

# Outbreak Response Protocols: Pre K-12

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

RHODE  
ISLAND

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# 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



Pre K-12 Settings

# 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.

**COVID-19**

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

# Glossary

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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

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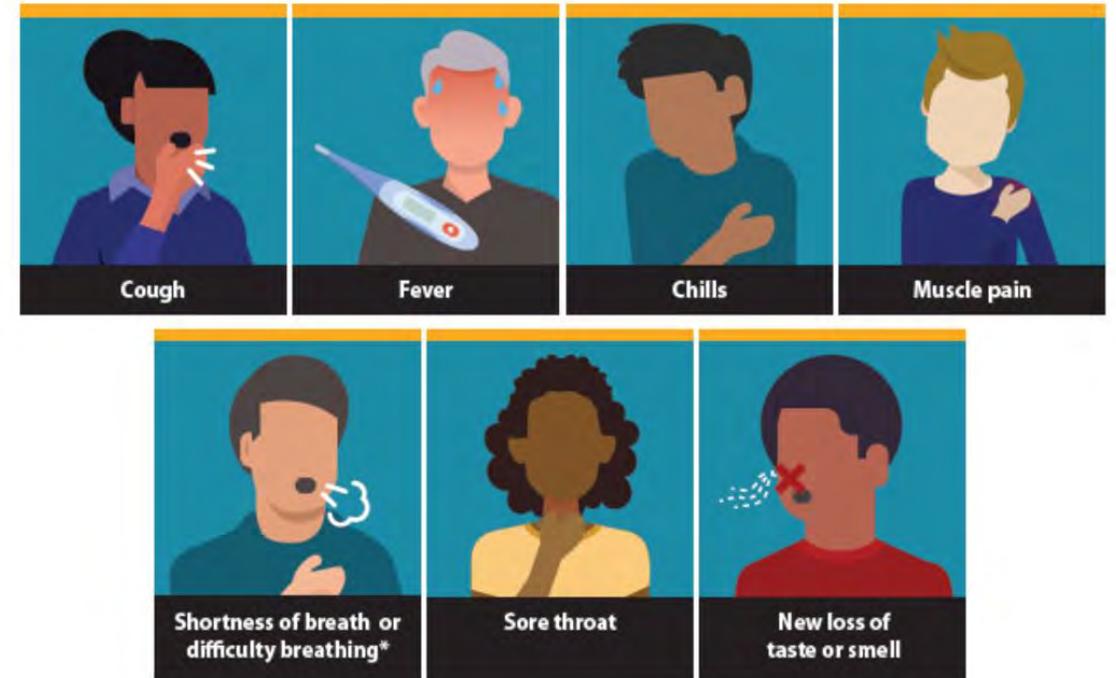
Term	Definition
<b>Protocol</b>	Recommended actions to follow in the event of a probable or confirmed case of COVID-19 occurs
<b>Probable case</b>	Individual who has at least two of the following symptoms: fever (measured > 100.4 degrees Fahrenheit or subjective), chills (rigors), body aches(myalgia), headache, sore throat, nausea or vomiting, diarrhea, fatigue, or congestion or runny nose <b>OR</b> at least one of the following symptoms: cough, shortness of breath, or difficulty breathing, new loss of smell or new loss of taste.
<b>Quarantine</b>	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 <a href="#">CDC guidelines</a> (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 or 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 or 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
- 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

Any student who meets probable case definition should notify RIDOH by school staff reporting through the RIDOH Portal (details to come), receive a test, and isolate and arrange for student pickup. More guidance will be released in the coming weeks on these specific action steps.

# 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>

# Determining Close Contacts in Schools

## Close contacts in schools:

- Settings where physical distancing can be maintained or determined
  - **Close contacts are those within 6 feet for > 15 minutes**
  - Classrooms with assigned seats
  - Buses with assigned seats and controlled entry/exit
  - Seating charts needed for contact identification and tracing
- Settings where physical distancing cannot be maintained or determined :
  - **Entire classroom/stable group members are likely to be close contacts**
  - Childcare and summer camp
  - K-12 classrooms without physical distancing or assigned seats
  - Sports teams



# Protocols to Respond to a Symptomatic Person in Schools During the COVID-19 Pandemic

Pre-Kindergarten – 12<sup>th</sup> Grade

# Clearance protocols for children and staff members to return to class

Symptom	Negative test required to return?
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	

# Protocol- Symptomatic individual but not a probable case

Situation	Isolation and quarantine protocol	Recommended testing protocol	Requirement to return
<p>Staff or student has <b>symptom(s) of COVID-19</b> but <u>does not meet</u> the CDC definition of probable case</p>	<p>Symptomatic individual is isolated and sent home.</p> <p>No quarantine recommended for exposed staff and children</p>	<p>Advise symptomatic individual to seek medical advice and test if recommended by healthcare provider</p> <p><i>RIDOH may recommend testing for others in certain situations</i></p>	<p>Attestation <u>from a parent or guardian</u> that documents one of the following:</p> <ul style="list-style-type: none"><li>• Tested negative for COVID-19, has been fever free for 24 hours and symptoms improved (back to usual health).</li><li>• Tested positive for COVID-19 and has since met RIDOH guidelines for ending isolation.</li><li>• Not tested, has been fever free for 24 hours and symptoms improved (back to usual health).</li></ul>

# Protocol- Probable case

Situation	Isolation and quarantine protocol	Recommended testing protocol	Requirement to return
<p>Staff or student is a <b>probable case</b></p>	<p>Symptomatic individual is isolated and sent home</p> <p>No action for close contacts while waiting for test result</p> <p>Quarantine may be advised by RIDOH with one or more cases in the school within the past 14 days</p>	<p>Advise symptomatic individual to seek medical advice and obtain a COVID PCR(viral) test</p> <p><i>RIDOH may recommend testing for others in certain situations</i></p>	<p>Attestation from a parent or guardian that documents one of the following:</p> <ul style="list-style-type: none"> <li>• Tested negative for COVID-19, has been fever free for 24 hours and symptoms improved (back to usual health).</li> <li>• Tested positive for COVID-19 and has since met CDC/RIDOH guidelines for ending isolation.</li> </ul>

# Protocol- Positive case

Situation	Isolation and quarantine protocol	Recommended testing protocol	Requirement to return
<p>Staff or student tests <b>positive</b></p>	<p>Person testing positive is isolated per CDC/RIDOH guidelines.</p> <p>Close contacts are quarantined for 14 days since last 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><b>Positive</b> individuals must meet the CDC/RIDOH guidelines for ending isolation before returning to school. RIDOH can provide a note.</p> <p><b>RIDOH recommends the symptom-based strategy for ending isolation. Isolate until:</b></p> <ul style="list-style-type: none"> <li>• Fever free for 24 hours and</li> <li>• Symptoms have improved and</li> <li>• 10 days since symptoms first appeared (20 days if severely immunocompromised)</li> </ul> <p><b>OR time-based approach if asymptomatic when tested positive. Isolate until:</b></p> <ul style="list-style-type: none"> <li>• 10 days since date of specimen collection (20 days if severely immunocompromised)</li> </ul> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html</a></p>

# Protocol- Close contact of a case

Situation	Isolation and quarantine protocol	Recommended testing protocol	Requirement to return
Staff or student is a close contact of a confirmed case	<p>A close contact is home quarantined for 14 days after last exposure to the confirmed case.</p> <p>If the close contact lives in the same household, the 14 days of quarantine <b>starts</b> when the confirmed case ends isolation. A household close contact who has ongoing exposure to the confirmed case is usually quarantined for at least 24 days.</p>	Close contacts in quarantine should self-monitor for symptoms and seek medical advice and test if recommended by RIDOH or healthcare provider	<p>Children or staff member must meet the CDC/RIDOH guidelines for ending quarantine before returning to school.</p> <p>RIDOH can provide a note.</p> <p>Quarantine for 14 days after the <b>last date of exposure</b> to the confirmed case.</p>

# Protocols K-12 summary

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



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

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# 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	<a href="https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html">https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html</a>
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	<a href="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">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</a>
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	<a href="https://publichealth.arizona.edu/news/2020/covid-19-communication-toolkit-parents-and-teachers">https://publichealth.arizona.edu/news/2020/covid-19-communication-toolkit-parents-and-teachers</a>
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	<a href="https://www.michigan.gov/documents/coronavirus/Talking_with_kids_about_COVID_FINAL_685791_7.pdf">https://www.michigan.gov/documents/coronavirus/Talking_with_kids_about_COVID_FINAL_685791_7.pdf</a>

**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	<a href="https://health.ri.gov/covid/">https://health.ri.gov/covid/</a>
RIDOH COVID-19 Data	Rhode Island Department of Health	Numbers and trends of COVID-19 in RI	<a href="https://ri-department-of-health-covid-19-data-rihealth.hub.arcgis.com/">https://ri-department-of-health-covid-19-data-rihealth.hub.arcgis.com/</a>
COVID-19 testing in Rhode Island	Rhode Island Department of Health	Who should get tested for COVID-19 and locations for testing throughout RI	<a href="https://health.ri.gov/covid/testing/">https://health.ri.gov/covid/testing/</a>
DHS COVID-19 Information	Rhode Island Department of Human Services	Professional Development: Re-Opening Child Care/	<a href="https://center-elp.org/center-pd/dhs-mandatory-trainings-to-re-open-child-care-entrenamientos-mandatorios-de-dhs-para-la-reapertura-de-cuidado-infantil/">https://center-elp.org/center-pd/dhs-mandatory-trainings-to-re-open-child-care-entrenamientos-mandatorios-de-dhs-para-la-reapertura-de-cuidado-infantil/</a>
Re-opening Rhode Island	State of Rhode Island	Guidance for re-opening RI	<a href="https://www.reopeningri.com/">https://www.reopeningri.com/</a>
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	<a href="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">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</a>

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

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- 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