Phone: (336) 370-2387w; 336-669-9891

Email: [simmonj@gcsnc.com](mailto:simmonj@gcsnc.com)

- 1.5 Principals should coordinate the appropriate notifications to students and staff regarding any partial or complete facility closures with their School Support Offices and District Relations.

- 1.6 Principals should notify the following individuals:

- a. School Support Officer/Cabinet-level Supervisor (chiefs)
- b. School Support Officers must notify the Chief of Schools
- c. School Support Officers/Chiefs will coordinate communications and messaging with the Director of Health Services & Nursing, and the Chief of Staff. See also 5.18.

- 1.7 If the affected Student is the Building Manager/Supervisor/Principal, the SSO or chief must handle the notifications outlined in this protocol.

- 1.8 Other required notifications are as follows:

- i. Chief of Student Services notifies Superintendent of Schools.
- ii. Chief of Student Services notifies Chief of Staff.

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- iii. SSOs notify the Chief of Schools.
- iv. Principals notify SSOs, Health & Nursing and HR.

1.9 Verbal notifications by Student Principals, Leadership Council Members or Chiefs, including phone calls, must be followed in writing via email the same day, including evenings and weekends. Written notification does not require names. The Student's school location must be included. If the Student is schooling remotely, that must be noted as well. **Emails may be sent to [COVID19@gcsnc.com](mailto:COVID19@gcsnc.com).**

1.10 During the evening and over the weekend, Principals/Principals will contact the GCS Director of Health Services & Nursing in the event that a reported COVID-19 positive case to determine whether a portion of a school or building needs to closed.

1.11.1 The GCS Director of Health Services & Nursing will contact public health for guidance.

1.11.2 The GCS Director of Health Services & Nursing will share public health's guidance with the Chief of Student Services.

1.11.3 The Chief of Student Services will share this information with the Superintendent, Chief of Schools and Chief of Staff.

1.11.4 The GCS Director of Health Services & Nursing will coordinate communications to parents/families with the principal, public health and District Relations.

5.17 Public Health will school with the GCS Director of Health Services & Nursing when tracking verified cases of COVID-19 by school, classroom, department/office area, and facility.

5.18 Contract tracing is a private process. As part of local, state and federal laws, a student's personal information may not be released to the public or shared with individuals who may have come in contact with the infected students. Employees are prohibited from disclosing confidential information about other Students, their parents/guardians, their siblings, their families, or about other employees.

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- 5.19 Contract tracing is a private process. As part of local, state and federal laws, a student's personal information may not be released to the public or shared with individuals who may have come in contact with the infected students. Employees are prohibited from disclosing confidential information about other Students, their parents/guardians, their siblings, their families, or about other employees.
- 5.20 Principals are responsible for the appropriate notifications of COVID-19 cases and for ensuring that the appropriate steps have occurred.
- 5.21 Principals are responsible for maintaining the appropriate records that district COVID-19 protocols and procedures were followed and the appropriate entities notified.
- 5.22 The GCS Director of Health Services & Nursing and Human Resources is responsible for maintaining the appropriate district-level documentation and records that district protocols and procedures were followed and the appropriate entities notified.
- 5.23 The GCS Director of Health Services & Nursing will notify the Chief of Student Services Officer when public health has confirmed more than five of the affected school, classroom, department/office area, or facility have verified cases of COVID-19.
- 5.24 As with all infectious diseases, Public Health will take the lead on Student and parent communications. If Public Health indicates that letters and/or information must be sent to Students and parents, the Director of Health Services & Nursing will school with public health and the school/building manager/appropriate chief to prepare and distribute the materials.
- 5.25 The Building Manager/Principal (or their supervisor if building manager/principal is not available) will notify the custodian(s) to follow the appropriate cleaning and sanitation procedures for the affected areas.
- 5.26 Failure to report positive student symptoms or suspected/confirmed cases of COVID-19 in a timely and accurate manner could result in personnel action, including but not limited to suspension and/or dismissal.
- 5.27 Disclosure of student or employee personal information (including confidential health or medical information) could result in personnel action, including but not limited to suspension and/or dismissal.

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## 6.0 ASSOCIATED DOCUMENTS

- 6.33 COVID-19 Cleaning Protocols
- 6.34 See also NC General Statute: 130A-136. School principals and child care operators to report. (Communicable diseases).
- 6.35 See also StrongSchoolsNC Public Health Toolkit (K-12).

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
C20.2	One Drive	5 years	NA	NA

## 8.0 REVISION HISTORY

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
NA	NA	NA

\*\*\* End of School Procedure \*\*\*