



# RETURN TO LEARN



**OKLAHOMA**  
State Department  
of Health

## Public Schools **COVID-19** Guidance & Resources

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*\*As new guidance becomes available, check [coronavirus.health.ok.gov](https://coronavirus.health.ok.gov) often for updates to this document.*

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*Source: U.S. Department of Education*

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## OVERVIEW

**COVID-19** is a virus identified as the cause of an outbreak of respiratory illness first detected in Wuhan City, Hubei Province, China in 2019 and has since spread globally into a pandemic. Symptoms of COVID-19 include fever, cough, and shortness of breath. While roughly 80% of cases report mild symptoms, some progress into severe pneumonia and multi-organ failure and can lead to death.



Therefore, as communities across Oklahoma reopen K-12 schools, the Centers for Disease Control and Prevention is offering considerations for ways in which schools can help to protect students as well as teachers, administrators, and other staff to slow the spread of COVID-19.

In collaboration with state and local health officials, schools can determine whether and how to implement these considerations while adjusting to meet the unique needs and circumstances of the local community, to the best extent possible. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community.

*Source: Centers for Disease Control and Prevention (CDC), Oklahoma State Department of Health*



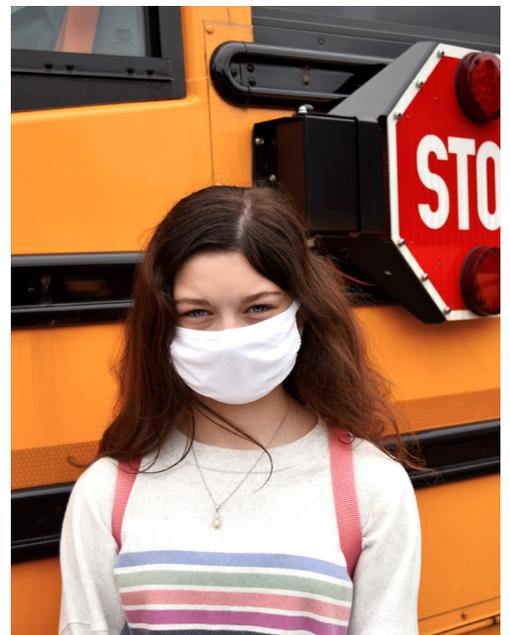
## GUIDING PRINCIPLES TO KEEP IN MIND

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. According to the CDC, the risk of COVID-19 spread increases in school settings as follows:

<b>LOWEST RISK</b>	Students and teachers engage in virtual-only classes, activities, and events.
<b>MEDIUM RISK</b>	Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
<b>HIGHEST RISK</b>	Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

**COVID-19** is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

Transmission can occur in a number of different ways, but primarily person to person through close contact. Examples of close contact include, but not limited to, being within 6 feet for 15 minutes, any physical contact, sharing of food, drink, or eating/drinking utensils, or any exposure to respiratory droplets.



Source: Centers for Disease Control and Prevention (CDC)



## PROMOTING BEHAVIORS THAT REDUCE SPREAD

Schools may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19. The CDC suggests:



### STAYING HOME WHEN APPROPRIATE

Educate staff and families about when they / their child(ren) should stay home and when they can return to school.

**Actively encourage employees and students** who are sick or who have recently had close contact with a person with COVID-19 or contact with a sick person exposed to a person with COVID-19 to stay home. Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies. Consider not having perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning and telework options, if feasible.

#### Staff and students should stay home if:

- ▶ They have tested positive for or are showing COVID-19 [symptoms](#).
- ▶ They have had close contact with a person diagnosed with COVID-19
- ▶ They have had contact with a person showing symptoms of COVID-19 who themselves are known to have been exposed to someone infected with COVID-19. The student or staff should stay home if they have had contact with an epi-link (a symptomatic person with a known exposure).
- ▶ Resources: [What to do if you are exposed](#) · [When to Quarantine](#) · [What to do if you are sick](#)

**CDC'S CRITERIA** can help inform:

- ▶ [If they have been sick with COVID-19](#)
- ▶ [If they have recently had close contact with a person with COVID-19](#) or contact with a sick person exposed to a person with COVID-19.
- ▶ [When to Quarantine](#).



### HAND HYGIENE AND RESPIRATORY ETIQUETTE

- ▶ **Teach and reinforce [handwashing](#)** with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- ▶ **If soap and water are not readily available**, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- ▶ **Encourage staff and students to cover coughs and sneezes** with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- ▶ **If soap and water are not readily available**, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).



## CLOTH FACE COVERINGS

**Teach and reinforce use of [cloth face coverings](#).** Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings are strongly encouraged to be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands frequently](#). Information should be provided to staff, students, and students' families on [proper use, removal, and washing of cloth face coverings](#).

**Note: Cloth face coverings should not be placed on:**

- ▶ Children younger than 2 years old
- ▶ Anyone who has trouble breathing or is unconscious
- ▶ Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

**Cloth face coverings are meant to protect other people** in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.



## ADEQUATE SUPPLIES

Support [healthy hygiene](#) behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.



## SIGNS AND MESSAGES

**Post [signs](#) in highly visible locations** (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands and properly wearing a cloth face covering](#)).

**Broadcast regular [announcements](#)** on reducing the spread of COVID-19 on PA systems.

**Include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19** when communicating with staff and families (such as on school websites, in emails, and on school [social media accounts](#)).



# MAINTAINING HEALTHY ENVIRONMENTS

Schools may consider implementing several strategies to maintain healthy environments.



## CLEANING AND DISINFECTION

**Clean and disinfect frequently touched surfaces** (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.

**If transport vehicles (e.g., buses) are used by the school**, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, [see guidance](#) for bus transit operators.

**Develop a schedule for increased, routine cleaning and disinfection.**

**Ensure safe and correct use and storage of cleaning and disinfection products**, including storing products securely away from children. Use products that meet EPA disinfection criteria. Follow the link here:

- ▶ [EPA disinfection criteria.](#)
- ▶ [Cleaning and disinfection products](#)

**Cleaning products should not be used near children**, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.





## SHARED OBJECTS

- ▶ **Discourage sharing of items that are difficult to clean or disinfect.**
- ▶ Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- ▶ **Ensure adequate supplies** to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- ▶ **Avoid sharing electronic devices, toys, books, and other games or learning aids.**



## VENTILATION

- ▶ **Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible**, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.



## WATER SYSTEMS

- ▶ **To minimize the risk of Legionnaire's disease and other diseases associated with water**, take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.
- ▶ **Broadcast regular announcements** on reducing the spread of COVID-19 on PA systems.



## MODIFIED LAYOUTS

- ▶ **Space seating/desks at least 6 feet apart when feasible.**
- ▶ **Turn desks to face in the same direction** (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- ▶ **Create distance between children on school buses** (e.g., seat children one child per row or with family members, skip rows) when possible.



## PHYSICAL BARRIERS AND GUIDES

- ▶ **Install physical barriers if feasible**, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- ▶ **Provide physical guides**, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).



## COMMUNAL SPACES

- ▶ **Consider closing communal use shared spaces** such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and [clean and disinfect](#) between use.
- ▶ **Consider adding physical barriers**, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.



## FOOD SERVICE

- ▶ **Have children bring their own meals** as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while [ensuring the safety of children with food allergies](#).
- ▶ **Use disposable food service items** (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
- ▶ **If food is offered at any event**, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of children with food allergies.
- ▶ **Consider having students eat in class rooms, outside, or at other locations**, rather than in communal dining halls or cafeterias. If other spaces are not available, stagger meal times to reduce the number of students using the dining hall or cafeteria..



# MAINTAINING HEALTHY OPERATIONS

Schools may consider implementing several strategies to maintain healthy operations.



## PROTECTIONS FOR STAFF AND CHILDREN AT HIGHER RISK FOR SEVERE ILLNESS FROM COVID-19

- ▶ **Offer options for staff at [higher risk for severe illness](#)** (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).
- ▶ **Offer options for students at higher risk of severe illness** that limit their exposure risk (e.g., virtual learning opportunities).
- ▶ Consistent with applicable law, put in **place policies to protect the privacy of people** at higher risk for severe illness regarding underlying medical conditions.



## REGULATORY AWARENESS

- ▶ **Be aware of local or state regulatory agency policies** related to group gatherings to determine if events can be held.



## GATHERINGS, VISITORS, AND FIELD TRIPS

- ▶ **Pursue virtual group events, gatherings, or meetings**, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
- ▶ **Limit any nonessential visitors, volunteers, and activities** involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- ▶ **Pursue virtual activities and events** in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
- ▶ **Pursue options to convene sporting events and participation in sports activities** in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities. [Guiding principles and considerations for youth sports.](#)



## IDENTIFYING SMALL GROUPS AND KEEPING THEM TOGETHER (COHORTING)

- ▶ **Ensure that student and staff groupings are as static as possible** by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
- ▶ **Limit mixing between groups if possible.**



## STAGGERED SCHEDULING

- ▶ **Stagger arrival and drop-off times or locations** by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- ▶ **When possible, use flexible worksites** (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.



## DESIGNATED COVID-19 POINT OF CONTACT

- ▶ **Designate a staff person to be responsible for responding to COVID-19 concerns** (e.g., school nurse). All school staff and families should know who this person is and how to contact them.



## PARTICIPATION IN COMMUNITY RESPONSE EFFORTS

- ▶ **Consider participating with local authorities** in broader COVID-19 community response efforts (e.g., sitting on community response committees).



## COMMUNICATION SYSTEMS

### Put systems in place for:

- ▶ Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA). Consistent with applicable law and privacy policies, schools will be also be notified of positive cases by local health authorities as applicable.
- ▶ Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).



## LEAVE (TIME OFF) POLICIES AND EXCUSED ABSENCE POLICIES

- ▶ **Implement flexible sick leave policies and practices** that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.
- ▶ **Examine and revise policies for leave, telework, and employee compensation.**
- ▶ **Leave policies should be flexible and not punish people for taking time off**, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- ▶ **Administrators should become familiar with CDC's criteria to discontinue home isolation and quarantine**, in preparation for responding if/when cases are detected in your school. Once a case has been diagnosed, administrators will work with local and state public health officials in determining specific steps including a return to school process for students in quarantine and isolation.



## BACK-UP STAFFING PLAN

- ▶ **Monitor absenteeism of students and employees**, cross-train staff, and create a roster of trained back-up staff.



## STAFF TRAINING

- ▶ **Train staff on all safety protocols.**
- ▶ **Conduct training virtually** or ensure that [social distancing](#) is maintained during training.



## SHARING FACILITIES

- ▶ Encourage any organizations that share or use the school facilities to also follow these considerations.



## SUPPORT COPING AND RESILIENCE

- ▶ **Encourage employees and students to take breaks** from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- ▶ **Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.**
- ▶ **Encourage employees and students to talk with people they trust** about their concerns and how they are feeling.
- ▶ Consider posting signage for the national distress hotline: **1-800-985-5990**, text **TalkWithUs** to **66746**, or the **Oklahoma Hotline 2-1-1**.





# WATCH FOR SYMPTOMS

## SYMPTOMS CHECKLIST

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 DAYS AFTER EXPOSURE TO THE VIRUS. People with a new onset of the following symptoms or combination of symptoms may have COVID-19.

	<b>Cough</b>		<b>Shortness of Breath or Difficulty Breathing</b>
	<b>Fever (100.4°F) or higher</b>		<b>Chills</b>
	<b>Muscle Pain</b>		<b>Headache</b>
	<b>Sore Throat</b>		<b>New Loss of Taste or Smell</b>

## SYMPTOMS CHECKLIST

**If feasible, conduct daily health checks** (e.g., temperature screening and/or [symptom checking](#)) of staff and students.

Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators may use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and CDC's [General Business FAQs](#) for screening staff.

Consider having students and staff entering school buildings to complete a checklist for safety guidelines each day, which may prove helpful if contact tracing is necessary. A letter to parents communicating the checklist may be sent if that proves best for the school (please see sample letters for checklist to parents).

Attendance at school will confirm student or staff has answered "no" to all questions. Answering "yes" to any of the questions means student or staff should remain off-site and take a sick day. Some districts may require temperature checks at the school.

[See Page 26](#) for the **Symptom Checklist Letter to Parents**



# PREPARING FOR WHEN SOMEONE GETS SICK

Schools may consider implementing several strategies to prepare for when someone gets sick.



## ADVISE STAFF AND FAMILIES OF SICK STUDENTS OF HOME ISOLATION CRITERIA

- ▶ Sick staff members or students should not return until they meet [CDC's criteria](#) to discontinue home isolation



## ISOLATE AND TRANSPORT THOSE WHO ARE SICK

- ▶ **Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials** (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
- ▶ **Immediately separate staff and [children with COVID-19 symptoms](#)** (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
- ▶ **Work with school administrators, nurses, and other healthcare providers** to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. For more information, see: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- ▶ **Establish procedures for safely transporting** anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

### Isolation Procedure guidelines

- ▶ A student who exhibits a fever of 100.4°F or higher should be immediately isolated in a predetermined room. A parent should be contacted and the student should be sent home.
- ▶ Students or staff who have been sent home due to fever should remain out of school until released by local or state public health officials (if COVID-19 testing is positive), or until fever-free with no fever reducing medication for at least 10 days (if COVID-19 testing or official guidance is not sought). During this time the student should become a distance learner according to district procedures. Daily off-site attendance may be taken through the digital platform as stated in the district's digital learning guidelines.



## CLEAN AND DISINFECT

- ▶ **Close off areas** used by a sick person or anyone who tested positive for COVID-19 and do not use these areas until after [cleaning and disinfecting](#).
- ▶ **Wait at least 24 hours before cleaning and disinfecting.** If 24 hours is not feasible, wait as long as possible. Open outside windows and doors when cleaning begins and leave open until cleaning is complete. Ensure appropriate precautions are used by anyone cleaning the rooms, including donning masks and gloves.  
Resources: [How to clean and disinfect](#) · [Cleaning and disinfection products](#)



## NOTIFICATIONS AND CLOSE CONTACTS

- ▶ **The OSDH will notify school officials with positive cases and work closely with schools to identify** close contacts. The preferred approach for the release of a student's PHI is through a written release of information signed by the parent or legal guardian. Without an ROI, public health investigators may still disclose PHI to appropriate school staff who can then aid OSDH in a public health investigation in order to identify individuals who have or have been exposed to a communicable disease and to prevent and control the spread of disease.
- ▶ **When applicable, local health authorities will notify schools** of positive cases consistent with applicable law and privacy policies.
- ▶ **In accordance with state and local laws and regulations, school administrators should [notify local health officials](#), staff, and families immediately of any case of COVID-19** while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).
- ▶ **Inform those who have had close contact with a person diagnosed with COVID-19 or close contact with a symptomatic person** who themselves were exposed to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms. If such persons are not contacted by a local or state health authority official as part of contact tracing process, they may contact the local health department for further guidance.  
Resources: [What to do if you are exposed](#) · [When to Quarantine](#) · [What to do if you are sick](#)





# QUARANTINE VS. ISOLATION

## WHAT IS THE DIFFERENCE?

### QUARANTINE

keeps someone who was in close contact with someone who has COVID-19 away from others.

**If you had close contact with a person who has COVID-19:**



**Stay home until 14 days after your last contact** or as otherwise directed by local or state public health officials



**Check your temperature twice a day and watch for symptoms of COVID-19**



**If possible, stay away from people who are at higher-risk for getting sick from COVID-19.**

**ISOLATION** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

**If you are sick and think or know you have COVID-19:**



**Stay home until:**

- ▶ 24 hours with no fever
- ▶ Symptoms improved
- ▶ 10 days since symptoms first appeared or as otherwise directed by local or state public health officials.



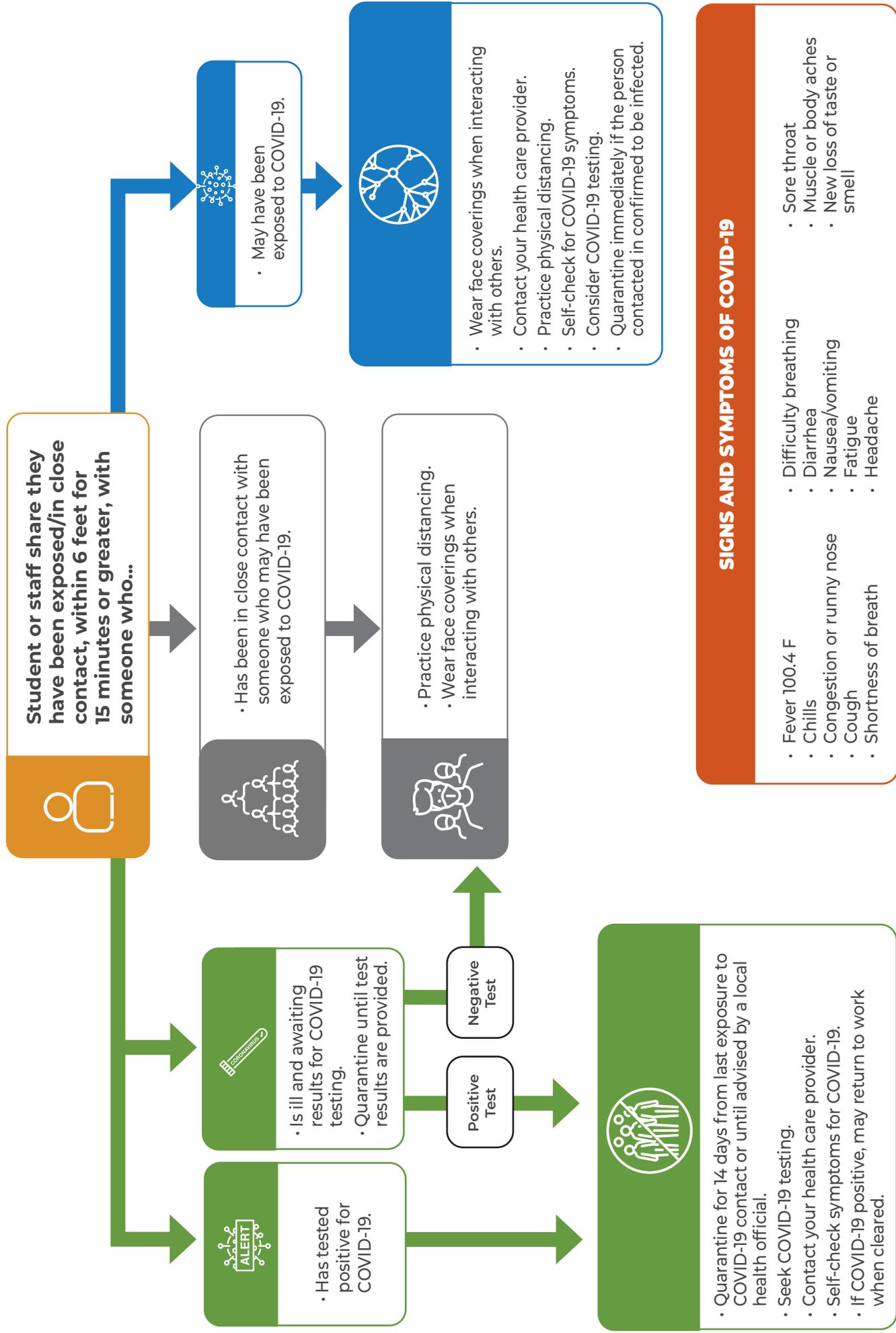
**If you tested positive for COVID-19 but do not have symptoms:**

- ▶ Stay home until after 10 days have passed since your positive test or as otherwise directed by local or state public health officials.
- ▶ If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.



## KNOWING THE TERMS

<b>Incubation Period</b>	The time from exposure to a disease to development of illness. For COVID-19, this can range from 2 - 14 days, with an average of 5 - 6 days.
<b>Isolation Period</b>	The time an ill person should isolate (stay home and away from other) while they are infectious. For COVID-19, this is a minimum of 10 days from the date symptoms start (or the date a person is tested if they don't have any symptoms).
<b>Self-Isolation</b>	<p>For people with symptoms of COVID-19 but not sick enough to be hospitalized.</p> <ul style="list-style-type: none"><li>▶ Stay at home in a separate room from the rest of the household members.</li><li>▶ Use a separate bathroom if possible.</li><li>▶ Family and roommates should avoid contact with sick person and practice self-quarantine.</li><li>▶ Ill person should wear a mask and practice social distancing if they have to enter shared spaces.</li></ul>
<b>Self-Monitoring</b>	<p>For people without symptoms of COVID-19, but who had a low-risk exposure like being in the same workplace or restaurant at the same time as a COVID-19 case but with no close contact.</p> <ul style="list-style-type: none"><li>▶ Practice social distancing.</li><li>▶ Check and record temperature twice (2x) a day and watch for COVID-19 symptoms.</li><li>▶ If symptoms develop, self-isolate and seek testing to confirm COVID-19 illness.</li></ul>
<b>Self-Quarantine</b>	<p>For people without symptoms of COVID-19, but who have a higher potential of developing illness due to having close contact (<math>\geq 15</math> minutes of contact in <math>&lt; 6</math> feet of space) with a confirmed case of COVID-19.</p> <ul style="list-style-type: none"><li>▶ Stay home 24/7 and self-monitor until directed by local or state public health officials, or until 14 days after last exposure to COVID-19 case.</li><li>▶ Family and roommates should practice social distancing within the home.</li><li>▶ If symptoms develop, self-isolate and seek testing to confirm COVID-19 illness.</li></ul>



### SIGNS AND SYMPTOMS OF COVID-19

- Fever 100.4 F
- Chills
- Congestion or runny nose
- Cough
- Shortness of breath
- Difficulty breathing
- Diarrhea
- Nausea/vomiting
- Fatigue
- Headache
- Sore throat
- Muscle or body aches
- New loss of taste or smell





# LETTER SAMPLES

Below are some examples of letters to send to parents and/or staff. On the following pages, you'll find the full letter templates.

 **SCHOOL NAME**  
Here is the name of the School

Month XX, 2020

**NOTICE: Confirmed case of COVID-19 in our school**

Dear Parents,

We regret to inform you that a student or staff member at (insert school name) has tested positive for COVID-19. The students, faculty and staff who were in close contact with this individual have been notified and advised by local officials on how to proceed with quarantine. At this time, your child has not been identified as being in close contact with the positive individual, however, we are working with the health department on "contact tracing" and will individually notify you if we find out otherwise. We are following CDC guidelines and protocols set by the State Department of Health and our school district, to decrease potential spread.

Should your child/children start exhibiting COVID related symptoms, it is strongly recommended that you contact their primary care physician or the local health department to have them tested immediately.

Should you have any questions or concerns, please don't hesitate to contact our school office at (insert phone).

Sincerely,  
*John Doe*  
INSERT NAME  
Principal  
INSERT SCHOOL NAME

**CONFIRMED CASE IN THE SCHOOL**  
Letter to Parents of children who are not in a quarantined classroom.

 **SCHOOL NAME**  
Here is the name of the School

Month XX, 2020

**NOTICE: Confirmed case of COVID-19 in our school**

Dear Parents,

We regret to inform you that an individual at (insert school name) has tested positive for COVID-19. This individual was in the same classroom or has been identified as being in close contact with your child during their infectious period. Currently, we are following CDC guidelines and protocols set by the State Department of Health and our school district, to decrease potential spread. Therefore, it is mandated that your child be immediately switched over to the distance learning platform and will need to be quarantined at home for 14 days from last exposure, or otherwise as directed by local or state health officials. You should reach out to their local health department for guidance if you are not contacted as part of contact tracing efforts. We understand that this is not the ideal situation and is an inconvenience for all involved. Your students will not be counted absent during this mandatory quarantine and they will be expected to continue with their class assignments.

(Insert here how they access the distance learning site/online information/check-out devices, etc.)

Should your child/children start exhibiting COVID related symptoms, it is strongly recommended that you contact their primary care physician or the local health department to have them tested immediately. Individuals that have had an exposure and do not display symptoms may consider being tested to prevent spread to others. Ideal times to test after an exposure for an asymptomatic individual is 5 to 7 days from last date of exposure and/or 15 days from last date of exposure after the quarantine is complete. Please note that a negative test result during one's quarantine does not rule out the risk of testing positive later on in the quarantine.

Should you have any questions or concerns, please don't hesitate to contact our school office at (insert phone).

Sincerely,  
*John Doe*  
INSERT NAME  
Principal  
INSERT SCHOOL NAME

**CONFIRMED CASE IN THE CLASSROOM OR CLOSE CONTACT**  
Letter to Parents of children who were in close contact or in a quarantined classroom.

 **SCHOOL NAME**  
Here is the name of the School

Month XX, 2020

**NOTICE: Confirmed case of COVID-19 in our school**

Dear Faculty and Staff,

We currently have a CONFIRMED case of COVID-19 in our school. (Insert teacher's name) classroom is now under guidance from local health officials. Part or all of the students and staff will be on quarantine. If you or any of your students have been in close contact with the students from this classroom, please notify the office immediately so they can work the local health department to determine if quarantining additional individuals is required. COVID protocol for cleaning, distance learning, etc. will be followed during this time.

Please keep in mind that confidentiality is important and this information is NOT to be shared to students, parents or social media. All communication regarding this will come from the administration office and/or me directly. We will be sending notification information, as outlined by the superintendent, to all parents.

Should you have any questions or concerns, please don't hesitate to contact me.

Sincerely,  
*John Doe*  
INSERT NAME  
Principal  
INSERT SCHOOL NAME

**CONFIRMED CASE IN THE CLASSROOM OR CLOSE CONTACT**  
Letter / Email to Staff

 **SCHOOL NAME**  
Here is the name of the School

Month XX, 2020

**NOTICE: Closure due to COVID-19**

Dear Parents,

Due to an increase in COVID cases and an increase in absences within our school, we will transition to distance learning effective immediately. At this time, school is scheduled to resume (insert date here). Meals will be distributed off-site. A list of these distribution locations will be on our district Facebook page and website later today.

This shutdown is going to differ from the one we experienced this past spring. All students will be transitioned over to our distance learning platform. (Insert information on accessing distance learning/access to devices, here.) Student medications that are held in your school nurse's office can be picked up at each site by the parent or guardian if needed during this mandatory shutdown. Please call the school at (insert phone #) to schedule a time. Picture ID is required for pick up.

The safety and well-being of students and employees is our top priority. We continue to monitor the evolving health crisis caused by coronavirus. We are adhering to guidance from the Oklahoma State Department of Health, State Department of Education, the CDC, and Emergency Management in all decisions made.

Thank you for your understanding and partnership with us as we take the necessary steps to protect our school community. Again, the situation is being closely monitored and we will keep you apprised of any changes.

Sincerely,  
*John Doe*  
INSERT NAME  
Principal (if one campus) Superintendent (if multiple campuses or whole district)  
INSERT SCHOOL NAME

**CLOSURE OF ENTIRE SITE OR DISTRICT**  
Letter to Parents

 **SCHOOL NAME**  
Here is the name of the School

Month XX, 2020

**NOTICE: COVID-19 Symptom Checklist**

Dear Parents,

The safety of your child and our staff is of utmost importance as we return to school. During the school year, we are asking you to daily check your child for signs of COVID-19. Below is a checklist of statements you may use as a reference. If your child exhibits any of the following symptoms, indicated by answering yes to the questions below, please keep them at home.

This checklist must be used separately for each child attending school from your household. You can print a checklist/ log from our website at (insert school website url).

- \_\_\_ 1. Does your child have a temperature of 100 degrees or more today?
- \_\_\_ 2. Does your child have a sore throat?
- \_\_\_ 3. Does your child have a cough?
- \_\_\_ 4. Does your child have a loss of smell or taste?
- \_\_\_ 5. Does your child have shortness of breath?
- \_\_\_ 6. Does your child have close contact with a positive COVID case?

By sending your child(ren) to school, you agree the answer to each of the statements above is "No."

Thank you,  
*John Doe*  
School Principal

**SYMPTOM CHECKLIST**  
Letter to Parents

## CONFIRMED CASE IN THE SCHOOL - PARENT LETTER

Letter to Parents of children who are not in a quarantined classroom.

Place the message below on your school letterhead. Be sure to replace the variable information.

---

Month XX, 2020

### **NOTICE: Confirmed case of COVID-19 in our school**

Dear Parents,

We regret to inform you that a student or staff member at (insert school name) has tested positive for COVID-19. The students, faculty and staff who were in close contact with this individual have been notified and advised by local officials on how to proceed with quarantine. At this time, your child has not been identified as being in close contact with the positive individual, however, we are working with the health department on “contact tracing” and will individually notify you if we find out otherwise. We are following CDC guidelines and protocols set by the State Department of Health and our school district to decrease potential spread.

Should your child/children start exhibiting COVID related symptoms, it is strongly recommended that you contact their primary care physician or the local health department to have them tested immediately.

Should you have any questions or concerns, please don't hesitate to contact our school office at (insert phone#).

Sincerely,

INSERT NAME

Principal

INSERT SCHOOL NAME

## CONFIRMED CASE IN THE CLASSROOM OR CLOSE CONTACT: PARENT LETTER

Letter to Parents of children who were in close contact or in a quarantined classroom.

Place the message below on your school letterhead. Be sure to replace the variable information.

---

Month XX, 2020

### **NOTICE: Confirmed case of COVID-19 in our school**

Dear Parents,

We regret to inform you that an individual at (insert school name) has tested positive for COVID-19. This individual was in the same classroom or has been identified as being in close contact with your child during their infectious period. Currently, we are following CDC guidelines and protocols set by the State Department of Health and our school district, to decrease potential spread. Therefore, your child will be immediately switched over to the distance learning platform and will need to be quarantined at home for 14 days from last exposure, or otherwise as directed by local or state health officials. You should reach out to the local health department for further guidance. We understand that this is not the ideal situation and is an inconvenience for all involved. Your student will not be counted absent during this mandatory quarantine and will be expected to continue with their class assignments.

(Insert here how they access the distance learning site/online information/check-out devices, etc.)

Should your child/children start exhibiting COVID related symptoms, it is strongly recommended that you contact their primary care physician or the local health department to have them tested immediately. Individuals that have had an exposure and do not display symptoms may consider being tested to prevent spread to others. Ideal times to test after an exposure for an asymptomatic individual is 5 to 7 days from last date of exposure and/or 15 days from last date of exposure after the quarantine is complete. Please note that a negative test result during one's quarantine does not rule out the risk of testing positive later on in the quarantine.

Should you have any questions or concerns, please don't hesitate to contact our school office at (insert phone#).

Sincerely,

INSERT NAME

Principal

INSERT SCHOOL NAME

## CONFIRMED CASE IN THE CLASSROOM OR CLOSE CONTACT: STAFF LETTER

Letter / Email to Staff

Place the message below on your school letterhead. Be sure to replace the variable information.

---

Month XX, 2020

### **NOTICE: Confirmed case of COVID-19 in our school**

Dear Faculty and Staff,

We currently have a CONFIRMED case of COVID-19 in our school. Pursuant to guidance from local health officials, some or all of the students and staff will be on quarantine. If you or any of your students have been in close contact with the students from this classroom, please notify the office immediately so they can work with the local health department to determine if quarantining additional individuals is required. COVID protocol including cleaning, disinfecting, and distance learning will be followed during this time.

Please keep in mind that confidentiality is important and this information is NOT to be shared to students, parents or social media. All communication regarding this will come from the administration office and/or me directly. We will be sending notification information, as outlined by the superintendent, to all parents.

Should you have any questions or concerns, please don't hesitate to contact me.

Sincerely,

INSERT NAME

Principal

INSERT SCHOOL NAME

## CLOSURE OF ENTIRE SITE OR DISTRICT: PARENT LETTER

Place the message below on your school letterhead. Be sure to replace the variable information.

---

Month XX, 2020

### **NOTICE: Closure due to COVID-19**

Dear Parents,

Due to an increase in COVID cases and an increase in absences within our school, we will transition to distance learning effective immediately. At this time, school is scheduled to resume (insert date here). Meals will be distributed off-site. A list of these distribution locations will be on our district Facebook page and website later today.

This shutdown is going to differ from the one we experienced this past spring. All students will be transitioned over to our distance learning platform.

(Insert information on accessing distance learning/access to device/etc. here.) Student medications that are held in your school nurse's office can be picked up at each site by the parent or guardian if needed during the shutdown. Please call the school at (insert phone #) to schedule a time. Picture ID is required for pick up.

The safety and well-being of students and employees is our top priority. We continue to monitor the evolving health crisis caused by coronavirus. We are adhering to guidance from the Oklahoma State Department of Health, State Department of Education, the CDC, and Emergency Management in all decisions made.

Thank you for your understanding and partnership with us as we take the necessary steps to protect our school community. Again, the situation is being closely monitored and we will keep you apprised of any changes.

Sincerely,

INSERT NAME

Principal (if one campus) Superintendent (if multiple campuses or whole district)

INSERT SCHOOL NAME

## SYMPTOM CHECKLIST

Letter to Parents

Place the message below on your school letterhead. Be sure to replace the variable information.

---

Month XX, 2020

### **NOTICE: COVID-19 Symptom Checklist**

Dear Parents,

The safety of your child and our staff is of utmost importance as we return to school. During the school year, we are asking you to daily check your child for signs of COVID-19. Below is a checklist of statements you may use as a reference. If your child exhibits any of the following symptoms, indicated by answering yes to the questions below, please keep them at home.

This checklist must be used separately for each child attending school from your household. You can print a checklist/log from our website at (insert school website url).

- \_\_\_\_\_ 1. Does your child have a temperature of 100 degrees or more today?
- \_\_\_\_\_ 2. Does your child have a sore throat?
- \_\_\_\_\_ 3. Does your child have a cough?
- \_\_\_\_\_ 4. Does your child have a loss of smell or taste?
- \_\_\_\_\_ 5. Does your child have shortness of breath?
- \_\_\_\_\_ 6. Does your child have close contact with a positive COVID case?

By sending your child(ren) to school, you agree the answer to each of the statements above is "No."

Thank you,

School Principal

**AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION (“PHI”)**

**Patient Name:** \_\_\_\_\_

**Medical Record #:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_  
(Last 4 digits)

I hereby authorize the **Oklahoma State Department of Health (“OSDH”)** to release the following information to:

\_\_\_\_\_  
Name and Address of School or Organization

and \_\_\_\_\_  
Name and Address of Alternative School or Organization

**Information to be shared:**

Medical information relating to exposure to and/or positive test results for the novel coronavirus (SARS-CoV-2 or COVID-19) in the patient named above.

**The information may be disclosed for the following purpose(s) only:**

To aid in the public health investigation and prevention and control of the novel coronavirus (SARS-CoV-2 or COVID-19).

**I understand that by voluntarily signing this authorization:**

- I authorize the use or disclosure of the PHI as described above for the purpose(s) listed.
- I have the right to withdraw permission for the release of my information. If I sign this authorization to use or disclose information, I can revoke this authorization at any time. The revocation must be made in writing to the person/organization disclosing the information and will not affect information that has already been used or disclosed.
- I have the right to receive a copy of this authorization.
- I understand that unless the purpose of this authorization is to determine payment of a claim for benefits, signing this authorization will not affect the eligibility for benefits, treatment, enrollment or payment of claims.
- The medical information may indicate that the patient has a communicable and/or non-communicable disease which may include, but is not limited to diseases such as the novel coronavirus, hepatitis, syphilis, gonorrhea or HIV or AIDS and/or may indicate that I have or have been treated for psychological or psychiatric conditions or substance abuse.
- I understand I may change this authorization at any time by writing to the person/organization disclosing the PHI.
- I understand I cannot restrict information that may have already been shared based on this authorization.
- Information used or disclosed pursuant to the authorization may be subject to re-disclosure by the recipient and no longer be protected by the Privacy Regulation.

Unless revoked or otherwise indicated, this authorization’s automatic expiration date will be one year from the date of my signature or upon the occurrence of the following event: \_\_\_\_\_

\_\_\_\_\_  
Signature of Patient or Legal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Description of Legal Representative’s Authority

\_\_\_\_\_  
Expiration date (if longer than one year from date of signature or no event is indicated)

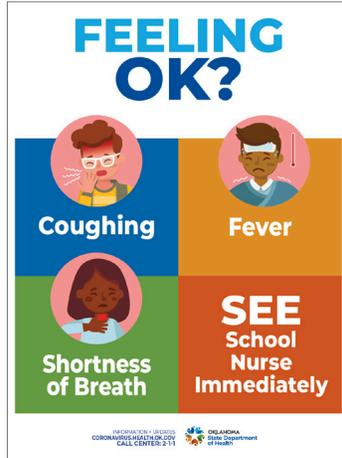


# SIGNAGE

Below are some examples of posters to print off and place around the school, or school grounds.



STAYING 6 FEET APART



FEELING OK?



GERMS



DON'T SHARE



HAND SANITIZER



STOP THE SPREAD



SOCIAL DISTANCING:  
Staying 6 feet apart



TAKE 5: Hand Washing



# STAY SIX FEET APART

Staying six feet apart lowers the risk of you, your friends, your teachers and your family of contracting COVID-19.

INFORMATION + UPDATES  
[CORONAVIRUS.HEALTH.OK.GOV](https://CORONAVIRUS.HEALTH.OK.GOV)  
CALL CENTER: 2-1-1



OKLAHOMA  
State Department  
of Health

# FEELING OK?



**Coughing**



**Fever**



**Shortness  
of Breath**

**SEE  
School  
Nurse  
Immediately**

# GERMS

are all around you!



**Stay healthy.  
Wash your hands!**

INFORMATION + UPDATES  
[CORONAVIRUS.HEALTH.OK.GOV](https://CORONAVIRUS.HEALTH.OK.GOV)  
CALL CENTER: 2-1-1



OKLAHOMA  
State Department  
of Health



# GOT HAND SANITIZER

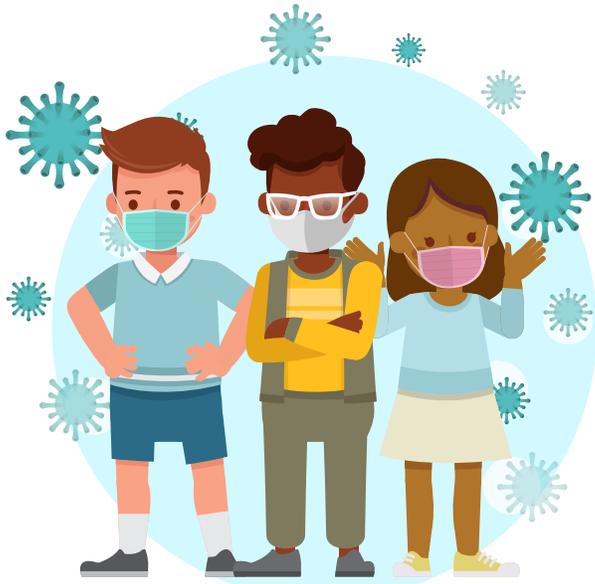


**When you can't wash your hands,  
use hand sanitizer to kill germs.**

INFORMATION + UPDATES  
[CORONAVIRUS.HEALTH.OK.GOV](https://www.ok.gov/health)  
CALL CENTER: 2-1-1



**OKLAHOMA**  
State Department  
of Health



# STOP THE SPREAD



**Wear a  
mask**



**Wash your  
hands**



**Don't touch  
your face**



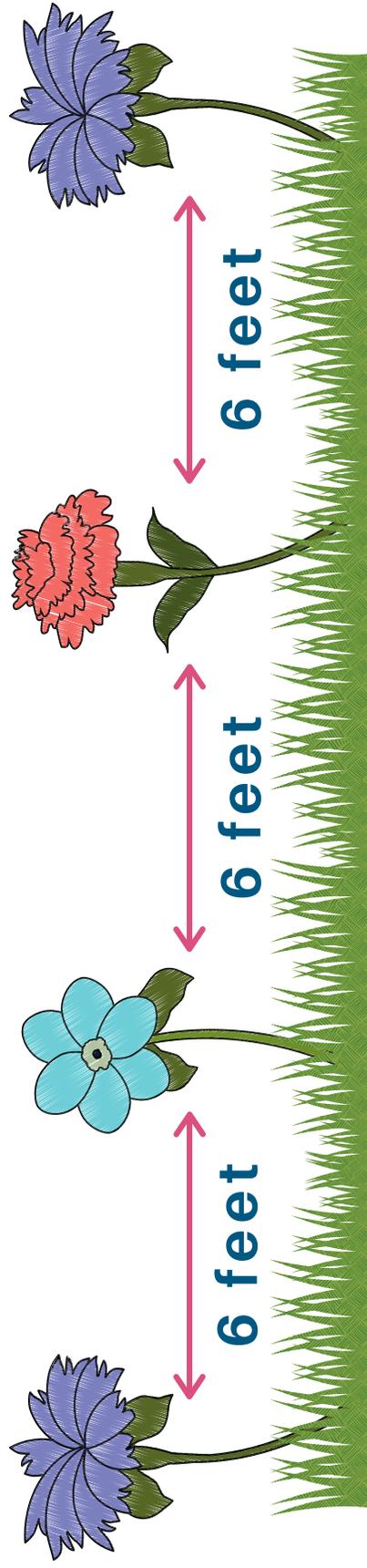
**Stay 6  
feet apart**



Flowers need space to  
grow and so do you!

**Remember:**

**Stay 6 feet apart from each other**



**TAKE  
5!**



- 1. WET**
- 2. SOAP**
- 3. WASH**
- 4. RINSE**
- 5. DRY**





## RESOURCES & SOURCES

### Additional Resources

- ▶ [Centers for Disease Control](#)
- ▶ [EPA Coronavirus Website](#)
- ▶ [EPA Disinfection Guidelines](#)
- ▶ [Federal Emergency Management Agency](#)
- ▶ [Internal Revenue Service](#)
- ▶ [Oklahoma State Department of Health](#)
- ▶ Coronavirus Oklahoma Website at [coronavirus.health.ok.gov](https://coronavirus.health.ok.gov)

### Local resources that your County Health Department can provide

- ▶ Individualized Guidance
- ▶ Testing Resources
- ▶ Contact Tracing

## SOURCES

### Resources from the following agencies were utilized in the development of this documents:

- ▶ The United States Centers for Disease Control and Prevention (CDC)
- ▶ Georgia Department of Community Health
- ▶ The United States Department of Justice - National Institute of Corrections
- ▶ The Oklahoma State Department of Health
- ▶ The United States Environmental Protection Agency
- ▶ The United States Department of Transportation
- ▶ The Ohio Department of Health
- ▶ The Colorado Department of Health
- ▶ Durant Public Schools





# CONTACT INFORMATION