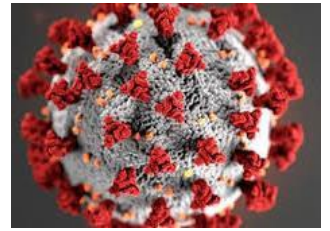




COVID Team Support Information

GO – TO Document



This is the go-to document for all the information you need to support you and our school community when COVID is confirmed or suspected. PLEASE use this information and let the Health Team know anytime you know information, hear rumors or need support. WE ARE HERE TO HELP!!

Contact Information

Use Google Chat first and then call if you have pressing questions and need immediate guidance (you can call any nurse or Aaron – whoever you feel comfortable calling). Any direct questions or thoughts also feel free to use the covid@nfdlschools.org.

After Contacting the Nurses or Aaron (Google Chat or calling) – contact your administrator to figure out staffing and how to move forward with your responsibilities.

Once again - use Google Chat first if possible, if not call our cell phones. If we do not answer, we will call back ASAP. Use the COVID email address to for questions covid@nfdlschools.org.

Bridgett Amadon, RN

bamadon@nfdlschools.org

cell: 920-539-0353

School: 929-3754 ext. 4116

Julie Shafer, LPN

jshafer@nfdlschools.org

cell: 920-517-2106

School: 929-3757

Emily Voss, LPN

evoss@nfdlschools.org

cell: 920-517-3125

School: 929-3740 ext. 5158

If no nurse is available or you see Aaron first, you can let him know too!

Aaron Contact Information

Google Chat - asadoff@nfdlschools.org

Cell: (920) 539-7151

School: (920) 929-3750 ext. 6001

Items Included in this Document

1. Here is the Daily Monitoring document staff should complete every day before coming to work
2. Staff Plan if sick or quarantine
 - a. This is a step-by-step plan for staff to follow if they are sick or were in contact with someone who tested positive for COVID-19
 - b. Flow Chart - quick reference you can use
3. Student sick or quarantine
 - a. Flowchart to follow if you have a student who feels sick in class
4. COVID-19 Script for Staff
 - a. If you received a call from a parent stating their child is sick with possible COVID-19, these are some questions you can ask and forward the answers to one of the school nurses. This would be especially helpful for secretaries or if you have a family that is very difficult to reach

As a Health Team we have all the documents and tools ready and will lead all communication to stakeholders for any situation. We may need your help and will let you know, if needed. WE GOT THIS - we are here to allow you to focus on the great challenges you have to support the education of our awesome kids, we will support you in dealing with your health concerns and COVID-19.

Staff - What to do if you are in contact with someone who tested positive or you have symptoms

1. If you have been in contact with someone who tested positive, please consider:
 - a. Were you in direct contact (6 ft for longer than 15 min) with the person during their symptoms or up to 2 days before their symptoms started?
 - i. Yes, but no symptoms
 1. you will need to be quarantined x 14 days, day 1 is the day after you were in contact with the positive case. Contact the COVID clinic for instructions (1-844-225-0147)
 2. Contact your administrator asap so you can get coverage-also put into ASOP.
 3. Contact the school nurses: covid@nfdlschools.org in the subject line, type your school you work in. You could also call the nurses. *Contact info below.*
 - ii. Yes, and I have symptoms
 1. Call the COVID hotline to get tested (1-844-225-0147)
 2. Start a list of people you have been in contact with during the school day (less than 6 feet for 15 min. Or longer, cumulative).
 - iii. No
 1. You may return to school
2. When you contact the school Nurse or Aaron, prepare to answer the following questions:
 - a. First and last name
 - b. Date of Birth
 - c. Address
 - d. If you are having symptoms, what are they
 - e. When did the symptoms start
 - f. Last day you attended school/work
 - g. Areas in facility worked in 2 days before symptoms onset until the last day they were at school
 - h. If you have symptoms, start a list of anyone you had close contact with (less than 6 feet for 15 min or longer)



Helpful info:

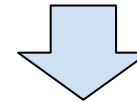
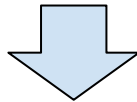
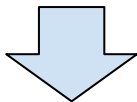
- A. If you are **quarantined** (no symptoms but was in direct contact with someone who tested positive), it will be for 14 days starting with the last time you were in contact with the person who tested positive. No other family members need to be quarantined unless they have direct contact with the person as well.
 - a. If you develop s/s during quarantine, you contact the covid clinic to be tested. The rest of your family will need to be quarantined if you are positive.
 - b. If you live with someone who is positive, and you have no symptoms, you will need to quarantine for 14 days **but that doesn't start until the COVID positive person is cleared from isolation.**
- B. If you are **COVID-19 positive**
 - a. you isolate at home for 10 days AND you have to be fever free for 24 hours and all other symptoms have to be improving before you are out of isolation.
 - b. Your family will be put into quarantine if you are positive. Their 14 day quarantine will not start until you are cleared from isolation OR if they contract COVID, then they are isolated for the length stated above.

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bamadon@nfdlschools.org
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evoss@nfdlschools.org
cell: 920-517-3125
School: 929-3740 ext. 5158

**Staff start to develop symptoms on COVID
(when at home or in school) OR You think you were in contact!**



**Contact one of the following
via Google Chat or Phone:**

Bridgett Amadon, RN

bamadon@nfdlschools.org

920-539-0353

Julie Shafer, LPN

jshafer@nfdlschools.org

920-517-2106

Emily Voss, LPN

evoss@nfdlschools.org

920-517-3125

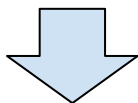
Aaron Sadoff

asadoff@nfdlschools.org

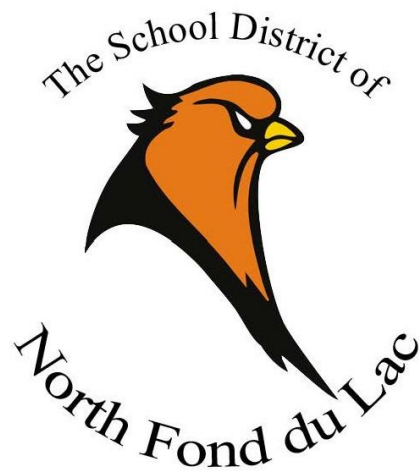
920-539-7151

Notify your building
Administrator so they can
help find you a sub -
Continue to keep them
updated so coverage or
virtual working can be
arranged and for what
duration.

Contact your physician
or
COVID Clinic-(844)225-0147
To be tested

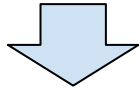


Please communicate your
test results with the school
nurse. She will have to
continue with contact tracing
if needed, depending on
results

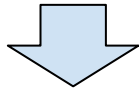


Please refer to the County
Health Department's Return to
school-Fall 2020 guidance.
For further guidance on the
process for staff and students

Student reports or staff observes symptoms



Staff notify School Nurse:
Nurse Julie Shafer at FLC
Nurse Bridgett Amadon at BA and ELC
Nurse Emily Voss at HM and ALC

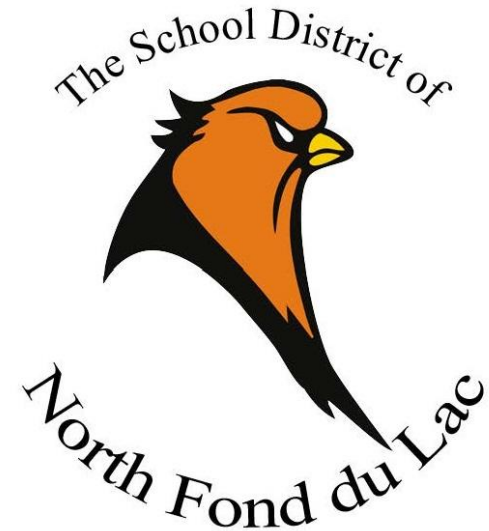


How do you notify the school nurse?

1. Make sure you have Google Chat downloaded onto your computer/cell phone
2. Google Chat your appropriate nurse in your building
3. State the student's name, grade and classroom and symptoms
4. Let the nurse know you are sending them to the isolation room
5. Contact the custodian to do a thorough cleaning of the desk area the student was sitting



The School Nurse will take it from there!



Bridgett Amadon, RN

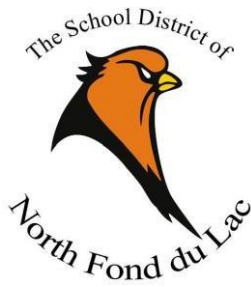
bamadon@nfdlschools.org

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jshafer@nfdlschools.org

Emily Voss, LPN

evoss@nfdlschools.org



COVID-19 Questions to Ask Parents

Please ask the following questions for families that are calling their student in sick because of COVID

1. Does the student have any symptoms, if so, what are they?

<p>At least two of the following symptoms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fever over 100°F <input type="checkbox"/> Chills <input type="checkbox"/> Muscle aches <input type="checkbox"/> Headache <input type="checkbox"/> Sore Throat <input type="checkbox"/> Nausea or Vomiting <input type="checkbox"/> Diarrhea <input type="checkbox"/> Unusual Fatigue <input type="checkbox"/> Congestion or runny nose 	<p>or</p>	<p>At least one of the following symptoms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Difficulty breathing <input type="checkbox"/> Loss of taste <input type="checkbox"/> Loss of smell
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2. Have they contacted their child's teacher? Recommend they do so
3. Have they been advised to quarantine or isolate?
4. **If the family may be difficult to contact later, please find out the following answers:**
 - a. First and last name
 - b. Date of Birth
 - c. Address
 - d. If you are having symptoms, what are they (see chart above)
 - e. When did the symptoms start
 - f. Last day they attended school
 - g. If the student has symptoms, have they been in close contact with anyone in NFDL school district outside of school? (less than 6 feet for 15 min or longer)
5. Best number to reach a parent and when would it be good to call back