

# Greene Street Friends School COVID-19 Management Flowchart Possible/Confirmed COVID-19 Case in School

Staff/Student Becomes Symptomatic  
at Greene Street Friends.

**SYMPTOMS**

A new, continuous cough  
High Temperature  
(100.4 or above)  
Loss or change in  
your normal sense of  
smell or taste.

**STUDENT**

**STAFF**

**WHEN TO STAY  
HOME**

Contact parent or guardian  
to arrange for pick up.

Advise guardian to follow  
PDPH guidance for  
households with possible  
covid-19 infection.

Advise of need to arrange  
Covid-19 test. Self-isolate  
and limit contact.

Follow Covid-19 Positive  
Case Protocol

Relocate student to  
isolation room with  
supervision.

If direct personal care is  
needed and distance of 6ft  
cannot be maintained.  
(such as for a very young  
child or a child with  
complex needs) PPE  
should be worn by staff  
caring for the child while  
they await parent or  
guardian.

Send home immediately  
and advise to follow PDPH  
guidance for household  
with possible covid-19  
infection.

Advise of need to arrange  
Covid-19 test. Self-isolate  
and limit contact.

Follow Covid-19 Positive  
Case Protocol

If you are symptomatic (Fever  
100.4 or above), shortness of  
breath, difficulty breathing,  
muscle or body aches, sore  
throat, new loss of taste or  
smell, diarrhea, headache,  
new fatigue, nausea or  
vomiting, or congestion or  
runny nose.

You have had contact with a  
Covid-19 positive individual

Public Health officer said you  
were potentially exposed to  
Covid-19

**If anyone is  
seriously ill or  
injured, call  
911** (short of  
breath, chest  
pain, confused)

## Philadelphia Department of Public Health (PDPH) Guideline If a student or staff member has a confirmed diagnosis of COVID-19



PDPH Action Item	GSFS Responsibility
<p>Immediately call PDPH at 215-685-5488 to report a Covid-19 Positive Case.</p>	<p>Director of Finance and Operations (DFO) or Health Coordinator (HC) will contact the PDPH</p>
<p>All children and staff in the classroom cohort, or who have come in close contact with the case (greater than 10 minutes of interaction less than six feet away), should quarantine at home for 14 days.</p> <p>Call Gail Carter-Hamilton at PDPH at 215-218-3436 for Guidance</p> <p>Gail.Carter-Hamilton@Phila.gov</p>	<p>DFO, HC will confirm Staff or Child Member w/CV-19 upon receipt results.</p> <p>Lower School Dean (LSD)/Middle School Dean (MSD)/HC – will work with faculty and staff to identify who has come in close contact with the case (greater than 10mins less than 6 feet away). ((Contact Tracing))</p> <p>LSD and SCOL team - determine who's interacted with the case (greater than 10mins and less than 6 feet away).</p> <p>If it's a child who's exhibiting symptoms of COVID-19 HC will take them to Hargroves Infirmary, complete Child Symptoms Notes, and give documentation to an emergency contact when they pick up the student</p>
<p>PDPH will assist in determining which individuals should quarantine.</p>	<p>Call caregivers/parents (LSD/MSD/Associate Head of School (AHOS))/Head of School (HOS), HC)</p> <p>DFO will send a letter to the employees</p> <p>The Communication Department sends a letter to the community via Constant Contact</p> <p>DFO will inform the cleaning crew to clean the infected area.</p>
<p>Anyone who develops symptoms during that time should contact their healthcare provider to request testing. In accordance with <a href="#">PDPH guidance</a>, the COVID positive individual should remain home until all of the following are true:</p> <ol style="list-style-type: none"> <li>a. At least 10 days since the onset of symptoms AND</li> <li>b. fever free without fever-reducing medications for 24 hours AND</li> <li>c. Symptoms are improving.</li> </ol>	<p>HC will keep track of infected individuals and when they should return to campus using the health screening form.</p>

## Philadelphia Department of Public Health (PDPH) Guideline If a student or staff member has a COVID-19 like illness



PDPH Action Item	GSFS Responsibility
<p>Schools should designate an isolation room or area for anyone who experiences COVID-like symptoms. If possible, use screens or room curtains to create a barrier between individuals who are ill and others.</p>	<p>Hargroves meeting room is the designated area for Covid-like Symptoms. The room contains 3 beds/1 Chair that converts to a bed, and several dividers. Armat outer office in the lobby is designated area for bumps and bruises.</p>
<p>Staff who develop symptoms of COVID-like illness should immediately be sent home. If they need to be picked up, they should wait in a designated isolation room or area while waiting.</p>	<p>Staff sick protocols communicated frequently.</p>
<p>If students develop symptoms, they should be brought to a designated isolation room while waiting to be picked up. The staff member waiting with the child should wear a surgical mask</p>	<p>Designated isolation area is Hargroves. Teacher/TA, or staff will take the child to the designated area.</p>
<p>If a student or staff member has COVID-like illness: They can return to school if:</p> <ul style="list-style-type: none"> <li>- Initial COVID-19 testing is negative and individual meets the school's normal criteria for return after an illness</li> <li>- OR A clinician has evaluated the child and documented an alternative diagnosis and confirmed that the student may return to school.</li> <li>- OR COVID-19 testing was not done and all of the following are true:             <ul style="list-style-type: none"> <li>a. At least 10 days since the onset of symptoms AND</li> <li>b. fever free without fever-reducing medications for 24 hours AND</li> <li>c. symptoms are improving.</li> </ul> </li> </ul>	<p>HC will keep track of sick individuals and when they should return to campus using the health screening form.</p>