



Our Lady Star of the Sea School
PO Box 560, 90 Alexander Lane
Solomons, MD 20688
Phone (410) 326-3171

Pastor: Father Ken Gill
Principal: Mrs. Jennifer Thompson

OLSS SICK STUDENT PROTOCOL AND DOCUMENTATION

- 1) Student indicates to a staff member that he/she is not feeling well
- 2) Staff member to make call to office and inform school nurse that student is not feeling well and indicate chief complaint
- 3) School Nurse will meet child at classroom doorway with proper PPE equipment already donned (PPE - masks, gloves and face shield; clothing covering optional) and ensure child has a mask secured properly to face.
- 4) Student will be escorted to Convent prayer room accompanied by School nurse and child will be assessed
- 5) Parent contact will be made with parent to pick up child within 30 minutes
- 6) Utilize COVID Flow charts for decision-making (should be clearly visible for staff in isolation room and must be followed.) (*Archdiocese of Washington Catholic Schools Reopening Plan and Guidelines Onward Together in Faith, pg. 40*)
- 7) Documentation must occur including: (See documentation report below)
 - a. Track signs and reported symptoms of illness including initial contact tracing of students/staff
 - b. Actions taken to care for child
 - c. Times and dates should be clearly noted including: Contact a family member for immediate pick up, note the time of call so the length of school nurse/designee exposure is captured.
 - d. Begin preliminary tracing and additional documentation for that student/staff member, ensuring that additional signs and symptoms are discussed and captured.
 - e. Those at the facility with close contact (within 6 feet) of the student during this time would be considered exposed and should follow the exposure protocols established by the health department.
 - f. Encourage family to contact physician or other healthcare provider for COVID-19 more thorough screening and possible COVID-19 testing

REPORTING REQUIREMENTS

1. On the same day, notify the ADW Catholic Schools Office, and pastor/president. The CSO will guide you through the process
2. Gather the facts of the potential contact (names and contacts of people)
3. Contact Chris Buchleitner or Anne Dillon at the CSO via phone or email
Chris Buchleitner
Assistant Superintendent for School Operations & Student Services
buchleitnerc@adw.org
301-853-5353

Anne Dillon
Director for Special Education
dillona@adw.org
301-853-4569
4. The CSO may give direct guidance or contact local health department for consultation
5. Fill out the Incident Report Form (#19)
6. It is possible that the building may need to temporarily close for disinfecting.
7. Inform Human Resources for FMLA consideration or complete and submit an FMLA Intake Form
8. If the community needs to be alerted, CSO and Communications will help you with draft. We never disclose personal information. All drafts must be approved by the Communications Department. Information to include:
 - a. Education about COVID-19, including the signs and symptoms of COVID-19
 - b. Guidance for close contacts of a person confirmed to have COVID-19 (self-quarantine if exposed)
 - c. Schools and ELCs may be expected to provide a contact tracing list of all contact within the last 14 days (possible request of health dept.)
 - d. Information on options for area COVID-19 testing, provided by health dept. screening and possible COVID-19 testing.

(Archdiocese of Washington Catholic Schools Reopening Plan and Guidelines Onward Together in Faith, pgs. 36-37 Appendix F)

RETURNING TO SCHOOL

1) Sick students and staff should not return to the school or ELC until they have met CDC's criteria to discontinue home isolation or specific guidance from the local health department. A staff member must provide a note from the doctor or provide the results of a negative test before returning to work.

Generally, you can be with others after:

- i) 3 days with no fever **AND**
- ii) Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
- iii) 10 days since symptoms first appeared

2) Depending on your healthcare provider's advice and availability of testing, a student or staff might get tested to see if they still have COVID-19. If they are tested, they can be around others when:

- i) He/She no fever,
- ii) His/Her respiratory symptoms have improved, and
- iii) He/She receives two negative test results in a row, at least 24 hours apart.

(Archdiocese of Washington Catholic Schools Reopening Plan and Guidelines Onward Together in Faith, pg. 38)

STUDENT OR STAFF REPORTS CONTACT WITH COVID-19 CASE

If any student or staff member has been in close contact with a person who is positive for COVID-19, then the child or staff member must not access the premises or enter the facility until evaluated by their healthcare provider, or until they have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19. If any student or staff member has been in close contact with a person who is awaiting a COVID-19 test result, then the student or staff member must not access the premises or enter the facility until the close contact tests negative. If the close contact tests positive, then they must seek guidance from their healthcare provider and follow local jurisdiction health requirements.

If a student or staff member contracts COVID-19, they will need to provide a doctor's note stating they are cleared to return to work/school or a COVID-19 test with a negative result.

(Archdiocese of Washington Catholic Schools Reopening Plan and Guidelines Onward Together in Faith, pg. 38)



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OLSS NURSING DOCUMENTATION FOR SICK CHILD

Name: _____ Grade: _____ Date: _____

Parent Contact Time: _____ Parent Pick up Time: _____

(Encourage family to contact physician or other healthcare provider for COVID-19 more thorough screening and possible COVID-19 testing)

Chief Complaint: _____

Describe presentation of illness and when symptoms started: _____

Nursing Actions/Care Provided: _____

Reporting Requirements Checklist:

___ 1) Notify the CSO, and pastor/president. The CSO will guide you through the process.

___ 2) Gather contact information of student/parent and all potential contacts exposed, using attached list.

___ 3) Contact ADW Catholic Schools Office Staff:
Chris Buchleitner
Assistant Superintendent for School Operations
buchleitnerc@adw.org
301-853-5353

Anne Dillon
Director for Special Education
dillona@adw.org
301-853-4569

The CSO may give direct guidance or contact local health department for consultation. If the community needs to be alerted, CSO and Communications will help you with a draft. We never disclose personal information; all drafts must be approved by the Communications Department. Information to include:

- Education about COVID-19, including the signs and symptoms
- Guidance for close contacts of a person confirmed to have COVID-19 (self-quarantine if exposed). Schools and ELCs may be expected to provide a contact tracing list of all contact within the last 14 days (possible request of health dept.)
- Information on options for area COVID-19 testing, provided by health dept. screening and possible COVID-19 testing.

___ 4) Fill out the Incident Report Form (#19)

___ 5) Assess need for building to temporarily close for disinfecting.

___ 6) Inform Human Resources for FMLA consideration or complete and submit an FMLA Intake Form

OLSS SCHOOL CONTACT TRACING FORM

List those with close contact (within 6 feet) of the student during this time. These people would be considered exposed and should follow the exposure protocols established by the health department.

Contact exposure #1: Name: _____

Phone number: _____

Contact exposure #2: Name: _____

Phone number: _____

Contact exposure#3: Name: _____

Phone number: _____

Contact exposure#4: Name: _____

Phone number: _____

Contact exposure#5: Name: _____

Phone number: _____

Contact exposure#6: Name: _____

Phone number: _____

Contact exposure#7: Name: _____

Phone number: _____

Contact exposure#8: Name: _____

Phone number: _____

Contact exposure#9: Name: _____

Phone number: _____

Contact exposure#10: Name: _____

Phone number: _____

OLSS SCHOOL RETURN TO SCHOOL CHECKLIST

Sick students and staff should not return to the school or ELC until they have met CDC's criteria to discontinue home isolation or specific guidance from the local health department. If any student or staff member has been in close contact with a person who is positive for COVID-19, then the child or staff member must not access the premises or enter the facility until evaluated by their healthcare provider, or until they have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19. If any student or staff member has been in close contact with a person who is awaiting a COVID-19 test result, then the student or staff member must not access the premises or enter the facility until the close contact tests negative. If the close contact tests positive, then they must seek guidance from their healthcare provider and follow local jurisdiction health requirements. If a student or staff member contracts COVID-19, they will need to provide a doctor's note stating they are cleared to return to work/school or a COVID-19 test with a negative result.

(Archdiocese of Washington Catholic Schools Reopening Plan and Guidelines Onward Together in Faith, pg. 38)

SECTION 1:

Generally, Staff/Student can be with others after:

- 3 days with no fever **AND**
- Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
- 10 days since symptoms first appeared **OR**

SECTION 2:

Depending on your healthcare provider's advice and availability of testing, a student or staff might get tested to see if they still have COVID-19. If they are tested, they can be around others when:

- He/She has no fever, **AND**
- His/Her respiratory symptoms have improved, **AND**
- He/She receives two negative test results in a row, at least 24 hours apart.

***All items must be checked under section 1 OR Section 2 for Staff or Student to Return to OLSS for in school instruction. Otherwise, they will continue with virtual learning until criteria has been met.**