



# Handling Suspected, Presumptive, or Confirmed Cases of COVID-19

Casa Esperanza Returned to Full Time In Person Instruction in March 2021.

This guidance should not be used to make medical decisions, provide medical advice, or instruct individuals on whether or not they should self-isolate or quarantine. If an individual is experiencing symptoms of COVID-19, believes they may have been exposed to COVID-19, or has been diagnosed with COVID-19, they should contact their healthcare provider and/or their local health department.

## Students and Employees Who May Be Sick

### COVID-19 GUIDANCE

If you have questions about a possible or confirmed exposure at Casa Esperanza, email [bguzman@cemcs.org](mailto:bguzman@cemcs.org). Questions or notifications sent to [bguzman@cemcs.org](mailto:bguzman@cemcs.org) after business hours will be addressed as soon as possible on the next business day. If you are concerned about whether an individual should report to school or work, please have them stay home until you have received further guidance from the Head of School or COVID-19 Care Coordinator.

To best protect everyone's health, it's critical for sick students and employees to stay home. If a student or employee starts experiencing symptoms during the school/work day, these procedures must be followed to minimize the risk of exposure to other people. Students and employees are required to stay home under the following circumstances:

- They have been diagnosed with COVID-19 within the past 10 days
- They have been in close contact with someone diagnosed with COVID-19 within the past 2 weeks and have not met the requirements to return to school or work
- They have a temperature of 100.4 degrees or higher
- They are feeling sick or experiencing any symptom of illness, unless the individual has a confirmed diagnosis from a healthcare professional attributing the symptoms to

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something other than COVID-19. Symptoms of illness include but are not limited to fever of 100.4 degrees or higher, sore throat, new cough, new difficulty breathing or shortness of breath, new loss of taste or smell, diarrhea or vomiting, or the new onset of a severe headache.

The CDC defines close contact and considers someone exposed if they were within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset or, for infected people without symptoms, 2 days before they had a sample collected to submit for COVID-19 testing.

Students will be given learning options if unable to attend school due to illness or exposure to COVID-19. Students will be provided assignments missed and any supplemental resources to teach them the material or skill covered during their absence. If possible, students may be provided learning materials during their absence or it could be provided to the student when they return to school.

An employee unable to report to work due to illness or exposure to COVID-19 should talk with their supervisor about possible teleworking options if feasible or request available leave.

### **Definition of exposure or close contact**

CDC considers someone exposed to COVID-19 if they were within 6 feet of an infected person, with or without a face covering, for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset or, for infected people without symptoms, 2 days before they had a sample collected to submit for COVID-19 testing.

## **Students and Employees Who Experience Symptoms During the School/Work Day**

### **Employees**

- Employee must notify their supervisor immediately.
- If the employee is experiencing shortness of breath or difficulty breathing, call 911 immediately.
- Employee must wear a face covering unless they have an approved face covering accommodation due to medical health needs. If they do not have a face covering, one should be provided to them. Face coverings should not be placed on:
  - Anyone who has trouble breathing or is unconscious
  - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance
- Employee must be sent home for the day, using the nearest exit to leave the building.
- If the employee is unable to get home on their own, call their emergency contact.
- Employee can return to work when they meet all of the criteria required for their situation as listed in the Return to School/Work section of this guidance document.

- Supervisor must follow the notification requirements as outlined in the Notification Requirements section of this guidance document
- If an employee experiences side effects during the first few days after receiving a COVID-19 vaccination, they should stay home until they are no longer experiencing symptoms and have been without a fever for 24 hours without the use of fever-reducing medicine.

## Students

- Employee supervising student must notify their supervisor immediately
- If the student is experiencing shortness of breath or difficulty breathing, call 911 immediately.
- Employee assisting the student must wear a facing covering and gloves as needed (see Precautions for Employee Providing Assistance)
- Student must wear a face covering unless they are exempt due to developmental, medical, or behavioral health needs. If they do not have a face covering, one should be provided to them. Face coverings should not be placed on:
  - Anyone who has trouble breathing or is unconscious
  - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance
- An employee wearing a face covering must escort elementary school students to the front office while remaining at least 6 feet away from the student. Middle school students may report to the front office without being escorted by an employee.
- An employee must contact the student's parent/guardian or emergency contact to immediately pick them up from school
- An employee must stay with the student in an isolated area or Care Center until they are picked up
- An employee must keep the student under visual supervision at all times, while remaining at least 6 feet away from the student
- Student must be picked up from school and is not permitted to use group transportation to leave school
- For student check-out, the student should be escorted to the exit closest to the Care Center. The employee will bring a sign-out sheet to the parent or guardian outside of the building. The parent or guardian will follow the school's standard check-out procedures, while remaining outside of the building.
- The Supervisor must follow the notification requirements as outlined in the Notification Requirements section of this guidance document

## Precautions for Employee Providing Assistance

- Employee should remain at least 6 feet away from individuals experiencing symptoms
- Employee must wear face covering when interacting with or assisting anyone experiencing symptoms

- Employee must wear gloves if having direct contact with an individual experiencing symptoms
- Employee must wash hands or use hand sanitizer after removing gloves
- If Employee is not in direct contact with individual and is not wearing gloves, employee should wash hands or use hand sanitizer regularly

## Cleaning/Disinfecting Required

Follow protocols as outlined in [this guidance document](#)

## Notification Requirements and Procedures

Casa Esperanza will report suspected or confirmed cases of COVID-19 to Wake County Public Health and work with them for follow-up and contact tracing. The COVID19 Care Coordinator will notify anyone who is believed to have been exposed to an individual with COVID-19 and provide that individual with further instructions.

Situation	Reporting responsibility of Supervisor	Notification of local health department	Notification of other employees or students
Student/ Employee indicates they were <b>diagnosed</b> with COVID-19	Send email to <a href="mailto:nlane@cemcs.org">nlane@cemcs.org</a> Wait for Casa COVID19 Care Coordinator to provide further instructions	Casa COVID19 Care Coordinator will notify Wake County Public Health	Casa COVID19 Care Coordinator will assist the school and the local health department with contact tracing Unless otherwise stated, Casa COVID19 Care Coordinator will notify employees or students if they are believed to have been exposed

<p>Student/ Employee indicates they have been <b>exposed</b> to someone diagnosed with COVID-19</p>	<p>Send email to <a href="mailto:bguzman@cemcs.org">bguzman@cemcs.org</a>  Wait for Casa COVID19 Care Coordinator to provide further</p>	<p>No Health Department notification is required</p>	<p>If the student or employee is not diagnosed with COVID-19, no further notifications are necessary. <b>If the student or employee is diagnosed with COVID-19:</b> The Casa COVID19 Care Coordinator will assist the school and the local health department with contact tracing Unless otherwise stated, the Casa COVID19 Care Coordinator will notify employees or students if they are believed to have been exposed</p>
<p>Student/ Employee indicates they have a symptom of COVID-19 or starts experiencing a symptom during the school/ work day</p>	<p>No notification is required, unless the student/ employee is diagnosed with COVID-19 or indicates they were exposed to someone diagnosed with COVID-19.</p>	<p>No notification is required, unless the student/ employee is diagnosed with COVID-19.</p>	<p>No notification is required, unless the student/ employee is diagnosed with COVID-19.</p>

## Communication with Employees and Families

Casa Esperanza will update the [Covid Metrics](#) page on our website daily to list classes where someone reported to have COVID-19 was in the school. All reporting and notifications will maintain confidentiality in accordance with [FERPA](#), [NCGS 130A-143](#), and all other state and federal laws.

## When a Student/Employee Can Return to School/Work

If an individual has been diagnosed with COVID-19 or has been presumed positive by a medical professional due to symptoms, **they are not required to have proof of a negative test in order to return to school or work.**

Students and employees are no longer required to stay home if someone living with them is experiencing a symptom of illness. Students and employees are required to stay home and quarantine if someone living with them is diagnosed with COVID-19.

Please see charts below for requirements in order to return to school/work. This information is available to share with families at [Family Guidance - When to Return to School](#)

## Requirements to Return to School/Work

### Experiencing a Symptom of Illness

If you are experiencing a symptom of illness		
NO MEDICAL DIAGNOSIS  OR COVID-19 TEST	ALTERNATE MEDICAL DIAGNOSIS	NEGATIVE COVID-19 TEST
<p>You may return if: It has been at least 10 days since you first had symptoms <b>AND</b> It has been at least 24 hours since you had a fever (without the use of fever reducing medicine) <b>AND</b> Symptoms are improving, including cough and shortness of breath</p>	<p>You may return if: You have a confirmed diagnosis other than COVID-19 (like a stomach virus, ear infection, etc.) from a health care professional to explain the COVID-19-like symptoms <b>AND</b> It has been at least 24 hours since you had a fever (without the use of fever reducing medicine) <b>AND</b> You have felt well for 24 hours NOTE: The health care provider is not required to detail the specifics of the alternate diagnosis.</p>	<p>You may return if: You have a negative PCR/Molecular* COVID-19 test <b>AND</b> It has been at least 24 hours since you had a fever (without the use of fever reducing medicine) <b>AND</b> You have felt well for 24 hours NOTE: If you have a negative rapid antigen** test, you must receive a follow-up negative PCR/Molecular test.</p>
<p>*PCR/Molecular Test - detects the virus' genetic material. This test is the "gold standard" for detecting the virus that causes COVID-19 and typically requires a sample being sent to a laboratory.</p> <p>**Rapid antigen tests - detects protein on the surface of the virus, are less sensitive and less specific than the PCR test. This means they miss some infections that would be detected by a PCR test, and they may be positive in someone who does not actually have the infection. Rapid antigen tests can be performed without having to send the sample to a laboratory and results come back quickly, as soon as 15 minutes.</p>		

## Exposure to COVID-19 and No Symptoms of Illness

NCDHHS, the CDC, and Wake County Public Health continue to recommend quarantine for 14 days after your last exposure to COVID-19. However NCDHHS and Wake County Public Health have provided options to reduce the duration of quarantine, if you meet the associated requirements. Health officials stress that to prevent additional exposures, illnesses, and COVID-19 clusters, it is critical for you to closely monitor yourself for any symptoms of illness and stay home if you have experienced a symptom of illness until you meet the requirements to return for someone who has experienced a symptom of illness.

If you were exposed to someone with COVID-19 within the last 2 weeks and have no symptoms of illness			
7 DAY QUARANTINE OPTION	10 DAY QUARANTINE OPTION	14 DAY QUARANTINE OPTION  (NCDHHS recommends this option)	QUARANTINE REQUIREMENTS FOR HOUSEHOLD EXPOSURES
<p>You may return after 7 days if: It has been at least 7 days since the last date of exposure <b>AND</b> You have not experienced any symptoms of illness during daily at-home monitoring <b>AND</b> You have a negative antigen** or PCR/Molecular* test result from a COVID-19 test taken no earlier than day 5 after your last date of exposure. You must provide proof of your negative test result to return after 7 days. <b>AND</b> You must continue to monitor yourself for symptoms and strictly follow all required health precautions at school through 14 days after the date of last exposure.</p>	<p>You may return after 10 days if: It has been at least 10 days since the last date of exposure <b>AND</b> You have not experienced any symptoms of illness during daily at-home monitoring <b>AND</b> You must continue to monitor yourself for symptoms and strictly follow all required health precautions at school through 14 days after the date of last exposure.</p>	<p>You may return after 14 days if: It has been 14 days since the last date of exposure. <b>AND</b> You have not developed any symptoms of COVID-19.</p>	<p>If you live with someone who has COVID-19, your quarantine for exposure does not begin until the end of the 10th day of isolation for the person with COVID-19. You may return after 17 days if you meet all of the requirements of the 7-day quarantine. <b>OR</b> You may return after 20 days if you meet all of the requirements of the 10-day quarantine. <b>OR</b> You may return after 24 days if you meet all of the requirements of the 14-day quarantine.</p>

**NOTE:**

**If you start experiencing a symptom of illness:** You must stay home or go home immediately until you meet the criteria requirements for someone experiencing a symptom of illness.

**If you test positive for COVID-19:** You must remain home until you meet the criteria requirements for someone diagnosed with COVID-19.

## Diagnosed with COVID-19

If you were diagnosed with COVID-19 within the last 10 days	
NO SYMPTOMS	EXPERIENCING SYMPTOMS
<p>You may return if: It has been 10 days since the date of your first positive COVID-19 diagnostic test, if you have not developed any symptoms of COVID-19. NOTE: If you develop symptoms of COVID-19, you must remain home until you meet the criteria requirements for someone experiencing a symptom.</p>	<p>You may return if: It has been at least 10 days since you first had symptoms <b>AND</b> It has been at least 24 hours since you had a fever (without the use of fever reducing medicine) <b>AND</b> Symptoms are improving, including cough and shortness of breath</p>

## After Vaccination or Previous COVID-19 Diagnosis

Vaccination Side Effects - If you experience side effects during the first few days after receiving a COVID-19 vaccination, you should stay home until you are no longer experiencing symptoms and have been without a fever for 24 hours without the use of fever-reducing medicine. You are not required to present an alternate diagnosis, negative COVID-19 test, or stay home for 10 days in order to return to school or work. Employees who experience side effects from the vaccination that delay their return to the worksite may take available leave.

## Waiver of Quarantine Requirements After Vaccination or COVID-19 Diagnosis

Following guidance from [NCDHHS](#), [CDC](#), and in consultation with the ABC Science Collaborative, as long as a person can meet all of the following criteria, they are considered fully vaccinated and do not have to quarantine if they are exposed to someone with COVID-19 or if a



household member is sick. **The person must self-monitor for symptoms for 14 days and must stay home if they develop a symptom of illness.**

Note: NCDHHS no longer requires that the vaccination series was completed within the past 3 months.

VACCINATED	PREVIOUSLY DIAGNOSED WITH COVID-19
<p>You do not have to quarantine if: It's been at least 2 weeks since you received the second dose in a 2-dose series, or it's been at least 2 weeks since you received a vaccine that only requires a single-dose <b>AND</b> You have not developed any symptoms of COVID-19 since the current COVID-19 exposure NOTE: Anyone who does not meet both criteria must quarantine and follow current <a href="#">Family Guidance - When to return to school</a> after an exposure to someone with suspected or confirmed COVID-19.</p>	<p>You do not have to quarantine if: You were diagnosed with COVID-19 within the past 3 months <b>AND</b> You have not developed any symptoms of COVID-19 since your COVID-19 diagnosis without another identified cause for the symptoms NOTE: Anyone who develops symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.</p>

## Process to Return to School/Work Without Quarantine

A person who has been fully vaccinated or who has previously been diagnosed with COVID-19 will need to show the following documentation to their school or supervisor in order to be allowed to return to school or work without fulfilling the quarantine requirements outlined in WCPSS guidance:

- If vaccinated: must present vaccine record with vaccination dates
- If previously diagnosed: must present proof of diagnosis, including the date

It is the responsibility of the supervisor (for employees) or school staff (for students) to check the presented documentation and dates to ensure that the person meets all of the requirements to return to school or work without quarantine. Supervisors do not need to keep a copy or record of an employee's presented documentation. The school will keep a copy of a student's presented documentation with their medical records (either in their student file or uploaded to ECATS).