

Nurse Suite Guidelines- COVID-19  
Palisades School District



**Goal:** The goal of this document is to provide nursing guidelines to encourage consistency throughout Palisades District school buildings during the COVID-19 pandemic. This can help guide building nurses and substitute nurses on the individual health room processes and location of supplies. This is a fluid document that is to be updated as new **guidance and recommendations** are provided by the PA DOH and the CDC.

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### 1.Nursing Area:

1A	Isolation area	An isolation area in the nurse suite will be designated if another room is not available/ possible. Clean after each student use.	Isolation Area is : _____ _____ Cleaning supplies are kept: _____ _____
1B	Blocked time for “well visit” and/or designated “well” entrances	Specific to each building and capability of the nursing office set up.  Communicate how this will work for your building.  This time is designated to protect our at risk/ high risk student population that require routine nursing care (medications, treatments, etc).	My blocked “well visit” times are _____ _____ My designated entrances are (if applicable): Sick entrance: _____ Well entrance: _____
1C	Infection Control/ Cleaning	Furniture/ plastic curtains can be wiped/ disinfected.  Suite cleaning daily by maintenance and PRN  Chairs/cots to be spaced for social distancing	
1D	Masks/ medical supplies	Masks in the nurse office will be for medical use. Extra masks will be available in each classroom.	The central location for extra supplies is located _____ _____
1E	Bathroom	Bathroom in nurse suite to be used by <b>sick</b> only.	
1F	PPE	Available PPE for nurse use: Masks, face shields, gowns, N95, gloves	PPE is located _____ _____
1G	Aerosolizing Treatments	Separate area is suggested, if possible, for aerosolizing treatments. See Section 6 for more details.	Areas if nebulizer/ aerosolizing treatment is located _____

**2. Transportation Guidance:** Students with fever or suspected of COVID-19 will NOT be dismissed on the bus. Parents/ guardians shall have a contact available to pick up a student within 1 hour.

Unable to reach parent/ guardian/ emergency contact by end of school day	Building administrator decision- where students will wait, who will supervise, and continue to call for pick up.
Parent/guardian/ emergency contact unable to arrive	Consult with the building administrator for a plan- where



prior to end of school day	students will wait and who will supervise.
Communication to transportation services	<p>A Confidential Google Sheet Document will be used as a communication tool to attendance and transportation services of student name, date of exclusion, and date of clearance.</p> <p>The nurse/ building principal will update document as needed.</p>

### 3. Positive Case Reporting

If a parent/guardian reports a positive student case	<ul style="list-style-type: none"> <li>● Request a copy of test result or dr note confirming diagnosis - do not need to wait for results in order to send the case to BCDH.</li> <li>● Send Student/ Staff Reporting Forms to BCDH at <a href="mailto:casereports@buckscounty.org">casereports@buckscounty.org</a> <ul style="list-style-type: none"> <li>○ <a href="#">Student Reporting Form</a></li> <li>○ <a href="#">Staff Reporting Form</a></li> <li>○ DOH # for questions: 215-345-3318</li> </ul> </li> </ul> <p>Notify:</p> <ul style="list-style-type: none"> <li>● Building Principal to initiate notification process with general notification to affected classrooms, buses and extracurricular activities and tracing</li> </ul>
Student and staff cases will be reported to BCDH	<ul style="list-style-type: none"> <li>● Send Student/ Staff Reporting Forms to BCDH at <a href="mailto:casereports@buckscounty.org">casereports@buckscounty.org</a> <ul style="list-style-type: none"> <li>○ <a href="#">Student Reporting Form</a></li> <li>○ <a href="#">Staff Reporting Form</a></li> <li>○ DOH # for questions: 215-345-3318</li> </ul> </li> <li>● No longer reporting family cases</li> </ul>



#### 4. Contact Tracing- (Notification Process)

Per the PADOH, schools should continue to work closely with BCHD to complete contact tracing for individuals diagnosed or exposed to COVID-19.

As part of the contact tracing process, the PADOH and BCHD will continue to work with schools to gather information about potential close contacts.

CDC guidance adds the following exception to the definition of close contact:

- In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) where:
  - both students were engaged in consistent and correct use of well-fitting facemasks; and
  - other K–12 school prevention strategies (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the K–12 school setting.
- This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

Per [CDC](#): However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT need to stay home**:

1. Someone who has been fully vaccinated and shows no symptoms of COVID-19.\*
2. Some who has COVID 19 illness within the previous 3 months **and** has recovered **and** remains without COVID-19 symptoms\*

\*Per H&S Plan: If proof of vaccination or positive COVID test is not shared, person will be excluded following 10 day quarantine or 7 day quarantine with 5 day negative COVID test

**Notification:** Per H&S Plan in the event of a confirmed positive case, the building will call close contacts and advise of next steps and send a notification to the parents/guardians of the students in grades K-8 in the same classroom bus and/or extra curricular activity. At the high school, close contacts will be called and a notification will go to the entire building, individual bus and/or extracurricular activities.

Assigned seats in lunch and classes.

Close contacts notification- At this time please notify parent/ guardian by phone call. Notify close contacts and give instructions to parents. See #10.

- [School Exposure Exclusion Form](#)
- [Fill out Nurse Contact Report Form](#) for your contact tracing records.



## 5. Charting

Staff	SNAP- Nurses will use SNAP to document staff injury/ illness visits and COVID related charting (including immunizations that are reported with proof of vaccination record). Only information charted should be that relevant to visits.
Students	SNAP will be used to chart for students.  COVID 19 Immunizations will be charted if vaccine record/ proof is received.

## 6. Nebulizer/ Aerosolizing Treatments

In event that a nebulizer needs to be used during school	<p>Recommendation-</p> <ul style="list-style-type: none"> <li>• Preferably outside, or in a separate room with a window. Performed in a separate room away from other students with the door closed.</li> <li>• The nurse providing treatment is to wear proper PPE including eye protection and N95.</li> <li>• Wait 2 hours from the end of treatment until the room can be cleaned and entered without wearing a N95.</li> </ul>
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## 7. COVID Rapid Testing in Schools

<b>Not available at this time.</b>	<p>Currently, the district does not have any testing ability for symptomatic students. Nurses will not test students for COVID without parent/guardian consent.</p> <p>The nurse or designated employee will evaluate any individual who presents with symptoms and advise parents/guardians how to obtain a COVID test</p> <ul style="list-style-type: none"> <li>• As of 9/14/21- Free Rapid COVID Testing Site had been set up at BCIU <ul style="list-style-type: none"> <li>○ <a href="#">FREE COVID-19 Testing for Bucks County School Staff/Student Flyer</a></li> <li>○ <a href="#">FREE COVID-19 Testing for Bucks County School Staff/Student Flyer 10.4.21</a></li> </ul> </li> </ul>
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**8. PA Mandated School Screenings (ht/wt, vision, hearing, scoliosis)-**

Approval received to use substitute nurses to assist during screenings.	<ul style="list-style-type: none"> <li>● One nurse to staff the health suite, the other nurse to do screenings in a separate location.</li> <li>● This is done in order to maintain social distancing during screening and keep the isolation area separate from well students.</li> </ul>
Palisades Cyber Students	<ul style="list-style-type: none"> <li>● Send out letters requesting to submit private screenings</li> <li>● Set date for Cyber Screening- Schedule sub nurse to be there for screening.                         <ul style="list-style-type: none"> <li>○ Will need to schedule time per student.</li> <li>○ Set date at each building to come with scheduled time to do screening ( schedule sub nurse)</li> </ul> </li> <li>● Document attempts, file parent note if screening refused.</li> </ul>

**9. Community Incidence Rate Monitoring**

The district will continue to consult with BCDH on decisions impacting closure of classrooms, schools, the district, and TTM( Targeted Temporary Mitigation).	<p>Dr. O'Connell will be in contact with PA DOH to determine and manage community incidence rate and district response.</p> <p>Targeted Temporary Mitigation will be determined by the DOH.</p>
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## 10. Monitoring Illness (9/3/2021)

<p>1. Students and employees are encouraged to report all cases of communicable diseases to their building nurse in order to identify clusters.</p>	<p>An outbreak is defined as three (3) or more infectious cases of COVID-19 while at school, within a single classroom within five (5) days. (BCDH guidance on <a href="#">8/27/2021</a>)</p> <p>If there is an outbreak identified at a mask-optional school, masking will be recommended in the classroom for 7 days, and the Bucks County Department of Health will conduct case investigations and external contact tracing related to the outbreak. (BCDH guidance on <a href="#">8/27/2021</a>)</p>
<p>2. Student/ staff exhibiting fever or multiple symptoms ( fever is 100.4 or &gt;) that may be associated with COVID19</p> <p># 2 on CDC sheet lists all symptoms.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Symptomatic individual/child not tested: Exclude for 10 days from symptom onset AND at least 24 hours after fever resolution(if present) AND symptoms are resolved</li> <li style="text-align: center;">OR</li> <li><input type="checkbox"/> Symptomatic individual/child clinically cleared by primary medical doctor or other health care provider: Exclude until afebrile for 24 hrs. (if fever present)</li> <li style="text-align: center;">OR</li> <li><input type="checkbox"/> Symptomatic individual/child with a negative test: Student return following existing school illness management policies. Exclude until afebrile for 24 hrs. (if fever present) and symptoms have resolved with no known COVID exposure.</li> </ul> <p><a href="#">CDC- What to do if student becomes sick at school</a></p>
<p>3. Symptomatic or Asymptomatic students/ staff who test POSITIVE for COVID 19</p>	<p><b>Recommended isolation: 10 days for all positive COVID-19 cases</b></p> <p>Whether symptomatic or asymptomatic, <b>any individual who tests positive</b> for COVID-19 <b>must</b> isolate for 10 days as both symptomatic and asymptomatic individuals can transmit the virus during that time. May then return if symptoms are resolved and are fever free for 24 hours, without the aid of medications (<a href="#">BCDH issued guidance on 8/23/2021</a>)</p>
<p>4. Fully asymptomatic individuals with a known <b>NON-ongoing exposure</b> to COVID19 ( i.e. not in their household)</p>	<p><b>Recommended quarantine: 7-10 days and as with the 2020-2021 school year, the quarantine is based on an ongoing vs. non-ongoing exposure. (BCDH 8/27/21)</b></p> <p><b><u>Close contact scenarios:</u></b></p> <ol style="list-style-type: none"> <li>Student distance is between 3' - 6' for more than 15 minutes. <u>If both parties masked, no close contacts thus no quarantine required.</u></li> <li>Student distance less than 3' for more than 15 minutes, regardless of masking, 10 day quarantine or 7 day quarantine with 5 day negative COVID test. (BCDH</li> </ol>



	<p>8/27/21)</p> <ol style="list-style-type: none"> <li>3. Less than 6' for more than 15 minutes, if one or both of the parties are not masked, 10 day quarantine or 7 day quarantine with 5 day negative COVID test. (BCDH 8/27/21)</li> <li>4. Regardless of distance and duration, if the exposed person is vaccinated and not showing symptoms, no quarantine is required. If proof of vaccination is not shared, 10 day quarantine or 7 day quarantine with 5 day negative COVID test.</li> <li>5. Regardless of distance and duration, if the exposed person was COVID positive within 3 months of exposure and not showing symptoms, no quarantine is required. If proof of positive COVID test is not shared, 10 day quarantine or 7 day quarantine with 5 day negative COVID test.</li> </ol> <p>See link below for timeline:  <a href="#">PA DOH Quarantine/ Isolation</a></p>
<p>5. Fully asymptomatic with an ongoing <b>household exposure</b> to COVID-19</p>	<p><b>BCDH recommended quarantine: 7-10 days and as with the 2020-2021 school year, the quarantine is based on an ongoing vs. non-ongoing exposure-</b></p> <p>See link below for timeline:  <a href="#">PA DOH Quarantine/ Isolation</a></p> <p>If you are able to live completely separate from the person in your house with COVID-19 follow the non-household contact timeframe (see above). Living separate from your housemate means no contact, no time together in the same room, and no sharing of any spaces such as a bathroom or bedroom.</p> <p>*BCDH is available to assist with determining clearance dates of household exposures if needed because timeline may change depending on isolation and number of people in the house. BCDH # 215-345-3318</p> <p>If the exposed person is vaccinated and not showing symptoms, no quarantine is required. If proof of vaccination is not shared, 10 day quarantine or 7 day quarantine with 5 day negative COVID test.          CDC recommends testing 3-5 days after exposure for vaccinated individuals. Not required, just a recommendation.</p>





6. Notification	<p>In the event of a confirmed positive case, the BCDH will be notified and the building will send a notification to the parents/guardians of the students in the same classroom, bus and/or extra curricular activity.</p> <p>Close contacts will be notified of contact and quarantine requirements (see #4).</p>
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#### APPENDIX C - Nurse Visit Guidelines for Teachers - COVID-19

The nurse suite in your building will have a designated “*isolation area*”. It is important to follow the below guidelines in order to help decrease the risk of exposure to staff and students.

	Why?
<p><b>Teachers to Call Ahead</b> and speak with nurse prior to sending a student</p> <p>If you have to leave a message, wait for the nurse to call back.</p>	<p>Allows the nurse to limit # in office at same time in order to decrease possible exposure and maintain social distancing.</p> <p>*Unless an emergency, then call main office</p>
<b>Extra Masks in classrooms</b>	<p>To discourage healthy students from coming to the nurse office for masks or supplies and risk being exposed to sick individuals. Nurse office masks should be used only for sick/ symptomatic individuals.</p>
<b>All students going to nurse office should be masked</b> (unless underlying medical issue or unable to tolerate mask)	<p>If a student is coming to the nurse office, they are either complaining of symptoms (therefore should be masked) or can potentially have close contact with other students in the nurse office (therefore should be masked).</p>
<b>Discourage non-nursing/ non-essential visits</b>	<p>Some examples include, but are not limited to old injuries, chapped lips, clothing repair, glasses repair, breaks, bathroom, jackets/clothing, water/ snack, gym notes, behavioral/ mental health concerns- should utilize counselor services first, earring fell out, loose tooth, etc.. Do not want to risk exposing healthy students to sick individuals.</p> <p>* Elementary buildings will need to plan for students that are not prepared for outdoor gym/ recess as clothing will not be provided by the nursing office</p>
<p><b>Blocked Times for “well visits” only and/or designated entrances</b></p> <p>*Plan dependent on building. Please refer to your building nurse for the process that will be followed in your building.</p>	<p>This time is designated to protect our at risk/ high risk student population that require routine nursing care.</p> <p>Students should <b>NOT</b> be sent to the nurse office during this time unless it is an <b>emergency</b> (call first).</p>



<b>Extra supplies (masks, thermometer, gloves) to be kept in a central location (main office) for PPE or routine self-screening</b>	To discourage healthy staff/ students from coming to the nurse office for masks or supplies and risk being exposed to sick individuals.
<b>Nurse bathroom designated for “sick use” only</b>	Individuals that are ill or in isolation will have access to the nurse suite bathroom, therefore healthy individuals should NOT use the bathroom.

\*Note: Not all students sent to the nurse office will be sent home, this is determined based on different factors including nursing assessment, school policy/ procedures, and DOH recommendations and guidance