



Outbreak Response Protocols: Pre K-12

Guidance for COVID-19 outbreak response in Pre K-12

Version 1.3- Update October 21, 2020

RHODE
ISLAND

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Summary of Change to the Playbook

- Version 1.1 (Sept 14, 2020)
 - Clarification that household contacts of a probable case must quarantine pending test results, but school contacts do not need to quarantine pending test results
- Version 1.2 (Oct 1, 2020)
 - Clarification that you need a negative PCR test to return to school, not just a negative rapid (antigen) test.
 - Fever and chills were split into two symptoms instead of one in the definition of a probable case

Summary of Change to the Playbook

- Version 1.3 (Oct 21, 2020)
 - Explanation of infectious period and close contacts
 - Overview of case investigation/contact tracing process
 - What schools should expect
 - What documents schools should have on hand
- Frequently asked questions
 - Travelers
 - School portal
 - Testing
 - Quarantine

Purpose of playbook and directions for use

What is the purpose of this playbook?

- This playbook provides guidance on how to respond if a child or staff member exhibits symptoms of COVID-19 or tests positive for COVID-19.
- The playbook does not replace direct engagement with RIDOH, but rather gives an overview of what will occur throughout that engagement process.
- The information shared in this document assumes that Pre K-12 and parents/guardians are **complying with current [RIDOH guidelines](#) and [CDC guidance](#).**

How should I use this playbook?

- Please keep this playbook in an area which is **easily accessible** for reference.
- This playbook is intended to **share general best practices** which can be used by **all schools**; it does not address unique situation-specific questions that you may have.
- In the event of a probable or confirmed case of COVID-19 in the school setting, in addition to this resource, RIDOH, and RIDE will support you throughout the process.

Please note that the material in this document may evolve as new guidance is released

Glossary

Term	Definition
Close contact	Being within 6 feet of an infected person (with or without a face mask) for at least 15 minutes, or having unprotected direct contact with secretions or excretions of a person with confirmed COVID-19 during the infectious period
Community transmission	Occurs when individuals acquire COVID-19 through contact with someone in their local community, rather than through travel to an affected location.
Confirmed case	A person who has tested positive for SARS-CoV-2 infection (the virus that causes COVID-19)
Contact tracing	Process of identifying individuals who have had close contact (see definition above) with someone infected with COVID-19
Consistent/Stable Group	A consistent group of students and staff who interacts with each other but not with members of other groups on a regular basis. Groups should be as small as possible, with maximum numbers outlined in the different reopening scenarios. When in a stable group, each group must physically distance themselves from each other and from other consistent groups.

Glossary

Term

Definition

COVID-19

Abbreviation for the disease caused by the novel coronavirus SARS CoV-2

Incubation period

The time between exposure to an infection and the appearance of first symptoms. The virus that causes COVID-19 has an incubation period of 2-14 days.

Infectious period
(asymptomatic
cases)

2 days prior to testing (the date of the swabbing was conducted) until CDC criteria to discontinue isolation are met

Infectious period
(symptomatic
cases)

2 days before symptom onset until CDC criteria to discontinue isolation are met

Isolation

Process of separating individuals who are infected with COVID-19 from others. Isolation lasts a minimum of 10 days from symptom onset if symptomatic. If a person infected with COVID-19 has no symptoms, isolation lasts a minimum of 10 days from the date of test specimen collection (test). For individuals with severely immunocompromising conditions, isolation is at least 20 days.

Glossary

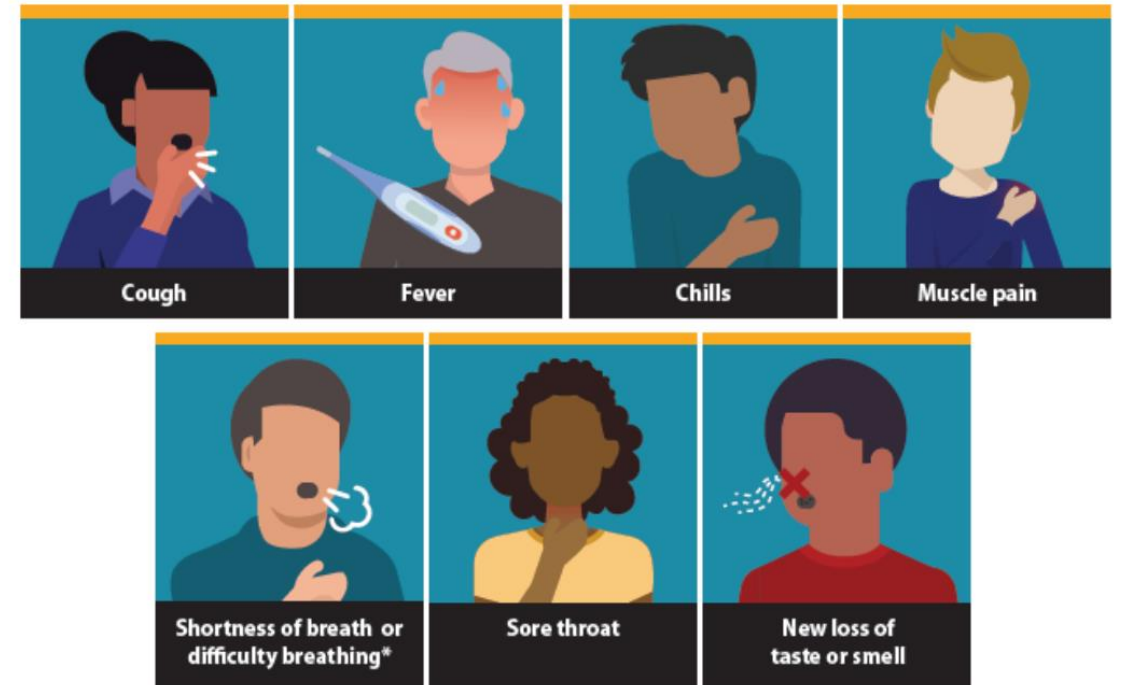
Term	Definition
Protocol	Recommended actions to follow in the event of a probable or confirmed case of COVID-19 occurs
Probable case	Individual who has at least one of the following symptoms: cough, shortness of breath, or difficulty breathing, new loss of smell or new loss of taste, OR at least two of the following symptoms: fever (measured > 100.4 degrees Fahrenheit or subjective), chills (rigors), body aches (myalgia), headache, sore throat, nausea or vomiting, diarrhea, fatigue, or congestion or runny nose
Quarantine	Process of separating and restricting the movement of individuals who were in close contact with someone who tested positive or had symptoms of COVID-19. Anyone who has been in close contact with someone who has COVID-19 must stay home for a minimum of 14 days since the last day of contact with the person with COVID-19 and watch for symptoms of COVID-19. Persons in quarantine should self-monitor for symptoms and seek medical advice and test if recommended by RIDOH or healthcare provider.

Glossary

Term	Definition
RIDE	Rhode Island Department of Education
RIDOH	Rhode Island Department of Health
Screening	Assessing individuals for symptoms of COVID-19 verbally or via self/parent attestation. Temperature checks may be performed by the school if desired.
Symptomatic individual	A person who is experiencing one or more of the symptoms of COVID-19 as defined in CDC guidelines (see Slide 10)
Testing	Two types of tests are available for COVID-19: viral tests and antibody tests. Viral tests indicate if you have a current infection while antibody tests indicate a previous infection. Throughout this document, 'testing' refers to the viral test to diagnose a person with COVID-19.

Symptoms of COVID-19

- Fever
- Chills
- Cough (new)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose (new)
- Nausea or vomiting
- Diarrhea



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-sting/symptoms.html>

Not all symptoms of COVID-19 make someone a probable case

Any ONE
symptom:
PROBABLE

- Cough (new)
- Shortness of breath or difficulty breathing
- New loss of taste or smell

Any TWO
symptoms:
PROBABLE

- Fever
- Chills
- Muscle or body aches
- Headaches
- Sore throat
- Fatigue
- Congestion or runny nose (new)
- Nausea or vomiting
- Diarrhea

Probable Case of COVID-19

CDC defines a probable case as an individual who meets the following criteria.

One of the following symptoms:

- Cough (new)
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell

or

Two of the following symptoms:

- Fever
- Chills (rigors)
- Muscle aches (myalgias)
- Headache
- Sore throat
- Nausea or Vomiting
- Diarrhea
- Fatigue
- Congestion or runny nose (new)

Any student who meets the probable case definition should notify RIDOH by reporting through the RIDOH School Portal. The student should be isolated and arrangements should be made for pickup. The parent/guardian should be given the K12 Call Center Number and encouraged to schedule a test.

When to call for emergency care

A person with the following symptoms needs emergency medical attention.
Call 911 and notify the operator that you are seeking care for someone who may have COVID-19

- Difficulty breathing
- Persistent pain or pressure in chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list does not reflect all possible symptoms requiring emergency care.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

What is the infectious period for COVID-19?

- Symptomatic Cases
 - Two days prior to symptom onset until 10 days after symptom onset
- Asymptomatic Cases
 - Two days prior to testing (the date of the swabbing was conducted) until 10 days after the date of testing

How is a close contact defined?

- **Close contact**
 - Individual who has been within 6 feet of an infected person (with or without a face mask) for at least 15 minutes (cumulative) during the infectious period
 - i.e. two 10-minute interactions during the day
 - Individual who has had unprotected direct contact with secretions or excretions of a person with confirmed COVID-19 during the infectious period
 - i.e. infected person coughed directly in someone's face

Determining Close Contacts in Schools

- Settings where physical distancing can be maintained or determined
 - Classrooms with assigned seats
 - Buses with assigned seats and controlled entry/exit
- Settings where physical distancing cannot be maintained or determined :
 - Childcare and classrooms with stable groups without physical distancing
 - K-12 classrooms without physical distancing or assigned seats
 - Sports teams

Clearance protocols for children and staff members to return to class

Symptom	Will be Tested?*
Cough (new)	Yes
Shortness of breath or difficulty breathing	Yes
New loss of taste or smell	Yes
Fever (temperature higher than 100.4° or feels feverish to the touch)	Yes, if two or more of these symptoms No, if only one of these symptoms
Chills	
Muscle or body aches	
Headache	
Sore throat	
Fatigue	
Congestion or runny nose (new)	
Nausea or vomiting	
Diarrhea	

*If the PCR test is negative, person can return when fever free for 24 hours and symptoms improved (back to usual health).
 If the rapid or PCR test is positive, person must isolate and can return when CDC guidance for release from isolation is met.

Protocol- Symptomatic individual but not a probable case

Situation	Isolation and quarantine protocol	Recommended testing protocol	Requirement to return to school or program
<p>Staff or student has symptom(s) of COVID-19 but <u>does not meet</u> the CDC definition of probable case</p>	<p>Symptomatic individual is isolated and sent home (or to isolation housing for college students).</p> <p>No quarantine recommended for close contacts.</p>	<p>Advise symptomatic individual to seek medical advice and test if recommended by healthcare provider</p> <p>Some patients with COVID-19 have presented with only one mild symptom or atypical symptoms and patients or providers may prefer to test even when probable case definition is not met</p> <p><i>RIDOH may recommend testing for others in certain situations</i></p>	<p>Attestation that confirms one of the following (parent/guardian attests if a minor):</p> <ul style="list-style-type: none"> • Not tested, has been fever free for 24 hours without use of fever-reducing medication and symptoms improved (back to usual health). • Tested negative for COVID-19, has been fever free for 24 hours without the use of fever-reducing medication and symptoms improved (back to usual health). • Tested positive for COVID-19 and has since met RIDOH guidelines for ending isolation.

Protocol- Probable case

Situation	Isolation and quarantine protocol	Recommended testing protocol	Requirement to return to school or program
<p>Staff or student is a probable case</p>	<p>Symptomatic individual is isolated and sent home (or to isolation housing for college students).</p> <p>Household contacts and roommates must quarantine pending the probable case COVID-19 test result.</p> <p>Quarantine of additional close contacts pending probable case test results may be advised by RIDOH when one or more confirmed cases have occurred in the school or program within the past 14 days.</p>	<p>Advise symptomatic individual to seek medical advice and obtain a COVID-19 diagnostic test.</p> <p><i>RIDOH may recommend testing for others in certain situations.</i></p>	<p>Attestation that confirms one of the following (parent/guardian attests if a minor):</p> <ul style="list-style-type: none"> • Tested negative for COVID-19 (with a PCR test), has been fever free for 24 hours without the use of fever-reducing medication and symptoms improved (back to usual health) • Tested positive for COVID-19 (with a rapid test or PCR test) and has since met CDC/RIDOH criteria for ending isolation

Protocol- Confirmed case tested positive (rapid or PCR test)

Situation	Isolation and quarantine protocol	Recommended testing protocol	Requirement to return
<p>Staff or student tests positive</p>	<p>Person testing positive is isolated per CDC/RIDOH guidelines</p> <p>Close contacts are quarantined for 14 days since last day of COVID-19 exposure</p>	<p>Close contacts in quarantine should self-monitor for symptoms and seek medical advice and test if recommended by RIDOH or healthcare provider.</p> <p>Close contacts who have tested positive in the past 90 days do not have to quarantine.</p> <p><i>RIDOH may recommend testing of close contacts in certain situations.</i></p>	<p><u>Positive</u> individuals must meet the CDC/RIDOH guidelines for ending isolation: RIDOH recommends the symptom-based strategy for ending isolation. Isolate until:</p> <ul style="list-style-type: none"> • Fever free for 24 hours without the use of fever-reducing medication and • Symptoms have improved and • 10 days since symptoms first appeared (20 days if severely immunocompromised) <p>OR time-based approach if asymptomatic when tested positive. Isolate until:</p> <ul style="list-style-type: none"> • 10 days since date of specimen collection (20 days if severely immunocompromised) <p>RIDOH can provide a note for absence</p>

Protocol- Close contact of a case

Situation	Isolation and quarantine protocol	Recommended testing protocol	Requirement to return
<p>Staff or student is a close contact of a confirmed case</p> <p>Close contacts who have tested positive in the past 90 days do not have to quarantine</p>	<p>A close contact is quarantined for 14 days after last day of exposure to the confirmed case.</p> <p>If feasible, it is ideal for each close contact to quarantine in a location separate from the symptomatic person and separate from other close contacts.</p> <p>If the close contact remains in the same household, the contact must quarantine throughout the case's isolation period (10 days) and for an additional 14 days. A household contact who has ongoing exposure to the confirmed case is usually quarantined for at least 24 days.</p>	<p>Close contacts in quarantine should self-monitor for symptoms and seek medical advice and test if recommended by RIDOH or healthcare provider.</p> <p>RIDOH may recommend testing of close contacts in certain situations to identify asymptomatic cases.</p> <p>Testing negative is not an alternative to completing the quarantine.</p>	<p>A close contact must meet the CDC/RIDOH guidelines for ending quarantine before returning to school:</p> <ul style="list-style-type: none"> • Quarantine for 14 days after the last day of exposure to the confirmed case • Remain asymptomatic <p>RIDOH can provide a note for absence.</p>

Protocols summary

	Any symptom (not probable case)	Probable Case	Person Tests Positive with Rapid or PCR Test	Person Tests Negative with a PCR Test
Symptomatic Person	Isolate Medical advice Test encouraged If rapid test negative, confirmatory lab-processed test is recommended If not tested/test negative <ul style="list-style-type: none"> • Fever free for 24 hours and • Symptoms improved (back to usual health) 	Isolate Medical advice Test required If rapid test negative, confirmatory lab-processed test is recommended	Isolate for 10+ days Symptom-based strategy <ul style="list-style-type: none"> • Fever free for 24 hours and • Symptoms have improved and • 10 days since symptoms first appeared 	<ul style="list-style-type: none"> • Fever free 24 hours and • Symptoms improved (back to usual health)
Return to school	Parent/guardian attestation	Parent/guardian attestation with test result	Parent/guardian attestation	Parent/guardian attestation
Close Contacts	No action	No action for school close contacts while waiting for test result Quarantine pending probable case test result may be advised by RIDOH if one or more cases in the school or program within the past 14 days	Quarantine for 14 days from last day of exposure	No action

Case Investigation and Contact Tracing In the K-12 Setting

Overview of Case Investigation Process

- RIDOH receives a positive COVID-19 lab result
- Case investigator calls the case for an interview
 - Asks about: symptoms, exposures, activities, etc.
 - Close contacts
 - Person who was within 6 feet for more than 15 minutes (cumulative) during the infectious period
 - Infectious period is 2 days before symptom onset (or if asymptomatic, 2 days before COVID-19 test)
 - Case investigator informs the case to isolate
- Case investigator calls close contacts to put them in quarantine

Case Investigation- Questions for Schools

- Case investigator calls the school and the superintendent
 - When was the individual's last day in school?
 - Is the child in a stable pod?
 - Are there times when pods mix?
 - List of children in pods
- Seating charts for each classroom
 - Names and locations of all students and teachers
 - Indication of the amount of space in between desks

Case Investigation- More Questions for Schools

- Has anyone else been in the classroom?
 - Substitute teacher
 - Teachers aide
 - Student teacher
 - Support service provider

- If a staff member, do teachers gather in a shared space**
 - Workroom
 - Breakroom
 - Professional development sessions

Note: On Oct 14 Gov. Raimondo ordered workplace breakrooms to close for 90 days amid an uptick in coronavirus cases.

Case Investigation- More Questions for Schools

- Who supervises?
 - Recess
 - Students who are dropped off early
 - Students or picked up late
- What space(s) is used for isolation?
 - How are children placed in isolation?
 - Which staff member monitored the child in the isolation room

Questions About Other Potential Exposures

- Before school care and aftercare
- Sports teams and gym
- Bus or carpool groups
- Lunch
- Recess
- Bathroom groups
- Drop off and dismissal
- Transitions within school

Things to Keep Updated and Easily Accessible

- School Points of Contact
 - RIDOH will notify the principal/COVID-19 contact and the superintendent
 - Make sure RIDOH has updated contact information for all school points of contact
 - Office numbers
 - Cell phones for weekends/after hours
- Seating charts for classrooms and buses
- Phone numbers for teachers and coaches

Frequently Asked Questions

When can a student or staff member return to school after travel?

- The preferred method is to quarantine for 14 days after returning to RI from international travel or travel to a US state where > 5% of COVID tests are positive
 - COVID-19 can develop any time between 2-14 days after exposure.
 - A single negative test only indicates that you are negative at that point in time, but you could become infectious any time through day 14
 - Quarantining for 14 days before returning to school is the best way to reduce the chance of exposing the school community to COVID-19

When should students/staff be entered in the school portal?

- If symptomatic only? **NO**
(One symptom in the yellow box)
- If probable? **YES**
(One symptom in the red box
or two symptoms in the yellow box)
- If they test positive? **NO**

Any ONE
symptom:
PROBABLE

- Cough (new)
- Shortness of breath or difficulty breathing
- New loss of taste or smell

Any TWO
symptoms:
PROBABLE

- Fever
- Chills
- Muscle or body aches
- Headaches
- Sore throat
- Fatigue
- Congestion or runny nose (new)
- Nausea or vomiting
- Diarrhea

School Portal Questions

- Are schools required to enter staff/faculty in the portal?
 - No, entry of staff/faculty is recommended but not required.
 - If the school objects or if the ill individual does not want to be reported, then that person does not need to be entered into the portal
- What does RIDOH do with the information entered into the probable school portal?
 - Monitor the data to identify clusters
 - Could potentially act on probable cases (i.e. isolate probable cases and quarantine contacts before a positive test result) if there are already cases in the school

K-12 COVID-19 Test Scheduling Service

- Phone Number: 844-857-1814
- Hours of Operation: 7:30 a.m. - 9:30 p.m. seven days a week
- Who Can Be Scheduled for a Test Through This Service?

Anyone associated with K-12 (students, staff, coaches, etc.) who are:

- Symptomatic, or
- A close contact of a person who tested positive for COVID-19, or
- A classmate of a person who tested positive for COVID-19

Testing Questions

- Why do some people get one test and others get two?
 - Asymptomatic people get one test (confirmatory PCR test)
 - Symptomatic people get two tests (rapid antigen and confirmatory PCR)
 - The rapid antigen test is accurate when testing symptomatic people (not asymptomatic people).
- If a symptomatic person is tested, can the person return to school if the rapid test result is negative, but the PCR test result is still pending?
 - No, an individual should not return until they receive both the rapid test result and the PCR result.

Quarantine Questions

- Do contacts of contacts need to quarantine?
 - No. Only direct contacts of the person who was infectious need to quarantine.
- When do close contacts of a probable case need to stay home?
 - Household contacts of a probable case should stay home while tests results are pending because they may have been exposed in the home environment
 - School-based and other contacts of a probable case are not required to stay home while test results are pending

Quarantine Questions- Household Members

- How long do household contacts need to quarantine?
 - Household contacts need to quarantine while the individual is infectious (until 10 days after symptom onset) and then start the 14-day quarantine.
 - Household members will likely need to quarantine for at least 24 days

Date the person with COVID-19 ends home isolation + 14 days = end of quarantine





Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Can Schools Quarantine People?

- No. Only RIDOH has the authority to officially quarantine people.
- While RIDOH completes the investigation, schools have the authority to:
 - Ask students/staff to stay home
 - Make a class or grade go virtual
 - Inform students/staff that RIDOH will reach out to close contacts to provide quarantine guidance

The school provided RIDOH with a list of close contacts. Why did RIDOH quarantine a different group of people?

- RIDOH conducts a full case investigation to identify close contacts.
- Investigation includes:
 - Speaking to the parents, teachers, coaches and other staff
 - May identify certain facts that lead RIDOH to a different conclusion, i.e.
 - Activities that bring students within 6 feet
 - Bus contact who was driven to school the day infectious person was on the bus
 - Students not maintaining seat charts
 - Different symptom onset than originally reported
- RIDOH will share the list of close contacts who have been quarantined with the superintendent and principal



**Additional resources for
educating teachers,
parents/guardians and children**

Resources for educating teachers, parents/guardians and children

Resource	Source	Overview of contents	Link to access
Talking with children about Coronavirus Disease 2019	CDC	Recommendations to help adults have conversations with children about COVID-19	https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html
Key Messages and Actions for COVID-19 Prevention and Control in Schools, March 2020	UNICEF, WHO	Guidance for operations of education facilities including educational checklists for school administrators, teachers/staff, parents/guardians and students/children	https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4
Toolkit for Parents and Teachers	Department of Health Promotion Science, University of Arizona	Teaching resources/information sheets for parents, teachers, administrators and CDC Health Promotion Materials	https://publichealth.arizona.edu/news/2020/covid-19-communication-toolkit-parents-and-teachers
Communicating with Children During the COVID-19 Outbreak	Michigan Department of Health and Human Services	Guidelines and resources catered to families to promote healthy and comforting conversations between children and parents/guardians	https://www.michigan.gov/documents/coronavirus/Talking_with_kids_about_COVID_FINAL_685791_7.pdf

For Reference, RIDOH COVID -19 Unit can be reached at 401-222-8022

RIDOH and RIDE Resources

Resource	Source	Overview of contents	Link to access
RIDOH COVID-19 Information	Rhode Island Department of Health	General information on COVID-19 in RI	https://health.ri.gov/covid/
RIDOH COVID-19 Data	Rhode Island Department of Health	Numbers and trends of COVID-19 in RI	https://ri-department-of-health-covid-19-data-rihealth.hub.arcgis.com/
COVID-19 testing in Rhode Island	Rhode Island Department of Health	Who should get tested for COVID-19 and locations for testing throughout RI	https://health.ri.gov/covid/testing/
DHS COVID-19 Information	Rhode Island Department of Human Services	Professional Development: Re-Opening Child Care/	https://center-elp.org/center-pd/dhs-mandatory-trainings-to-re-open-child-care-entrenamientos-mandatorios-de-dhs-para-la-reapertura-de-cuidado-infantil/
Re-opening Rhode Island	State of Rhode Island	Guidance for re-opening RI	https://www.reopeningri.com/
Back to School RI: Health and Safety Guidance to Reopen Rhode Island's Elementary and Secondary Schools	State of Rhode Island	Guidance for re-opening schools	https://www.ride.ri.gov/Portals/0/Uploads/Documents/COVID19/Back_to_School_RI_Guidance_6.19.20.pdf?ver=2020-06-19-120036-393