



Program Leader Guidance for Triaging and Managing Children with Symptoms and Travel History Consistent with COVID-19



General Preparedness including Proactive and Preventative Steps

- **Coordinate with facilities and custodial staff to ensure:**
 - adequate supplies are available
 - bathrooms are stocked with soap and paper towels
 - there is a cleaning schedule for program staff to disinfect bathrooms, diaper changing areas, tables used for eating, napping surfaces, classroom toys and furniture, and common area door knobs on a regular basis, and to ensure the building is properly ventilated (open windows, etc.)
- **Incorporate into daily announcements (via PA system, website, in class) the importance of:**
 - covering your mouth and nose with a tissue when coughing or sneezing (in the absence of a tissue, cough or sneeze into your shirt sleeve or bent arm).
 - keeping your hands clean (wash your hands often with soap and water for at least 20 seconds).
 - staying home if you are sick and avoiding close contact with other sick people.
 - avoid touching your eyes, nose, or mouth with unwashed hands.
 - get the flu shot (at this time, there are no current vaccinations for coronaviruses).
 - post a child-friendly “Cover Your Cough” poster at appropriate locations throughout the school or program in appropriate languages to encourage general infection control (available at:
<https://www1.nyc.gov/assets/doh/downloads/pdf/cd/cyc-poster-clinics.pdf>)
- **Space Planning**
 - Your program should have a private, enclosed area provided for separating ill children under direct adult supervision, until a family member can pick up the child. We strongly recommend that the area/room be large enough to maintain a comfortable 6 feet between the child and staff as well as have a desk phone; the room should therefore be larger than 6x6 feet, and have ventilation.
 - Prepare a laminated sign that reads “Occupied. Do Not Enter Without Proper Protective Equipment” for use on the room door.
 - Designate a primary and secondary staff member who are certified in first aid and CPR, who will be responsible to escort any child who meets the criteria for potential COVID-19 infection to the pre-designated private area/room and provide adult presence during isolation.
 - The designated staff members should be provided with personal protective equipment, including face masks, gloves, gown and face shield.
 - Maintain a supply of medical and emergency equipment and supplies, including go bags/kits.
- **Staff Notifications and Training**
 - Review COVID-19 protocols, as well as safety, sanitation and emergency plans, with all employees.
 - Advise employees that if they feel sick, they should stay home.





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- Advise employees that have fever, cough and/or shortness of breath, and recently traveled to an area with ongoing spread of coronavirus, or have been in close contact with someone who has recently traveled to any of those areas, they should **not** report to work and should call their doctor. If a connection to a health care provider is needed, they may call 311.
 - Remind employees that hospital staff will not ask about immigration status. Receiving health care is not a public benefit identified by the public charge test.
 - For employees who are able to perform their work function remotely, advise employees of your program's policy regarding work from home.
 - **Review International Travel Policy**
 - Based on the CDC travel guidelines for international travel, and in consultation with the Health Department, the DOE is issuing the updated guidance on international travel. Currently, the CDC recommends that travelers avoid or consider postponing all nonessential travel to the following destinations that have a level 2 or higher advisory alert: **China, South Korea, Italy, Iran, and Japan**. Accordingly, **all DOE-sponsored international trips to these countries must be cancelled for the rest of this school year**. If any additional countries are added to this list, we will continue to provide updated information.
 - **Protocol for Triage and Support for Children with Travel and Symptomatic History consistent with COVID-19**


Initial Triage: If a child is sick, complaining/showing signs of fever, cough or shortness of breath, program staff should:

- Determine if the child, in the 14 days prior to first onset of symptoms, has either:
 - (a) traveled from a COVID-19 affected geographic areas OR
 - (b) had close contact with a person known to have COVID-19 illness
- If the child is unable to provide relevant information (based on age or other factors), a member of the program staff should call the child's parent/guardian to help with the determination.
 - Based on this information, if the child may have been exposed to COVID-19, activate the designated staff members who are certified in first aid and CPR to don a gown, face mask, face shield and gloves and to escort the student to the pre-designated private room. Masks are only effective when used in combination with frequent handwashing with alcohol-based hand rub or soap and water. Remind the staff member to clean their hands before putting on the mask and after removing it.
- Take the child's temperature.
- For those with only recent travel history from a COVID-19 affected geographic area (i.e., no close contact with a person known to have COVID-19):
 - If the student has a fever ($\geq 100.4F$) AND a cough or SOB, proceed as per "Notifications and Isolation" section below.
 - If the student does NOT have a fever, handle per standard protocols.



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- For those students who have had close contact with a person known to have COVID-19 and who have fever ($\geq 100.4^{\circ}\text{F}$), OR cough OR shortness of breath, proceed as per “Notifications and Isolation” section below.

Notifications and Isolation: After determining that potential exposure and illness are present, program staff should:

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- Encourage the child to wear a face mask that is provided; the child should put it on themselves. If the child is unable to mask themselves, with the child’s permission, place a face mask on the child. For younger children, such as infants and toddlers, staff should place the face mask on the child while ensuring safety and offering comfort.
 - Notify the child’s parent/guardian about the situation, and inform them that the NYC Department of Health and Mental Hygiene (DOHMH) will be contacted for consultation.
 - Post “Occupied. Do Not Enter Without Proper Protective Equipment.” sign on the room door.
 - If the parent/guardian cannot pick up, please call 911 for hospital transport, and complete and submit a DECE Occurrence Report.
 - Upon completing the supervision of the child (transferring custody to parent or emergency medical personnel), designee should remove gloves (taking care to touch only the inner surface of the glove) and wash hands. Then remove the following in this order taking care to touch only the back of the items: face shield, face mask, gown, then wash hands. Hands should be washed after removing each item. All items may be disposed of in regular garbage can.
 - The program leader or designee should call DOHMH at 347-396-7990 for further guidance:
 - If the child is suspected to have COVID-19 infection, specific instructions will be provided by the Health Department. The private room should be left with the door closed for a minimum of 2 hours before cleaning and disinfection.
 - If the child is not referred for further evaluation (i.e., not suspected to have COVID-19 infection), the program leader designee/site coordinator should refer the child (through their parent/guardian) to their private physician for further care needs. After cleaning and disinfecting the room, the private room can be used immediately thereafter for other purposes.
- **Symptomatic Employees**
 - If a staff member is sick and complaining of fever, cough or shortness of breath, supervisors should ask staff to wear a face mask and advise them to leave work and go to the doctor.
 - If the employee does not feel well enough to go to their doctor on their own, the program leader should assist with arrangement of ambulance services.
 - If 911 is called, complete and submit a DECE Occurrence Report.
 - Any adults waiting with the employee should be provided a mask and stay at least 6 feet away from the employee in the designated isolation room.

