



CCPS



Office of School
Safety & Security

**COVID-19
TESTING
STANDARD
OPERATING
PROCEDURES**

August 12, 2021



301-392-5550



www.ccboe.com

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Charles County Public Schools (CCPS)

COVID-19 Testing Standard Operating Procedures

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Introduction

CCPS has instituted a COVID-19 testing system. This document will provide an overview of CCPS's testing program, authorizations, processes, oversight and reporting. School nurses are expected to implement the test program as outlined in this document. Questions should be directed to the school nurse management team.





STORAGE, DISPOSAL, ORDERING AND PPE

Ordering of kits

Test kits must be ordered through the financial secretary at the school (rapid test kits 4160018 and PCR test kits 4160019). Rapid test kits are ordered by the box (40 individual tests), while PCR test kits are ordered in bundles of 24 kits. Reordering should be done when the school nurse has 10 kits left.

Storage of test kits

Kits must be stored in a secure location, at room temperature. PCR testing samples should be mailed within 24 hours of collection. They can be shipped up to 72 hours after collection if refrigerated.

MEDICAL WASTE DISPOSAL

COVID-19 test kits, swabs and gloves used during testing or handling of a contaminated test kit should be placed into a sealable plastic bag, sprayed with an approved school disinfectant and disposed of in a “sharps container” in the nurses office. PPE (other than washable gowns) should be disposed of in waste containers. Washable gowns should be washed when soiled.

PPE

Testing should be conducted outside in the vehicle the student is leaving in. Recommended PPE includes, mask, face shield, gloves and gown. Gloves should be disposed of after each test. Other PPE should be disposed of or cleaned if soiled or it reaches its recommended hours of use (see PPE SOP).



Universal Precautions

The COVID-19 pandemic has challenged our daily lives. Operating a school system will likely not return to the way we knew it prior to March 13, 2020, for some time. As we work through the pandemic, our processes continue to evolve based on guidance from the Centers for Disease Control and Prevention (CDC), Maryland Department of Health, Maryland State Department of Education (MSDE) and the Charles County Department of Health. The goal of these processes and policies are to reduce the risk of exposure to our staff, students, and community. As guidance is updated, this document will be edited and redistributed.

UNIVERSAL PRECAUTIONS

COVID-19 is a respiratory disease spread through respiratory droplets. Following the universal precautions below has proven to reduce the transmission of COVID-19 drastically:

- Strongly suggest those who are eligible obtain the COVID-19 vaccination
- Take care of your personal protective equipment (PPE): keep it clean and disinfected along with discarding it when it becomes unserviceable or reaches the end of its life cycle.
- Where possible maintain a safe distance when having conversations and meetings.
- When possible, meet in larger spaces such as lobbies, classrooms, auditoriums and large conference rooms with a limited number of people.
- Practice good hand hygiene.



STUDENT BECOMES SICK AT SCHOOL

The below guidelines are established to provide guidance in CCPS cases where a student becomes sick while at school.

Students who feel sick SHOULD NOT come to school.

STUDENT WHO FEELS SICK

- Contact the school nurse via the phone to perform virtual pre-screening.
- At the school nurse's request, send the child to the school nurse's office
- School nurse will conduct a COVID-19 pre-screen (using the latest CDC/CCPS screening tool).
- If two or more symptoms of COVID-19 are present, the student will immediately be placed in the predetermined isolation room.
 - The student must be supervised in the isolation room.
 - Multiple students can be placed in the same room. Maximum physical distancing must be used.
 - Parents/guardian should be contacted immediately upon a symptomatic student being placed into isolation. The parent should be provided information both on the pick-up procedures (see below) and on CCPS's testing capability.
 - Once the parent/guardian/caretaker who is picking up the student in the isolation room arrives, they are not to be allowed inside of the school. An administrator and the nurse must walk the child to the vehicle.
 - Since the child has pre-screened with two or more symptoms of COVID-19, a rapid test for the child should be offered to the parent/guardian (see asthma section if applicable). A signed consent and FERPA waiver must be obtained. Parents of high school students who drive may provide verbal consent for testing over the phone. The consent must be witnessed by the nurse and an administrator. The nurse and administrator will both sign and date the forms. In cases where a person other than parent/guardian picks up the student, the parent may give verbal consent for testing over the phone. The consent must be witnessed by the nurse and an administrator. This must be documented on both forms. If possible, the parent should also send an email to the school nurse indicating they consent to having their child tested for COVID-19 by CCPS.

- If consent is agreed upon and waivers signed for testing, the tests will be given outside, in the parent/guardians/students vehicle. The parent/guardian should witness the test. For high school students who do not have a parent/guardian on site, an administrator should witness the test.
 - Rapid tests will be given in the manner prescribed by the manufacturer.
 - Rapid tests should not be given to non-compliant students.
 - Rapid tests can only be administered by a school nurse.
- Once the test is completed, the parent/student should remain in the vehicle until the test results are known.
- If positive the principal should be notified and should gather potential contact tracing information from Synergy, the classroom(s) seating chart, and ScholarChip (if needed).
- Administration should interview the student (See Administration Contact Tracing SOP). Questions should be framed to determine individuals who have met the exposure threshold defined by the CDC during the positive persons contagious period while at school. Interviewers should remember to ask about siblings, playmates who are CCPS students, students who play together at recess, and students who ride in the same vehicle.
- Information should be reported to the Office of School Safety and Security 301-392-5597 and covid@ccboe.com when possible.
- The Office of School Safety and Security will assist in determining who meets the exposure threshold. These exposed individuals and/or their parents/guardians will be notified as soon as practical. Any exposed non-fully vaccinated student will be removed from the school setting and placed into a quarantine status for:
 - Starting from the last day of known exposure (if the student is living with a known positive person the timeline begins when the student stops having contact that meets the exposure threshold with the positive person or after 10 days from the positive person's symptom onset)
 - No less than 7 days if the individual,
 - Has not become ill; and
 - Receive a negative COVID-19 test result (test must be administered on day 7 or after); or
 - After 10 days from exposure
 - The student has not become ill during the 10 days post exposure; or
 - No less than 14 days if the student has become ill during the quarantine period, unless a negative laboratory COVID test is obtained after symptom onset.

- When a person meets these criteria and quarantine is ended early, the following must be implemented:
 - Daily symptom monitoring continues through Day 14; AND
 - The exposed person must strictly adhere to all recommended mitigation strategies including correct and consistent face covering use, social distancing, and self-monitoring for symptoms of COVID-19 through Day 14; AND
 - The exposed person must report any symptom development to the school, further, they should immediately self-isolate and contact their health care provider to determine if they need to be tested and work with the school to determine how long they should be excluded.

Parents should be encouraged to seek testing for any non-fully vaccinated exposed student 5-7 days after the last exposure.

- Individuals in quarantine may not “test out of quarantine.”
 - A negative test is not required to return to school after quarantine unless the student is attempting to return after 7 days.
 - Students and staff placed in quarantine for any reason may return after 10 days as long as they are not ill and have not had any additional exposure to known positive COVID-19 persons.
 - Exposed students should NOT be referred to the school nurse for immediate testing.
- After a positive COVID-19 test:
 - Students may not return to school until all the following have been satisfied:
 - 10 days since onset of symptoms, AND
 - 24 hours since last fever, AND
 - symptoms have improved.
 - Students who test positive on a rapid test but negative on a PCR test may return to school immediately following a negative PCR test if:
 - The student has no COVID-like symptoms, AND
 - The student has no known exposures to a COVID-19 positive person.
 - Parents who wish to have their children return to school after their child has tested positive for COVID-19 must maintain continuous communication with their school’s nurse via the telephone between the test results and the child’s return to school. Telephonic check-in should be no less than every two school days. Nurses will add a note to Synergy documenting the contact and status of the student.
 - The parent’s failure to remain in contact with the school will result in a delay of the student returning to in-person instruction.

- If the results of the rapid test are negative the following steps should be taken:
 - The option for the student to take a COVID-19 PCR Test should be offered to the parent/guardian. If the parent/guardian agrees, the PCR test should be administered to the student.
 - PCR tests will be given in the manner prescribed by the manufacturer.
 - PCR should not be given to non-compliant students.
 - PCR can only be administered by a school nurse.
 - If a PCR test is completed, the student may not return until the results of the test are known.
- If the rapid and/or the PCR test is not completed:
 - The parent/guardian/caretaker/student should be interviewed about possible exposure to known positive COVID-19 persons.
 - If there are no known exposures to a positive COVID-19 person(s):
 - The student will be sent home and may not return to in-person instruction unless they are symptom free without symptom-treating medication for the initial day, plus 48 hours.
 - Example: A student is sent home at 11 a.m. on Tuesday. The earliest the student may return to in-person instruction, as long as they are symptom free without symptom-treating medication, is Friday of that week.
 - Once the student is picked up, the parent/guardian should be instructed to follow up with the child's medical provider.
 - If testing was performed, the parent will be provided a copy of the waiver and consent with the test results circled.
 - When vacated, the isolation room should be cleaned and sanitized.
 - Mitigation strategies that CCPS is prepared to implement when appropriate:
 - Cleaning, disinfection, and/or sanitizing hard surfaces where a person who tested positive or becomes ill at school sat or reasonably would have touched during the same school day the person tested positive or became ill.
 - When a person tests positive while at school, trash cans in the room (s) where the positive person occupied must be emptied and sprayed with disinfectant.
 - Fogging (routine schedule or as needed).

- Closure of the facility if directed by the health department.
- Students who pre-screen as potentially being positive for COVID-19 while at school shall not be placed on the bus to be transported home.
- Walkers who pre-screen as potentially being positive for COVID-19 while at school should not be allowed to walk home.

ASTHMATIC STUDENTS

Students who have a physician diagnosis of asthma and have medication at school and who experience an asthma attack or begin to suffer symptoms may be given their prescribed medication. If treatment reduces symptoms, the student may return to class as long as they do not have any other COVID-19 related symptoms. If asthma symptoms AND other COVID-19 related symptoms are present, testing for COVID-19 should be offered and processes outlined above followed.

STUDENTS WITH OTHER CHRONIC HEALTH CONDITIONS

Students who have a physician diagnosed chronic condition can be treated with “as needed” medication to alleviate symptoms identified by the provider that are considered baseline for the student. The physician’s guidance must identify which COVID-19-like symptoms may present and should be expected with the chronic condition. If there is a prescribed medication that may alleviate the symptom, it should be administered prior to the exclusion of the student using COVID-19 protocols.

PARENT/GUARDIAN NOTIFICATION PROCESS

The removal of sick students from school must occur as quickly as possible. Having a child sit in medical isolation can be traumatic for children and with the limited medical resources CCPS has on site, we must make every effort to have ill students taken home as rapidly as possible. If a parent or guardian refuses to cooperate with CCPS to have a child removed in the most expeditious manner the Office of School Safety and Security should be contacted as soon as it becomes evident cooperation is lacking. Multiple phone numbers have been provided to school administration to contact members of the Office of School Safety and Security. The activation of the 911 system may only begin after consultation with the Office of School Safety and Security or if a life-threatening emergency is occurring.

Contact with parents and guardians should begin with the school nurse, however, school administrators must be active in the process. Front office personnel should also be used to assist in calling emergency contacts.

- Note the time. Arrangements should be made to have the student picked up as soon as possible with a goal of within 60 minutes of first notification but reasonableness must be applied in every situation.
 - Parent/guardian should be informed their child is ill, displaying potential symptoms of COVID-19, and must be picked up.
 - Remind parent/ guardian they have 60 minutes to pick up their child

- Request an estimated time of arrival, note the conversation and time
- Inform them that when they arrive they should call the school and the child will be escorted to their vehicle.
- If parent/guardian says they will not be able to pick up their child within 60 minutes inform them CCPS will begin calling those listed on the child's emergency card. Parent/guardian should also be attempting to find someone to pick up their child.
- Thirty minutes after first notification unless there is an agreed upon time within the 60-minute window:
 - Contact the parent a second time.
 - Inform the parents they have 30 minutes to pick up or have someone pick up their child.
 - Request estimated time of arrival. Note the conversation and time.
- 45 minutes after first notification (if there is no new information):
 - Contact parent/guardian a third time.
 - Inform them they have 15 minutes to pick up or have someone pick up their child.
 - Request estimated time of arrival; note the conversation and time.
- 60 minutes after first notification without resolution or reasonable estimated time of arrival:
 - The Office of School Safety and Security: Ext: 5550 or 5551 should already be aware of the situation and working with the school to rectify the situation.
- If the isolation room is empty, contact building service to have the room cleaned and sanitized.

SICK STUDENTS WHO DO NOT PRE-SCREEN WITH MULTIPLE COVID-19 SYMPTOMS

In order to return to in-person instruction after any non-COVID related illness, the student should be symptom free without symptom treating medication for at least 24 hours.

MEDICAL WASTE DISPOSAL

COVID-19 test kits, swabs and gloves used during testing or handling of a contaminated test kit should be placed into a sealable plastic bag, sprayed with an approved school disinfectant and disposed of in a "sharps container" in the nurses office. PPE (other than washable gowns) should be disposed of in waste containers. Washable gowns should be washed when soiled.

STUDENT DRIVERS

Student drivers who become ill at school may drive home if the school nurse determines them to be medically able to drive and the parent/guardian provides permission to a school administrator.



COVID-19 STAFF PROCEDURES

STAFF WHO ARE SICK WHILE AT SCHOOL

- Must contact the school nurse.
- Must report to the school nurse's office for screening (mask is required).
- Participate in the school nurse's COVID-19 pre-screening (using the latest CDC/CCPS screening tool).
 - If multiple symptoms of COVID-19 are present, the school nurse will offer the staff member COVID-19 testing (see above for policy on the testing process and instruction on actions upon receiving the results). The school nurse will determine how the staff member will depart the school (their own vehicle, picked up, ambulance).
- Human Resources must be contacted at 301-934-7255.
- Encourage staff members to seek medical attention and a COVID-19 test as soon as possible; results must be shared with Human Resources.
- Potential contact tracing information may include:
 - Synergy.
 - ScholarChip.
 - Door swipe records (email crye@ccboe.com).

CCPS TESTING OF STAFF/STUDENT OUTSIDE OF THE THEIR HOME SCHOOL

SYMPTOMATIC STAFF/STUDENTS

To further encourage parents and staff not to report to the school ill, CCPS will conduct free COVID-19 testing for symptomatic students receiving face-to-face instruction and staff on an appointment basis only in the parking lot of the Jesse L. Starkey Administration Building. The supervising school nurse will set up appointments and make themselves available as needed. Staff/parents must call 301-934-7346 to be screened by the school nursing management team and receive an appointment. Clear instructions will be given as to where to park, that masks must be worn by everyone in the vehicle, and the person tested will not enter the building.

TESTING OF SYMPTOMATIC/ASYMPTOMATIC STAFF WHO HAVE BEEN EXPOSED TO A KNOWN POSITIVE COVID-19 PERSON

Staff members:

- Have not been fully vaccinated OR,
- Have not received both vaccinations AND it has been less than two weeks since the final vaccination AND,
- Have been exposed to a known positive COVID-19 person (documentation needed) AND,
- The exposure has been at least five days prior AND
- They are displaying symptoms associated with COVID-19 (see pre-screening)

Staff members may be referred to the school nurse management team for free testing using the process described above. This referral will come during the contact tracing investigation conducted by CCPS. Staff are not required to use CCPS testing resources.

STAFF/STUDENTS PLACED INTO QUARANTINE AS A RESULT OF AN EXPOSURE AT SCHOOL

Staff or students placed into quarantine as a result of an exposure to a known positive COVID-19 person at a CCPS facility can receive free COVID-19 testing at the Jesse L. Starkey Administration Building if the person begins to show symptoms associated with COVID-19. To be tested the staff and student must:

- Contact the School nurse management team @ 301-934-7346 to schedule an appointment on the prescribed day.
- Come to the Jesse L. Starkey Administration Building at their appointment time and park in the assigned area of the parking lot.
- Wait for a member of the school nurse management team in their car, wearing a mask.

STAFF WHO HAVE TRAVELED OUT OF STATE ON OFFICIAL BUSINESS AND MUST BE TESTED BECAUSE OF A LAW, ORDER OR ADVISORY

- When a law, order, or advisory is in place that requires COVID-19 testing after out of state travel is in place, staff who are on official CCPS business may be tested at the Jesse L. Starkey Administration Building by the school nurse management team. Staff must call 301-934-7346 to schedule an appointment.