

## Appendix A

# St. Mary School Protocol When Reporting Your Child Sick

### What to do when your child is sick:

1. **IF your child shows symptoms** of COVID-19, at home or at school parents should contact their doctor.
  - a. Fever
  - b. Cough
  - c. Shortness of breath
  - d. Difficulty breathing
  - e. Chills
  - f. Fatigue
  - g. Muscle and body aches
  - h. Sore throat
  - i. New loss of taste or smell
  - j. Congestion or runny nose
  - k. Nausea
  - l. Vomiting
  - m. Diarrhea
  - n. Headache
2. Your doctor may ask that your child participate in a COVID-19 test.
3. Parent(s) should alert the SMS main office (815-284-6986) and should not send your child to school.
4. **IF** your child had COVID-19 like symptoms, but **tested negative** for COVID-19, SMS will require you to provide a negative COVID-19 test **and/or** a doctor's note before your child can return to school.
5. IF your child does not have COVID-19, but **has another illness**, you should keep your child at home until his/her particular symptoms disappear.
6. Parents will **please call the St. Mary main office** (815-284-6986) to report the child's absence. Attendance personnel will request specific symptom reporting when absences are reported.

### What to do if your child or another member of your household tests positive for COVID-19

1. Parent(s) should **immediately contact your doctor** for additional instructions. You will not send your child to school. Please **contact the St. Mary School office** at 815-284-6986 to report your child absent. Office personnel will request specific symptom reporting when absences are reported. Specific information about COVID-19 diagnoses and exposure should also be reported and documented to be shared with other appropriate personnel and the local health department.

2. **IF a student tests positive for COVID-19, your local health department will place the student in and release from isolation per IDPH guidelines. :**  
Isolation guidelines include:
  - 24 hours without a high fever (100.4); without the use of fever-reducing medicine AND
  - COVID-19 symptoms improving ; AND
  - At least 10-14 days have passed since symptoms first appeared.
3. **IF a member of your household (not your child) tests positive for COVID-19** parents should immediately contact St. Mary main office. Your child will need to stay home for at least 14 days. When the family member recovers and is released from home isolation by your local health department, AND your child shows no COVID-19 symptoms for 14 days, your child may return to school.
4. **IF another student in my child's class tests positive for COVID-19,** St. Mary School will make parents aware (same day, if possible) that a student has tested positive for COVID-19. The local health department will conduct contact tracing for students identified as close contacts to the student testing positive; and quarantine as indicated. All students in the cohort will be monitored closely for COVID-19 symptoms. Students will complete work remotely while away from school. St. Mary School staff will be in contact with the Lee County Health Department regarding the process listed above.

### Appendix B

## St. Mary School Protocol for When Suspecting COVID-19 at School

### Steps for Teachers and St. Mary Employees When Suspecting COVID-19 at School:

1. **IF a teacher or any St. Mary School employee shows symptoms of COVID-19,** he/she should contact their doctor. The doctor may request that the teacher or other employee participate in a COVID-19 test.
2. The **teacher or employee should alert the main office** and not come to school. If the symptoms occur during the day, the teacher or employee will immediately go home.
3. **IF a teacher or employee takes a COVID-19 test and it is negative,** St. Mary School will require the teacher or employee to provide a negative COVID-19 test **and/or** a doctor's note before returning to school.
4. **IF a teacher or any employee at St. Mary tests positive for COVID-19,** the same protocols used for students will be in place as follows:

. The **St. Mary teacher or employee will contact their doctor** who may ask that the employee or teacher participate in a COVID-19 test. This last sentence seems duplicative.

a. Please also **contact the St. Mary School main office at 815-284-6986.**

b. A **teacher or employee testing positive must isolate** and not return to school until released from isolation by the local health department. Criteria will include:

1. 24 hours without a high fever (100.4); AND
2. Free from other COVID-19 symptoms improving
3. ; AND
4. At least 10-14 days have passed since symptoms first appeared.
5. Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection procedures are followed.

**6. Close contact is defined as within 6 feet of the individual with symptoms for more than 15 minutes.**

5. IF a **member of a teacher or employee's household tests positive for COVID-19**, the teacher or employee must stay home. When the family member recovers from COVID-19 AND the teacher or employee shows no COVID-19 symptoms for 14 days, the teacher or employee may return to work.

6. IF a **teacher is diagnosed with COVID-19 and is unable to work**, St. Mary School will provide a substitute teacher.

7. IF an St. Mary School employee **suspects COVID-19 like symptoms in a student**, the employee will immediately send the child to the office and you will be contacted to pick up your child from school immediately.

. Your child will be placed in a supervised quarantined room and will be given a child sized surgical mask.

1. The school will make all parents aware that a student has tested positive for COVID-19.

2. The school will work with the Lee County Health Department about possible contact tracing and need for cohort quarantine.

8. Per ISBE/IDPH/CDC/Diocese of Rockford Guidelines, **St. Mary School will make all parents aware that a teacher, employee or student has tested positive for COVID-19 (same day, if possible) Your local health department will conduct contact tracing for all individuals identified as close contacts to the positive teacher, employee or student testing positive; and quarantine as indicated.** All students in the cohort will be monitored closely for COVID-19 symptoms. IF more than one student tests positive for COVID-19, the entire cohort may be sent home for at least 14 days. Students will then be completing work virtually while away from school. SMS will provide a substitute teacher if the teacher who was diagnosed with COVID-19 is unable to work.

## Appendix C

### St. Mary School Protocol for My Child to Return to Learn After Staying Home Sick

1. IF your child had COVID-19-like symptoms, but **tested negative for COVID-19**, St. Mary School will require a negative COVID-19 test **and/or** a doctor's note before your child can return to school.
2. IF your **child tests positive for COVID-19**, the local health department will place the child testing positive in and release from isolation per IDPH guidance. Criteria includes:
  - a. 24 hours without a high fever (100.4) without a fever reducing medicine;  
AND
  - b. Improving COVID-19 symptoms for; AND
  - c. At least 10-14 days have passed since symptoms first appeared.
  - d. Parents should call to check in with office personnel prior to returning to school.
3. IF your child tests positive for COVID-19 but does not seek medical attention, the local health department will provide isolation and release guidance.
4. Students or staff returning from illness related to COVID-19 **should call to check in with office personnel** following a quarantine.