IF AN INDIVIDUAL DISPLAYS SYMPTOMS CONSISTENT WITH COVID-19

ANY ONE OF THE FOLLOWING:

- Fever of 100° or greater
- Congestion or runny nose
- Cough
- Sore throat
- Chills
- Headache
- Fatigue
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

AT HOME

Do NOT come to school:

- Contact your healthcare provider.
- If individual is a **student**, contact the school nurse.
- If individual is an **employee**, contact HR

AT SCHOOL

If individual is a student:

- Nurse takes student to COVID isolation room.
- Nurse notifies student's parent or guardian and arranges for immediate transportation.
- Parent or guardian picks up student.

If individual is an employee:

- Employee informs HR and supervisor that they have COVID symptom(s).
- Employee leaves school.

INDIVIDUAL CONSULTS THEIR HEALTHCARE PROVIDER FOR EVALUATION AND DETERMINATION IF COVID TESTING IS REQUIRED.

- Self-isolate while awaiting results. Individuals may be able to work/learn remotely if not sick.
- Healthcare provider documentation of long-standing or acute illness alternative diagnosis, where COVID-19 is not suspected, referenced in a medical note of clearance. *Please be advised that a signed note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice and a negative COVID test is required.*

INDIVIDUAL RECEIVES NEGATIVE COVID TEST RESULTS

Individual can return to school after providing a healthcare provider medical note of clearance

AND has had no fever, without the use of fever-reducing medication, for at least 24 hours,

AND has noted an improvement of other symptoms.

INDIVIDUAL RECEIVES POSITIVE COVID TEST RESULTS

- **Individual placed on home isolation approximately 10 days.** May be able to work/learn remotely if not sick.
- **A general notification will be sent to the School community** regarding the occurrence of a positive COVID case on campus. *No personal information will be shared.*
- **School compiles list of close contacts of the individual** who tested positive and communicates this to the Albany County Department of Health.
- **Exposed area(s) (e.g., classroom) closed off for up to 24 hours.** Cleaning and disinfection of area performed by appropriate staff.
- **Administrators work with local health officials** to assess transmission, support contact tracing efforts, and determine next steps.
- **The local Department of Health will communicate** with any close contacts who have been affected and provide instructions on how to proceed. *Please answer calls from "NYS Contact Tracing" (518-387-9993).* Most likely, close contacts will be quarantined from 14 days of last exposure with symptom monitoring. Testing may be recommended. Quarantined individuals can work/learn remotely if not sick.

Individual can return to school after meeting ALL of the following criteria for ending home isolation:

1. At least 10 days have passed since positive test/symptoms appeared.
2. No fever, without the use of fever-reducing medication, for at least 24 hours.
3. Other symptoms have improved.
4. Cleared from isolation by local Department of Health, which will provide exact return date.

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