

School Notification of Quarantine of Student

- School determines that close contact has happened on campus
- Nurse is notified
 - Nurse and Executive Director of Instructional Services determine who will call parents
 - Caller follows script
 - Caller tells parent to call the school if student begins to show symptoms
 - Caller tells parent the nurse will call the day before the return to school date to check on the student and clear for return.
 - Caller confirms parent email address
 - Caller sends email address to Executive Director of Instructional Services
 - Executive Director of Instructional Services sends follow up email to parent
 - Nurse notifies Attendance that student will be out until at least _____
 - Attendance codes student K
 - Nurse notifies registrar to place student on remote learning until at least _____
 - Registrar moves the student to remote learning
 - Registrar notifies the following people that the student is now a remote learner:
 - Teachers
 - Teachers with student as remote learner until clear to return
 - Marks attendance for students just like other remote learners
 - Counselor
 - Checks if student receives 504 services
 - Holds 504 meeting if additional accommodations are needed
 - Assists as needed as child is in remote learning
 - ARD Facilitator or Campus Special Education Lead
 - Checks if student receives special education services
 - Schedules ARD for student
 - Transportation to check if child uses bus
 - Principal
 - Nurse adds student's information to quarantine tracking sheet for campus

Nurse follows protocol for return to school if student has been quarantined

- Child has had symptoms and is not clear to return
 - Nurse continues communication with parent
 - Child remains on remote learning
 - Next steps determined by school nurse based on if child gets tested, and clearance to attend school based on approved factors
- Child has not had any symptoms and is clear to return to school
 - Nurse marks on quarantine tracking sheet student return date
 - Nurse notifies attendance of student return date
 - Nurse notifies registrar of student return date
 - Registrar moves student to in person learning
 - Registrar notifies the following people student is cleared to return to school and will begin in person learning
 - Teachers
 - Counselor
 - ARD Facilitator or Campus special education lead
 - Transportation if needed