

WHITBY



Whitby Protocols for Responding to COVID-19 Scenarios

This document outlines how we will respond when a student, faculty or staff member has been exposed to COVID-19 and/or shows symptoms.

Our response plan is based on guidance from The Connecticut State Department of Education (CSDE) and State Department of Public Health (DPH) as per [Addendum 5](#).

It is important to understand that we cannot predict every scenario. Our School Nurse, Carol-Ann Ball, will assess each instance and work closely with the Greenwich Department of Health to determine the best course of action to ensure the health and safety of the Whitby Community.

COVID-19 Scenarios: Summary

Individual has COVID-19 SYMPTOMS but has NOT had close contact with a person diagnosed with COVID-19

Individual has COVID-19 SYMPTOMS¹ AND close contact² to a person diagnosed with COVID-19

Individual does not have COVID-19 symptoms BUT had close contact² to someone diagnosed with COVID-19

If at home: Stay home and notify School Nurse, Carol-Ann Ball (caball@whitbyschool.org), 203-983-6618 immediately (do not wait until the beginning of the next school day), and **get tested under the supervision of a physician.**

If at school: Students will remain masked, adhere to strict physical distancing, and be escorted to the nurse's office to be assessed. Parents/caregiver will be notified to pick-up their child. The child will be moved to an isolation room (with adult supervision). Affected faculty/staff will leave school immediately.

Those without symptoms may remain in the nurse's office until picked up (or drive home, if staff). They do not need to go to the isolation room if asymptomatic.

If symptoms arise on the bus: Students should remain masked and follow the remaining measures listed above upon arrival to school. **They must not be sent home on the bus.**

Next Steps

- Consult with your healthcare provider
- Schedule testing as directed by the physician
- Contact Carol-Ann Ball as soon as test results are received

Test Results

Teaching Mode

Individual Tests Negative
Return to school, 24 hrs without symptoms

Cohort remains in school
Isolated student moves to MOL

Individual Tests Positive
Self-isolation for at least 10 Days

Entire cohort moves to Distance Learning

Individual Not Tested
Self-isolation for at least 10 days

Cohort remains in school
Isolated student moves to MOL

Individual Tests Negative
Self-isolation for at least 10 days

Cohort remains in school
Isolated student moves to MOL

Individual Tests Positive
Self-isolation for at least 10 days

Entire cohort moves to Distance Learning

Individual Not Tested
Self-isolation for at least 10 days

Cohort remains in school
Isolated student moves to MOL

Individual Tests Negative
Self-quarantine for 14 Days

Cohort remains in school
Isolated student moves to MOL

Individual Tests Positive
Remain at home for at least 10 days

Entire cohort moves to Distance Learning

Individual Not Tested
Self-quarantine for 14 days

Cohort remains in school
Isolated student moves to MOL

Communications

- The parent of the student with symptoms will be called immediately.
- A notification email will be sent to cohort classroom parents and a separate email sent to all parents and faculty/staff.
- For staff and faculty, alerts will go out to the entire Whitby Community.
- Additional communications will follow as needed.

A physician's clearance to return to school is required for all students, faculty and staff members.

Whitby Protocols for Responding to Specific COVID-19 Scenarios

Event	Location of Event	Testing Results	Isolation & Quarantine Return to School	Teaching Model	Communications
Individual has COVID-19 SYMPTOMS but has NOT had close contact with a person diagnosed with COVID-19	<p>If at home: Stay home and notify School Nurse, Carol-Ann Ball (caball@whitbyschool.org), 203-983-6618 immediately (do not wait until the beginning of the next school day), and get tested under the supervision of a physician.</p> <p>If at school: Students will remain masked, adhere to strict physical distancing, and be escorted to the nurse's office to be assessed. Parents/caregiver will be notified to pick-up their child. The child will be moved to an isolation room (with adult supervision). Affected Faculty/Staff will leave school immediately.</p> <p>Those without symptoms may remain in the nurse's office until picked up (or drive home, if staff). They do not need to go to the isolation room if asymptomatic.</p> <p>If symptoms arise on the bus: Students should remain masked and follow the remaining measures listed above upon arrival to school. They must not be sent home on the bus.</p> <p>Next Steps</p> <ul style="list-style-type: none"> ● Consult with your healthcare provider ● Schedule testing as directed by the physician ● Contact Carol-Ann Ball as soon as test results are received 	Individual TESTS NEGATIVE ³	Return to school once there are no symptoms for 24 hours.	The cohort will remain in school. The student in isolation at home will receive class instruction via MOL. If a teacher is isolated at home, they will teach the class remotely with classroom supervision from another faculty member.	<p>Whitby is committed to complete transparency and will communicate quickly to the community.</p> <p>We ask for the same level of transparency from parents by alerting us to COVID-19 exposure within your family and by answering the Daily Health Questions before coming to school.</p> <p>The parent of the student with symptoms will be called immediately.</p> <p>A notification email will be sent to cohort classroom parents and a separate email sent to all parents and faculty/staff.</p> <p>For staff and faculty, alerts will go out to the entire Whitby Community.</p> <p>Additional communications will follow as needed.</p>
		Individual tests positive	Remain home (except to get medical care), monitor symptoms, notify the school immediately, notify personal close contacts, assist the school in contact tracing efforts ⁴ , and answer phone calls from public health officials/ contact tracing staff. Stay in self-isolation ⁵ for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever ⁶ (without fever-reducing medications), and with improvement in other COVID-19 symptoms.	The entire cohort will move to distance learning.	
		Individual not tested <i>Physician does not prescribe testing</i>	Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms. Can return with written clearance from a physician	The cohort will remain in school. The student in isolation at home will receive class instruction via MOL. If a teacher is isolated at home, they will teach the class remotely with classroom supervision from another faculty member.	

Whitby Protocols for Responding to Specific COVID-19 Scenarios

Event	Location of Event	Testing Results	Isolation/Quarantine Return to School	Teaching Model	Communications
<p>Individual has COVID-19 symptoms¹ AND had close contact² to a person diagnosed with COVID-19</p>	<p>If at home: Stay home and notify School Nurse, Carol-Ann Ball (caball@whitbyschool.org), 203-983-6618 immediately (do not wait until the beginning of the next school day), and get tested under the supervision of a physician.</p> <p>If at school: Students will remain masked, adhere to strict physical distancing, and be escorted to the nurse's office to be assessed. Parents/caregiver will be notified to pick-up their child. The child will be moved to an isolation room (with adult supervision). Affected Faculty/Staff will leave school immediately.</p> <p>Those without symptoms may remain in the nurse's office until picked up (or drive home, if staff). They do not need to go to the isolation room if asymptomatic.</p> <p>If symptoms arise on the bus: Students should remain masked and follow the remaining measures listed above upon arrival to school. They must not be sent home on the bus.</p> <p>Next Steps</p> <ul style="list-style-type: none"> ● Consult with your healthcare provider ● Schedule testing as directed by the physician ● Contact Carol-Ann Ball as soon as test results are received 	<p>Individual TESTS NEGATIVE³</p>	<p>Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications), and with improvement in other symptoms.</p> <p>The individual may return to school once a clearance is provided by a physician.</p>	<p>The cohort will remain in school.</p> <p>The student in at-home isolation will receive class instruction via MOL.</p> <p>If a teacher is isolated at home (and is well enough), they will teach the class remotely with classroom supervision from another faculty member or a sub will be provided.</p>	<p>Whitby is committed to complete transparency and will communicate quickly to the community.</p> <p>We ask for the same level of transparency from parents by alerting us to COVID-19 exposure within your family and by answering the Daily Health Questions before coming to school.</p> <p>The parent of the student with symptoms will be called immediately.</p> <p>A notification email will be sent to cohort classroom parents and a separate email sent to all parents and faculty/staff.</p> <p>For staff and faculty, alerts will go out to the entire Whitby Community.</p> <p>Additional communications will follow as needed.</p>
		<p>Individual TESTS POSITIVE</p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist public health and the school in contact tracing efforts. Stay in self-isolation for at least 10 days since the onset of symptoms and at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.</p> <p>The individual may return to school once a clearance is provided by a physician.</p>	<p>The entire cohort will move to distance learning.</p> <p>It is important that parents observe their child during this period for any COVID-19 symptoms and seek medical advice should symptoms occur. The same applies to faculty/staff.</p> <p>Follow the guidelines in this document as it relates to the Event column.</p>	
		<p>Individual IS NOT TESTED</p> <p><i>Physician does not prescribe testing</i></p>	<p>Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.</p> <p>The individual may return to school once a clearance is provided by a physician.</p>	<p>The cohort will remain in school.</p> <p>The student in at-home isolation will receive class instruction via MOL.</p> <p>If a teacher is isolated at home (and is well enough), they will teach the class remotely with classroom supervision from another faculty member or a sub will be provided.</p>	

Whitby Protocols for Responding to Specific COVID-19 Scenarios

Event	Location of Event	Testing Results	Isolation/Quarantine Return to School	Teaching Model	Communications
<p>Individual does not have COVID-19 symptoms BUT had close contact² to someone diagnosed with COVID-19</p>	<p>If at home: Stay home and notify School Nurse, Carol-Ann Ball (caball@whitbyschool.org), 203-983-6618 immediately (do not wait until the beginning of the next school day), and get tested under the supervision of a physician.</p> <p>If at school: Students will remain masked, adhere to strict physical distancing, and be escorted to the nurse's office to be assessed. Parents/caregiver will be notified to pick-up their child. The child will be moved to an isolation room (with adult supervision). Affected faculty/staff will leave school immediately.</p> <p>Those without symptoms may remain in the nurse's office until picked up (or drive home, if staff). They do not need to go to the isolation room if asymptomatic.</p> <p>If symptoms arise on the bus: Students should remain masked and follow the remaining measures listed above upon arrival to school. They must not be sent home on the bus.</p> <p>Next Steps</p> <ul style="list-style-type: none"> • Consult with your healthcare provider • Schedule testing as directed by the physician • Contact Carol-Ann Ball as soon as test results are received 	<p>Individual TESTS NEGATIVE³</p>	<p>Remain home in self-quarantine⁷ for 14 days from last exposure to the person diagnosed with COVID-19.</p> <p>The individual may return to school once a clearance is provided by a physician.</p>	<p>The cohort will remain in school.</p> <p>The student in at-home isolation will receive class instruction via MOL.</p> <p>If a teacher is isolated at home (and is well enough), they will teach the class remotely with classroom supervision from another faculty member or a sub will be provided.</p>	<p>Whitby is committed to complete transparency and will communicate quickly to the community.</p> <p>We ask for the same level of transparency from parents by alerting us to COVID-19 exposure within your family and by answering the Daily Health Questions before coming to school.</p> <p>The parent of the student with symptoms will be called immediately.</p> <p>A notification email will be sent to cohort classroom parents and a separate email sent to all parents and faculty/staff.</p> <p>For staff and faculty, alerts will go out to the entire Whitby Community.</p> <p>Additional communications will follow as needed.</p>
		<p>Individual TESTS POSITIVE</p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist public health and the school in contact tracing efforts. Stay home until 10 days have passed since date of the positive COVID-19 test.</p> <p>The individual may return to school once a clearance is provided by a physician.</p>	<p>The entire cohort will move to distance learning.</p> <p>It is important that parents observe their child during this period for any COVID-19 symptoms and seek medical advice should symptoms occur. Same applies to faculty/staff.</p> <p>Follow the guidelines in this document as it relates to the Event column.</p>	
		<p>Individual IS NOT TESTED</p> <p><i>Physician does not prescribe testing</i></p>	<p>Remain home in self-quarantine for 14 days from last exposure to the person diagnosed with COVID-19.</p>	<p>The cohort will remain in school.</p> <p>The student in at-home isolation will receive class instruction via MOL.</p> <p>If a teacher is isolated at home (and is well enough), they will teach the class remotely with classroom supervision from another faculty member or a sub will be provided.</p>	

End-Notes Key

1. COVID-19 signs and symptoms are: feeling feverish, measured temp 100.4 F or more, chills, uncontrolled new cough, shortness of breath, difficulty breathing, loss of taste or smell. There are other more nonspecific signs and symptoms. For a full list, see CDC Web page at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
2. Close contact: Spending at least 15 minutes within 6 feet of a person with confirmed COVID-19, or a direct exposure to possibly infected droplets of saliva or nasal mucus (e.g., being sneezed at or coughed on in the face). See CDC web page at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
3. COVID-19 test for school/work attendance: This is a viral test, NOT an antibody test. (see CDC information on COVID-19 tests at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>).
4. Contact tracing: A public health intervention in which the contacts of a person with a communicable disease are identified, and possibly tested, quarantined or isolated to interrupt the transmission of the virus in a population. <https://portal.ct.gov/Coronavirus/ContaCT>
5. Self- Isolation: Individual with signs or symptoms of COVID-19, or a positive test, stays home until no longer infectious for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other COVID-19 symptoms. See CDC web page at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>
6. Fever: Measured temperature of 100.4 F or higher
7. Self-Quarantine: Individual without symptoms stays home for 14 days since last exposure to someone who was diagnosed with COVID-19 (the incubation period of the virus). See CDC web page <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> or <https://www.cdc.gov/sick%2Fquarantine-isolation.html>

DAILY HEALTH CHECKLIST


We require that parents assess the health of their children and other family members each morning before the child enters school. Please be honest in answering these questions.

- Within the last 14 days, has the student or a direct family member traveled outside of the country or traveled to any red zone states?
- Has the student or a direct family member been self-quarantined or in isolation as requested by a medical professional or local public health official in the last 14 days?
- Has the student or a direct family member been within 6 feet of a lab-confirmed case of COVID-19 for at least 15 minutes?
- In the last 48 hours, has the student had any of the following symptoms:
 - fever > 100.4 without taking any fever-reducing medications
 - cough
 - shortness of breath
 - chills, sweating
 - muscle aches
 - sore throat
 - loss of smell or taste or change in taste
 - headache
 - diarrhea
 - unexplained fatigue

If answering **YES** to any of the above questions, the student and faculty/staff member must remain home, seek medical evaluation, or quarantine for 14 days if travel-related. A physician's note is required for any COVID-19 or non-COVID illness and absence greater than 5 days.

[CLICK HERE](#) for a printable version.

Let's keep the Whitby community safe and healthy!



DAILY HEALTH CHECKLIST











We require that parents assess the health of their children and other family members each morning before the child enters school. Please be honest in answering these questions.

1 Within the last 14 days, has the student or a direct family member traveled outside of the country or traveled to any red zone states?

2 Has the student or a direct family member been self-quarantined or in isolation as requested by a medical professional or local public health official in the last 14 days?

3 Has the student or a direct family member been within 6 feet of a lab-confirmed case of COVID-19 for at least 15 minutes?

4 In the last 48 hours, has the student had any of the following symptoms:

 fever > 100.4 without taking any fever-reducing medications	 cough	 shortness of breath	 chills, sweating	 muscle aches
 loss of smell or taste or change in taste	 sore throat	 headache	 diarrhea	 unexplained fatigue

If answering YES to any of the above questions,

the student and faculty/staff member must remain home, seek medical evaluation, or quarantine for 14 days if travel-related. A physician's note is required for any COVID-19 or non-COVID illness and absence greater than 5 days.

QUESTIONS? Contact School Nurse Carol-Ann Ball
at caball@whitbyschool.org | (203) 983-6618