Pre-K to Gr 12 COVID-19 Toolkit
NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

Can My Child Go To School Today?

In the past 10 days, has your child been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

Yes

Was the test result positive OR are you still waiting for the result?

No

In the past 10 days, has your child:
- Traveled internationally to a CDC level 2 or higher COVID-19 related travel health notice country; or
- Traveled to a noncontiguous state; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

Yes

Does your child currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?
- A temperature greater than or equal to 100.0° F (37.8° C)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/runny nose

No

Your child cannot go to school today. They must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results OR if positive, the local health department has released your child from isolation.

Your child cannot go to school today unless:
- For travelers, they have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
- For children designated as a contact, until the local health department releases your child from quarantine (at least 10 days).

If your child received a COVID test within 72 hours prior to arriving in NY, they must quarantine for 3 days and can test on the 4th day after arrival. Students who receive a second negative result can return to school.

Your child cannot go to school today.

Your child cannot go to school today if:
- Your child received a COVID test within 72 hours prior to arriving in NY, they must quarantine for 3 days and can test on the 4th day after arrival. Students who receive a second negative result can return to school.

Your child can go to school today.

Make sure they wear a face covering or face mask, practice social distancing, and remind them to wash their hands!

Report absences, symptoms, and positive COVID-19 test results to your child’s school.

SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:
- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

February 2021
My child has COVID-19 symptoms. When can they go back to school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

HCP Recommends COVID-19 Diagnostic Test

Stay out of school and in isolation until test result is back

Positive Test Result

If your child’s symptoms are improving AND they are fever-free for at least 24 hours without the use of fever reducing medicines, your child may return to school with:

- A note from HCP indicating the test was negative
- Provide a copy of the negative test result.

Negative Test Result

If your child’s HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) AND COVID-19 is not suspected, then a note signed by their HCP explaining the alternate diagnosis is required before your child will be allowed to return to school. They may return to school according to the usual guidelines for that diagnosis.

Note: a signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

HCP Gives Alternate Diagnosis

COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis

Child is Not Evaluated by HCP

Your local health department will contact you to follow up.

Your child must remain in isolation (at home and away from others) until your local health department has released them from isolation, which is typically:

- 10 days after symptom onset; AND
- Child’s symptoms are improving; AND
- Child is fever-free for at least 72 hours without use of fever reducing medicines.

While your child is in isolation, all members of the household must quarantine at home until released by the local health department, OR until 10 days have passed and you have not exhibited symptoms.

Note: A repeat negative COVID-19 test is not required for return to school.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.
NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

Can I Go to Work at the School Today?

In the past 10 days, have you been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

Yes

Do you currently have (or have had in the last 10 days) one or more of these new or worsening symptoms?

Yes

No

In the last 10 days, have you:

- Traveled internationally to a CDC level 2 or or higher COVID-19 related travel health notice country; or
- Traveled to a noncontiguous state; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

Yes

No

You cannot go to work at the school today!

You must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results OR if positive, the local health department has released you from isolation.

You cannot go to work at the school today unless:

- For travelers, you have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
- For individuals designated as a contact, until the local health department releases you from quarantine (at least 10 days).

If you received a COVID test within 72 hours prior to arriving in NY, you must quarantine for 3 days and can test on the 4th day after arrival. Once you receive a second negative result can return to school.

You cannot go to work at the school today.

You should be assessed by your health care provider (HCP). Call your HCP before going to any in-person visits to tell them about your symptoms. If you do not have a health care provider, call your local health department.

You can go to work at the school today!

Make sure you wear a face covering or face mask, practice social distancing, and wash your hands frequently.

Report absences, symptoms, and positive COVID-19 test results to your school.

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Are too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion
I have COVID-19 symptoms. When can I go back to work at the school?

**HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19** (can be in-person or by video/telephone as determined by HCP)

- **HCP Recommends COVID-19 Diagnostic Test**
  - **STAY OUT OF SCHOOL**
  - and in isolation until test result is back

  **Positive Test Result**
  - Your local health department will contact you to follow up.
  - **You must remain in isolation (at home and away from others)** until your local health department has released you from isolation, which is typically:
    - 10 days after symptom onset; **AND**
    - Your symptoms are improving; **AND**
    - You are fever-free for at least 72 hours without use of fever reducing medicines.
  - While you are in isolation, **all members of the household must quarantine at home until released by the local health department, OR until 10 days have passed and you have not exhibited symptoms.**
  - *Note: A repeat negative COVID-19 test is not required for return to school.*

- **Negative Test Result**
  - If your symptoms are improving AND you are fever-free for at least 24 hours without the use of fever reducing medicines, you **may return to school** with:
    - A note from HCP indicating the test was negative **OR**
    - Provide a copy of the negative test result.

- **Negative Test Result**
  - If your HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) **AND COVID-19 is not suspected**, then a note signed by your HCP explaining the alternate diagnosis is required before you will be allowed to return to school.
  - You may return to school according to the usual guidelines for that diagnosis.
  - *Note: A signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.*

- **NOT Evaluated by HCP**
  - **COVID-19 Diagnostic Test**
  - **Recommended but Not Done and No Alternate Diagnosis**
  - You must remain in isolation at home and are not able to go back to work at the school until your local health department has released you from isolation, which is typically:
    - At least 10 days have passed since date of first symptoms; **AND**
    - Your symptoms are improving; **AND**
    - You are fever-free for at least 72 hours without use of fever reducing medicines.
  - *Note: You may not qualify for Paid Sick Leave benefits due to COVID-19 without a confirmed COVID-19 diagnosis.*

**COVID-19 diagnostic testing** includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.
**NYS DOH COVID-19 Guide for School Administrators and Schools Nurses**

**COVID-19 Screening Flowsheet for Students and Staff**

In the past 10 days, has the student or staff been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

- **YES**
- **NO**

Was the test result **positive** OR are they still waiting for the result?

- **YES**
- **NO**

The student or staff cannot go to school today. They must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results OR if **positive**, the local health department has released them from isolation.

In the last 10 days, has the student or staff:

- **YES**
- **NO**

  - Traveled internationally to a CDC level 2 or higher COVID-19 related travel health notice country; or
  - Traveled to a noncontiguous state; or
  - Been designated a contact of a person who tested positive for COVID-19 by a local health department?

Does the student or staff currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?

- **YES**
- **NO**

  - A temperature greater than or equal to 100.0° F (37.8° C)
  - Feel feverish or have chills
  - Cough
  - Loss of taste or smell
  - Fatigue/feeling of tiredness
  - Sore throat
  - Shortness of breath or trouble breathing
  - Nausea, vomiting, diarrhea
  - Muscle pain or body aches
  - Headaches
  - Nasal congestion/runny nose

The student or staff cannot go to school today unless:

- For travelers, they have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
- For student or staff designated as a contact, until the local health department releases them from quarantine (at least 10 days).

If they have received a COVID test within 72 hours prior to arriving in NY, they must quarantine for 3 days and can test on the 4th day after arrival. Once they receive a second negative result can return to school.

The student or staff cannot go to school today. They should be assessed by their health care provider (HCP). If they do not have an HCP, they should call their local health department. If they do not receive COVID-19 testing, or are not cleared to return to school by their HCP, then they are required to be isolated at home. See next page for more information.

The student or staff CAN go to school today! Make sure they wear a face covering or face mask, practice social distancing, and wash their hands frequently.

Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

**CALL 911 IF A STUDENT OR STAFF HAS:**

- Trouble breathing or is breathing very quickly
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Lethargy, irritability, or confusion

February 2021 | C-1
### COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms

**Student/staff has symptoms consistent with COVID-19:**
- Student/staff member should keep face mask on.
- Staff members should be sent home immediately.
- Students awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present using appropriate personal protective equipment (PPE).
- School administration and the parent/guardian should be notified.
- Provide instructions that the individual must be seen by an HCP for evaluation and have COVID-19 testing (unless determined not necessary by HCP). If they do not have an HCP they should call their local health department.
- Schools should provide a list of local COVID-19 testing locations.
- Clean and disinfect area where the student/staff member was located.

#### HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

<table>
<thead>
<tr>
<th>HCP Recommends COVID-19 Test</th>
<th>HCP Gives Alternate Diagnosis</th>
<th>COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis</th>
<th>Student/Staff is NOT Evaluated by HCP</th>
</tr>
</thead>
</table>
| STAY OUT OF SCHOOL and in isolation until test result is back | Negative Test Result | The person must remain in isolation at home and is not able to go back to school until the local health department has released them from isolation, which is typically:  
- At least 10 days have passed since the day symptoms started; **AND**  
- Symptoms are improving; **AND**  
- They are fever-free for at least 72 hours without use of fever reducing medications. | |
| Positive Test Result | If symptoms are improving **AND** they are fever-free for at least 24 hours without the use of fever reducing medicines, student/staff may return to school with:  
- A note from HCP indicating the test was negative **OR**  
- Provide a copy of the negative test result. | If the HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) AND COVID-19 is not suspected then a note signed by their HCP explaining the alternate diagnosis is required before the student/staff will be allowed to return to school. They may return to school according to the usual guidelines for that diagnosis. | Note: A repeat negative COVID-19 test is not required for return to school. |

**COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. If there is a high suspicion of COVID-19 based on symptoms or circumstances, the HCP or public health staff should consider following up a negative antigen test with a molecular test which is more sensitive, particularly when there are important clinical or public health implications. Serology (antibody testing) cannot be used to rule in or rule out acute COVID-19.**
**COVID-19 exclusion protocol for contacts of symptomatic students and staff**

Symptomatic student/staff must be evaluated by a health care provider (HCP) **within 48 hours of symptom onset**

- **Evaluation occurs within 48 hours**
  - HCP gives alternate diagnosis
    - No exclusions required
  - COVID-19 diagnostic test recommended but NOT done (for example, guardian refuses)
    - No exclusions required
  - COVID-19 diagnostic test performed
    - Positive result
      - Follow protocols on the following page to assist the LHD with a full case investigation and contact tracing
    - Negative result
      - No exclusions of contacts required
    - No result within 48 hours
      - After 48 hours, deem the symptomatic student/staff **positive**:
        - Ensure the symptomatic student/staff remains in isolation at home
        - Follow the protocols for positive students/staff on page C-2
        - Notify and begin communicating with the local health department (LHD)

- **Does NOT occur within 48 hours**
  - Follow protocols on the following page to assist the LHD with a full case investigation and contact tracing
  - If HCP evaluation is completed and/or test results received after 48 hours ➔ Follow algorithm pathway on the left based upon HCP evaluation outcome or test result
**COVID-19 School and Local Health Department Coordination for Contact Tracing**

**Notify the local health department (LHD):**
- Immediately upon learning of a positive case
- 48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received. The LHD will collaborate with the school for contact tracing and to identify contacts.

**Provide the LHD with contact information of school personnel who will assist in the LHD’s contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:**
  - School Principal
  - Administrative Support Person
  - Principal Designee

**Begin to identify contacts of the case to provide to the LHD.**

**Provide the LHD with a list of people who are possible contacts of the case including:**
- Contact’s full name
- Parent(s)/Guardian(s) full name(s)
- Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare; transportation; extracurricular; and other non-school setting contacts are identified and notified of their exposure risk.

**The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts.** Contacts will be quarantined and excluded from school for 10 days from the date of last exposure to the case and advised to monitor for symptoms. The local health department will initiate isolation and quarantine orders.

**Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).**

**When to welcome back affected students/staff:**
The LHD will determine when students and staff are released from isolation or quarantine and can return to school. The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.