

**What to Do When a Student, Staff or Faculty
Member is Diagnosed with or Has a
Suspected Case of COVID-19:**

Protocols to implement before the school year begins:

- Establish a designated “isolation area” to hold students in the event of a suspected or confirmed case, with a minimum exposure and minimum contact exit plan
- Have seating chart information readily available—students seated next to, in front of, or behind (<6 feet) a student with a confirmed case will need to stay home and self-monitor for symptoms
- Notify teachers that if they observe any symptoms, they must separate the individual immediately
- Establish a contingency plan for relocating staff and students—areas recently used by a person with COVID-19 need to be closed off until they can be disinfected.



CDC and PA Department of Health Guidelines in the Event of a Suspected or Confirmed Case:

- Immediately separate the individual (nurse’s office or isolation area) upon observation of symptoms or knowledge of a confirmed case (if present in the building)
- Close off area(s) recently used by or occupied by the individual and do not use those areas until they are disinfected.
- Wait 24 hours before disinfecting (if not feasible, wait as long as possible). If 7 days have passed since the sick individual was in the affected area, cleaning is not needed.
- Identify any person that has been in close contact with the individual (e.g. for students: any students that sit next to, in front of or behind the student in question if desks are less than 6 feet apart). Instruct those individuals to go/stay home, self-monitor for symptoms and follow CDC guidelines if symptoms develop.
- Notify the Pennsylvania Department of Health that there is a suspected or confirmed case
- Make sure that staff and families know they (staff) or their children (students) should not come to school, and that they should notify school officials if they (staff) or their child (families) become sick with, test positive for, or have been exposed to someone with COVID-19

