1. The School Nurse **must be notified BEFORE any sick student or staff member** is sent for a health evaluation via radio or phone.

2. Please note, **The School Health Office is a designated WELL ROOM**
   a. All **injuries or scheduled medications** go to health office
   b. Sick students should NOT be sent to the HEALTH OFFICE

3. **The School Isolation Room is a designated SICK ROOM**
   a. Those with **any illness go to isolation room** with all of their belongings
   b. A designated staff member escorts student to the isolation room from a 6ft distance
      i. The student is assigned to a designated socially distanced seat in the isolation room
      ii. The nurse assesses the student in the isolation room at the student’s seat

   1. **If the student is assessed to be unstable**, the nurse will remain with the student and activate 911/EMS with the assistance of the isolation room monitor, at minimum.
a. 911 should be informed that the individual has COVID-19 symptoms  
b. If the parent does not arrive to accompany the student, then a staff member must accompany the student in the ambulance  

2. **If the student is assessed to be stable**, and capable of being supervised by a non-medical staff member, then the nurse will leave the student under the socially distanced supervision of the isolation room monitor  

3. The nurse will call the parent/guardian to pick up the student, advise the parent of their observations and advise medical follow up and COVID-19 testing, as appropriate  
   a. If there is a substitute nurse without access to eschool, then a clerical should be available to assist in obtaining contact information for the student’s family  

4. The parent is advised to call the building when they arrive and wait outside a designated entrance  
   iii. The building administrator is informed of the student’s disposition (ex: dismissal home or EMS transport request)  
   iv. The school nurse is notified when the parent arrives at the building  
      1. Nurse escorts the student to the parent/guardian for dismissal  
      2. Parent/guardian signs the student out on the nurse’s dismissal log  
      3. Parent is provided documentation of student’s illness and **clearance to return to school**  

4. If a student or staff member notifies their building administrator of a positive answer to the screening questions prior to arrival, the administrator must inform Dr. Balchan and Ryan Reed immediately.  
   a. For students, the building level nurse will contact the family to confirm their responses  
      i. For verified positive responses: the student will be entered into the school and grade specific database for tracking purposes  
      ii. Dr. Balchan and Mr. Reed will be notified IMMEDIATELY if a positive COVID-19 test result is confirmed  
   b. For staff, the district-wide staff tracking nurse will contact the staff member to confirm their responses  
      i. For verified positive responses: the staff member will be entered into the district-wide building specific database for tracking purposes  
      ii. Dr. Balchan and Mr. Reed will be notified IMMEDIATELY if a positive COVID-19 test result is confirmed  

5. Dr. Balchan will contact the WCDH for all confirmed positive COVID-19 test results  
   a. Contact tracing and notification will follow protocols in collaboration with the WCDH