

## Norton City Schools Student Return to School Criteria

STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_ DATE: \_\_\_\_\_

Dear Parent and/or Guardian,

Your child was sent to the clinic today or was called off from school with the following symptom(s) consistent with COVID-19:

- Fever of at least 100 degrees F
- Chills
- New onset or worsening congestion or runny nose not associated with allergy symptoms
- Cough
- Shortness of breath or difficulty breathing, chest pain
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Sore Throat

This letter for return to school criteria in accordance with the Summit County Health Department (SCHD) recommendation for schools. CDC guidance says even one symptom would require assessment by a doctor or to be excluded 10 days. This is due to the fact, according to Summit County Health that we are in an area of high community spread. Students are expected to check-in at the school clinic when they return to school. Here is additional guidance:

For people (e.g., children, care providers, or staff) with a COVID-19 diagnosis without a lab test OR people with symptoms consistent with COVID-19 without a medical evaluation (e.g., monitoring symptoms at home):

- Stay home at least 10 days since symptoms first appeared AND until no fever for at least 1 day without medication AND improvement of other symptoms.

For people (e.g., children, care providers, or staff) with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition:

- Stay home until symptoms have improved. Follow specific return guidance from the health care provider. Documentation must be provided to the school clinic for your child to return to school.

PLEASE NOTE: The Summit County Health Department offers free COVID testing for our symptomatic students. You can contact them at 330-923-4891.

Sincerely,

Norton City Schools Health Services & Administrative Team

## School Reporting and Notification Guidance (Last Updated September 7, 2020)

**Purpose:** The purpose of this template is to provide guidance on schools and school districts to report COVID-19 cases per the ODH Director's Order Requiring Reporting and Notification Regarding COVID-19 Cases in Kindergarten through Twelfth Grade Schools ([available here: https://coronavirus.ohio.gov/static/publicorders/DO-K-12-Reporting.pdf](https://coronavirus.ohio.gov/static/publicorders/DO-K-12-Reporting.pdf)).

**Background:** Pursuant to the Ohio Department of Health Director's Order signed September 3, 2020, parents and guardians of students and school staff who have been diagnosed, whether by laboratory test or through clinical examination are encouraged to notify their school no later than twenty-four (24) hours after receiving a confirmed diagnosis. Within twenty-four (24) hours of becoming aware of a student, teacher, staff member or coach who has tested positive or been diagnosed, each school or shall report the case(s) to their local health department (LHD). Local health departments shall report the number of newly reported and cumulative positive tests or diagnosed COVID-19 cases in each school or school district for the previous reporting week to the Ohio Department of Health.

**When Should This Be Filled Out:** This template should be filled out within 24 hours of a student, teacher, staff member, or coach reporting to the school district or school that they have tested positive for or been diagnosed with COVID-19.

**Who Should Fill This Out:** A representative of the school or school district that is collecting information on COVID-19-positive cases. All districts, schools, or other organizations that educate students in Preschool through grade 12 should report counts of positive tests and/or cases of COVID-19 to their Local Health Department. (For this form, "preschool" includes only students in ODE-licensed preschool and school-age child care programs.)

This data should be reported for both students and staff (including both full and part-time). For traditional public districts and Joint Vocational School Districts, a single, combined report should be made for all schools within the district.

**Where This Form Should Be Sent:** Information should be provided to the Local Health Department (LHD) within 24 hours of learning of a case. If you are unsure of your primary Local Health Department, please see <https://coronavirus.ohio.gov/static/responsible/schools/School-to-LHD-list.xlsx>

**What Should Be Sent:** Information in the table below. A template has been created to help facilitate the process. Please use the template to standardize the process across local health departments, school districts, and schools.

**Instructions for Using the Template:** Please use one of the following templates depending on the type of school district or school. All templates ask for the same information (as defined in the table below).

- Traditional Public Districts – Please use the "Traditional Dists" tab
- Non-Public Schools (*most private and religious*) – Please use the "NonPublic Schs" tab
- Community Schools (*charter*) – Please use the "Community Schs" tab
- Non-Public Preschools or Child Care – Please use the "NonPublic PS & CC" tab
- Non-Chartered, Non-Tax Supported – Please use the "NonCharter-NonTax Schs" tab
- Other Educational Organizations – Please use the "Other Edu Orgs" tab (*includes Developmental Disabilities Orgs, Educational Service Centers, Joint Vocational School Districts, State-Supported Schools, and STEM*)

**Special Considerations:**

**Determining "Completely Remote" versus "On-Site" for Staff and Student Cases:** Regardless of the student or staff member's primary mode of instruction/work, an individual should be classified as "on-site" if there was any interaction with other students or staff during the individual's infectious period. *The infectious period is defined as the time from 48 hours before the onset of symptoms (or 48 hours before sample collection of a positive test for asymptomatic individuals) until the time when the individual is isolated.*

**How to Report Students Enrolled in Multiple Settings:** In some cases, students are enrolled in multiple schools, districts or other educational settings (e.g., after-school settings). In these cases, if a district or school receives notification from a parent that their child has COVID-19, the district or school is then responsible for:

- Notifying the other districts, schools or educational settings in which that student is engaged in class or other activities; and
- Including the positive case in their own counts that are subsequently reported to your Local Health Department.

*Ultimately, the goal is for all of the educational entities in which the student is engaged in in-person activities to include that student in the counts reported to the Local Health Department.*

**How to Report Staff Serving Multiple Settings:** In some cases, staff teach or otherwise serve across multiple schools, districts or other educational settings. In these cases, if the staff person tests positive for COVID-19, they should report this information to all of the school settings in which they serve. Each of the districts or schools should then include the staff person in the counts they report to the Local Health Department.

*Ultimately, the goal is for all of the educational entities in which the staff member is engaged in in-person activities to include that staff member in the counts reported to the Local Health Department.*

Please follow these instructions when filling out the template:

Information	Instructions	Example
District Name (traditional public or JVSD) OR School Name (non-public, community, ESC, other)	For traditional public districts and JVSDs, please select a school district from the drop-down list. For non-public schools, community schools, ESCs and other settings, please choose the school in the drop-down list.	Akron City - 043489 OR Akron Montessori - 126151
Submitter Name	Name of the person reporting to the LHD	John Smith
Submitter Email	Email of the person submitting the information, in case there are questions from the LHD.	<a href="mailto:Jonh.Smith@schoolmail.org">Jonh.Smith@schoolmail.org</a>
Submitter Phone Number	Phone number of the person submitting the information, in case there are questions from the LHD.	614-123-1234
Notification Date	Select the date that your school is notifying the LHD of new case(s) that are being reported. This date should be within 24 hours of the date that the school learned of the case(s).	9/15/2020
New Student Cases - Completely Remote	Enter the number of new cases involving students who have been fully remote during their infectious period. * This means the students <u>have NOI</u> been in a classroom or other physical space on school premises <u>and have NOI</u> participated in any in-person school activities/extracurriculars, including sports.  Students include: all preK-12 students who attend your school(s). This includes students who are part-time, and students who attend both your school and another school (ex: JVSD).	1

<p>New Student Cases - On-Site (Class or Activities)</p>	<p>Enter the number of new cases involving students who <u>have</u> engaged in in-person activity (instruction, extracurriculars, support services) during their infectious period.* This includes but is not limited to students who are participating in in-person or hybrid modes of instruction, who are remote but participating in an in-person extracurricular, or who are remote but have come to the school building for support services.</p> <p>Students include: all preK-12 students who attend your school(s). This includes students who are part-time, and students who attend both your school and another school (ex: JVSD).</p>	<p>2</p>
<p>New Staff Cases - Completely Remote</p>	<p>Enter the number of new cases involving staff who have been fully remote during their infectious period.* This means the staff <u>have NOT</u> been in a classroom or other physical space on school premises and <u>have NOT</u> participated in any in-person school activities/extracurriculars, including sports.</p> <p>Staff includes: teachers, administrators, support staff, coaches, etc. Includes both full-time and part-time.</p>	<p>0</p>
<p>New Staff Cases - On-Site (Class or Activities)</p>	<p>Enter the number of new cases involving staff who <u>have</u> engaged in in-person activity (instruction, extracurriculars, support services, etc.) during their infectious period.* This includes but is not limited to staff participating in in-person or hybrid modes of instruction, who are remote but participating in an in-person extracurricular, or who are generally remote but have come to the school building during their infectious period to perform work.</p> <p>Staff includes: teachers, administrators, support staff, coaches, etc. Includes both full-time and part-time.</p>	<p>1</p>

\* The infectious period is defined as the time from 48 hours before the onset of symptoms (or 48 hours before sample collection of a positive test for asymptomatic individuals) until the time when the individual is isolated. *More details on determining completely remote versus on-site can be found above under "Special Considerations."*

*The following is a template letter that schools and school districts may use to notify parents/guardians, students, and others of a positive COVID-19 case in a classmate. Please copy and paste this text on letterhead and replace the parentheses that are highlighted with the pertinent information for your school and/or school district.*

**(Insert Date)**

Dear School Community,

**(Insert School District Name)** is committed to the safety and health of our students and staff. We want to inform you that that we have recently received information that someone from your child's classroom tested positive for COVID-19. We are working closely with the **(Insert Local Health Department)** and anyone identified as a close contact will be notified by the health department as a part of COVID-19 investigation.

Cleaning and disinfecting of the exposed **location(s) (has/have)** been completed.

**(Insert School Name)** will remain **(insert OPEN/CLOSED)** at this time.

We ask you to take these steps to continue to be aware of your child's health:

1. As a precaution, consider postponing plans for play dates, family visits, and extracurricular and social activities for the next 14 days.
2. Continue to check your child for COVID-19 symptoms daily: fever or chills, new uncontrolled cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, abdominal pain, new onset of severe headache, especially with fever.
  - If anyone in your household develops symptoms or tests positive for COVID-19, they should immediately isolate and call **(Insert Local Health Department Name and Phone)**. Also contact your medical providers.
  - If NO symptoms develop and you have not been instructed otherwise to quarantine for a different exposure, your child may continue to attend school.

If you have any questions, contact **(Insert School Name)** at **(Insert Phone)** or the **(Insert Local Health Department)** at **(Insert Phone)**. Thank you for helping to keep people safe and to slow the spread of COVID-19 in our community and school.

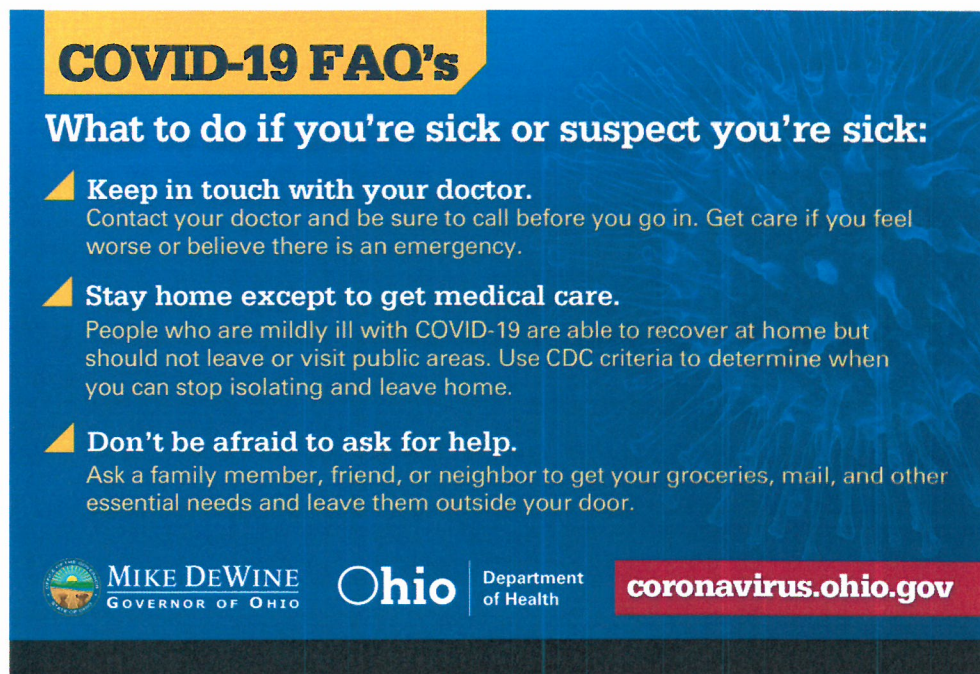
For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634) or visit [coronavirus.ohio.gov](https://coronavirus.ohio.gov). Resources from the CDC include:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

Sincerely,


*(Insert Signature and Name of School or District Administrative Official)*



**COVID-19 FAQ's**

**What to do if you're sick or suspect you're sick:**

- ▲ **Keep in touch with your doctor.**  
Contact your doctor and be sure to call before you go in. Get care if you feel worse or believe there is an emergency.
- ▲ **Stay home except to get medical care.**  
People who are mildly ill with COVID-19 are able to recover at home but should not leave or visit public areas. Use CDC criteria to determine when you can stop isolating and leave home.
- ▲ **Don't be afraid to ask for help.**  
Ask a family member, friend, or neighbor to get your groceries, mail, and other essential needs and leave them outside your door.

 **MIKE DEWINE**  
GOVERNOR OF OHIO

**Ohio** | Department of Health

**coronavirus.ohio.gov**

*The following is a template letter that schools and school districts may use to notify parents/guardians, students, and others of at least one positive COVID-19 case in a school. Please copy and paste this text on letterhead and replace the parentheses that are highlighted with the pertinent information for your school and/or school district.*

**(Insert Date)**

Dear School Community,

**(Insert School District Name)** is committed to the safety and health of our students and staff. We want to inform you that that we have recently received information about at least one confirmed case of COVID-19 in a student or staff person at **(Insert School Name)**. Cleaning and disinfecting of the exposed **location(s) (has/have)** been completed.

**(Insert School Name)** will remain **(Insert OPEN/CLOSED)** at this time. We are working closely with **(Insert Local Health Department)** and anyone identified as a close contact will be notified by the health department as a part of COVID-19 investigation.

### **How You Can Help**

Be proactive about reducing the number of interactions that students and staff have with one another by practicing social distancing (staying at least 6 feet apart) to limit the spread of COVID-19. In addition to physical distancing, these important tools help to prevent the spread of COVID-19:

- Stay home when you are sick.
- Wear a mask or face covering while in public places or if people who don't live with you must visit your home.
- Avoid unnecessary gatherings with people who don't live in your home.
- Avoid sharing food, drinks, or utensils.
- Wash your hands often with soap and water for at least 20 seconds. Sing the Happy Birthday song twice to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- Cover your coughs and sneezes with a tissue, and then dispose of the tissue and wash your hands immediately. If you do not have a tissue, use your sleeve, not your



hands, to cover coughs and sneezes. If you are experiencing cough or congestion, consider staying home and seeking medical care.

- Regularly clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes. The Centers for Disease Control and Prevention recommends cleaning of frequently touched surfaces with household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions. A simple bleach solution may also be utilized.

If you have any questions, contact *(Insert School Name)* at *(Insert Phone)* or the *(Insert Local Health Department)* at *(Insert Phone)*. Thank you for helping to keep people safe and to slow the spread of COVID-19 in our community and school.

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634) or visit [coronavirus.ohio.gov](https://coronavirus.ohio.gov).

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

Sincerely,

*(Insert Signature and Name of School or District Administrative Official)*

**COVID-19 Symptoms**  
**Help prevent the spread of Covid-19**

*You may have COVID-19 if you have:*

- Fever or chills
- A cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Symptoms may be mild or severe and may appear two to 14 days after exposure to the virus.**

**MIKE DEWINE**  
GOVERNOR OF OHIO

**Ohio** Department of Health

**coronavirus.ohio.gov**

*The following is a template letter that schools and school districts may use to notify students and staff that may be exhibiting signs or symptoms consistent with COVID-19. Please copy and paste this text on letterhead and replace the parentheses that are highlighted with the pertinent information for your school and/or school district.*

**(Insert Date)**

Dear Student and/or Staff Member,

**(Insert School District Name)** is committed to the safety and health of our students and staff. As a result of our health signs monitoring activity, we want to inform you that you have exhibited the following signs or symptoms consistent with COVID-19 today:

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More information about signs and symptoms of COVID-19 is available using the Centers for Disease Control and Prevention Symptom Checker at [cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).

**For Staff:** It is important that you contact your medical provider today to identify the cause of these symptoms. Until your medical provider determines the cause of symptoms, it is important for you to separate yourself from others and isolate in a separate room. Everyone who lives with you should stay home as well (unless you are leaving home to receive medical care).

**For Parents:** It is important that you contact your child's pediatrician or other medical provider today to identify the cause of these symptoms. Until your child's medical provider determines the cause of symptoms, it is important for your child to be isolated in a separate room. You and everyone else who lives with you should stay home as well (unless you are leaving home to receive medical care).

Please read additional information about isolation and quarantine at [coronavirus.ohio.gov/wps/portal/gov/covid-19/checklists/english-checklists/if-youre-isolated-quarantined-covid-19-checklist](https://coronavirus.ohio.gov/wps/portal/gov/covid-19/checklists/english-checklists/if-youre-isolated-quarantined-covid-19-checklist).

Free COVID-19 testing is currently available at the following location: **(Insert Known Location)**. Testing locations are also available at [coronavirus.ohio.gov/wps/portal/gov/covid-19/testing-ch-centers/](https://coronavirus.ohio.gov/wps/portal/gov/covid-19/testing-ch-centers/).

Your medical provider and/or **(Insert Local Health Department)** will provide information

about how to proceed once you or your child has been tested.

Please contact *(Insert Name of Person)* at the school at *(Insert Phone)* prior to returning to the building.

If you have any questions, contact *(Insert School Name)* at *(Insert Phone)* or the *(Insert Local Health Department)* at *(Insert Phone)*. Thank you for helping to keep people safe and to slow the spread of COVID-19 in our community and school.

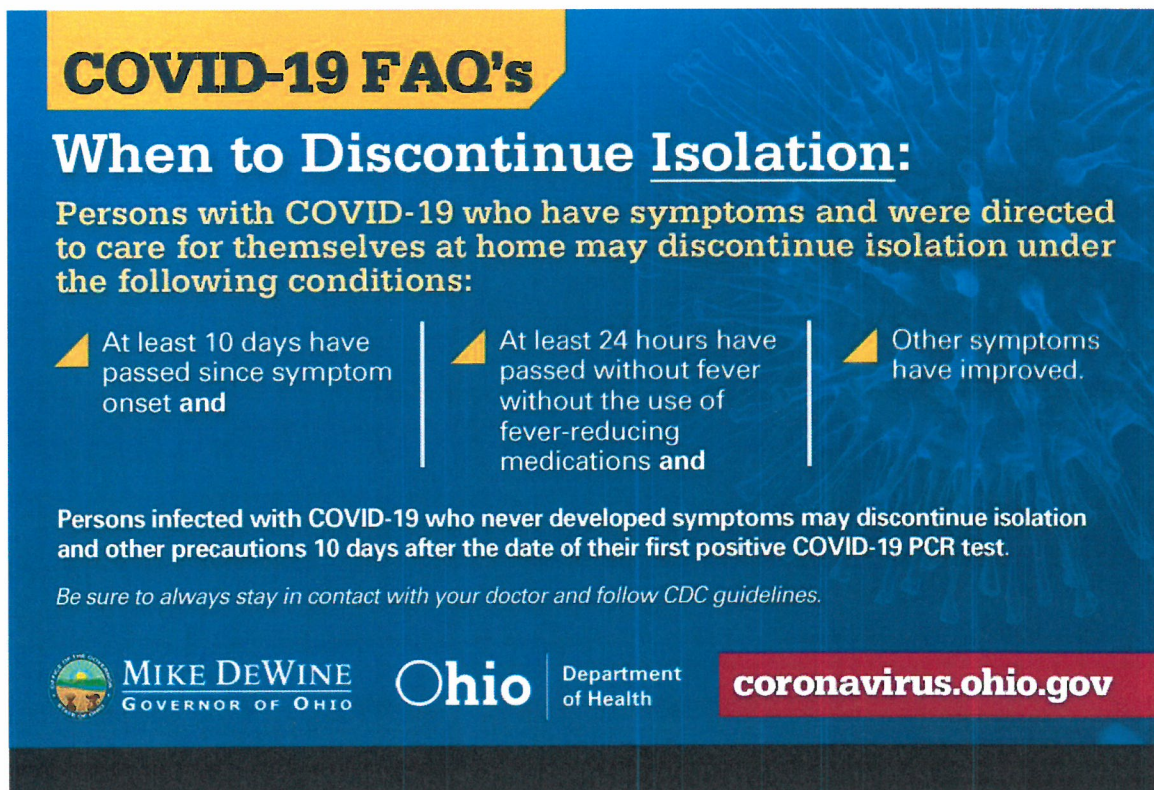
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Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

Please be safe and get well soon!

Sincerely,

*(Insert Signature and Name of School or District Administrative Official)*



**COVID-19 FAQ's**


## When to Discontinue Isolation:

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptom onset and
- At least 24 hours have passed without fever without the use of fever-reducing medications and
- Other symptoms have improved.

Persons infected with COVID-19 who never developed symptoms may discontinue isolation and other precautions 10 days after the date of their first positive COVID-19 PCR test.

*Be sure to always stay in contact with your doctor and follow CDC guidelines.*

 **MIKE DEWINE**  
GOVERNOR OF OHIO

**Ohio** | Department of Health

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