

2020-2021

#NORWINSTRONG

NORWIN SCHOOL DISTRICT

COVID-19

DECISION TREE



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INTRODUCTION

The purpose of this tool is to assist Norwin School District Nurses and Administrators in addressing cases of COVID-19 exposure and infection in students and staff members.

This tool is a baseline guide. Individual situations may, and likely will, involve nuances and details that require staff members to go beyond the information provided in this tool to effectively mitigate each situation.

TERMS & DEFINITIONS

Close Contact: Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

10/26/20 Update: The PA Dept of Health recommends using 15 consecutive minutes of exposure at a distance of 6 feet or less as an operational definition for “close contact.” However, there are circumstances when someone should be considered a close contact of a case after being within 6 feet for fewer than 15 consecutive minutes. These circumstances are the following:

- Being in extremely close proximity (ex: face to face)
- Having a very long exposure time
- Person is symptomatic.
- Person is coughing, singing, shouting.
- The environment is crowded, inadequately ventilated, and/or indoors, etc.

If a person is identified as being a close contact of a COVID-19 case, the Dept of Health strongly recommends testing for SARS-CoV-2 at least 2-3 days after the exposure, regardless of the presence of symptoms.

Exposure: Having come into contact with a cause of, or possessing a characteristic that is a determinant of, a particular health problem.

ISOLATION & QUARANTINE

Isolation: The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. The isolation time for COVID-19 cases is 10 days.

Quarantine: The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease. The incubation period for SARS-Co-V-2 is 2-14 days.

QUARANTINE GUIDANCE

The PA Department of Health continues to support a full 14-day quarantine but concedes that it is a local decision.

- *Because of the increased infectivity of the variant B.1.1.7, contacts of cases infected with this variant are required to complete a full 14-day quarantine.*

CDC has provided guidance for shortening the length of quarantine in certain circumstances:

- People who have tested positive for COVID-19 within the past 3 months do not have to quarantine or get tested again as long as they do not develop new symptoms (see next page).
- After day 10 without testing and no symptoms
- After day 7 after receiving a negative test result from a test taken on day 5 or later

Beginning on Monday, February 1, 2021, Norwin School District will offer students and staff the option to reduce quarantines from 14 days to 10 days without testing if no symptoms are experienced or observed during daily monitoring. Close contacts of household members may reduce their 24-day quarantine period to 20 days.

Per the CDC, quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring. However, it is recommended that symptom monitoring continue until day 14.

The option to reduce quarantine does not apply to people who have tested positive for COVID-19 and must isolate themselves at home for 10 days.

QUARANTINE GUIDELINES FOR COVID-19 RECOVERED

During times when contact tracing is required, health authorities such as the CDC recommend that previously infected people quarantine differently than people who have not been infected within the last 90 days.

- Close contacts who have previously been diagnosed with COVID-19 within the last 90 days and have no current symptoms of COVID-19 do not have to quarantine, and retesting is not recommended.
- Those with symptoms should begin isolation immediately for 10 days after symptom onset and consult with a medical provider to determine if they may have been re-infected with COVID-19.

Here is information about close contacts who have not been diagnosed with COVID-19 during the last 90 days:

- Those with no symptoms will be asked to quarantine for 10-14 days from their last potential exposure and should be referred for testing. Negative test results for contacts do not change the length of quarantine. The Pennsylvania Department of Health allows the shortening of a quarantine to 10 days to be a local decision. The CDC continues to say, “Local public health authorities determine and establish the quarantine options for their jurisdictions. CDC currently recommends a quarantine period of 14 days.”
- Those with symptoms should immediately isolate for 10 days after symptom onset and seek testing and medical care.

COVID-19 COMMUNICATION GUIDANCE

The Norwin School District developed procedures to assist nurses, administrators, and staff members in addressing cases of COVID-19 exposure and infection. The effectiveness of these procedures are dependent on clear and timely communication from families and staff members to administrators and nurses so that infection mitigation efforts can be immediately implemented.

Below are steps that you can take to ensure we slow the spread if you experience COVID-19 symptoms or if someone tells you that they are experiencing symptoms, .

Parents and Guardians of Norwin School District Programming and Norwin Online Academy Students	Norwin School District Staff Members
<p>Do not send your child to school and call the student’s school nurse if...</p> <ul style="list-style-type: none"> • Student or someone in the household has tested positive for COVID-19. • Student or someone in the household has taken a COVID-19 test and is awaiting the results. • Student or someone in the household is having symptoms that are consistent with COVID-19. <i>Please see the COVID-19 Symptom Screening Tool on page 16.</i> 	<p>Do not come to work. Stay home, call off using one of the procedures outlined in the NSD Decision Tree, contact your immediate supervisor, and contact the school nurse if...</p> <ul style="list-style-type: none"> • You or someone in your household has tested positive for COVID-19. • You or someone in your household has taken a COVID-19 test and is awaiting the results. • You or someone in your household is having symptoms that are consistent with COVID-19. <i>Please see the COVID-19 Symptom Screening Tool on page 16.</i> • Supervisors will follow the NSD Decision Tree so as to provide a uniform response and accurate reporting.

Norwin School District Contacts for COVID-19 Communications

<p>Hahntown Nurse: Jessica Rovesti 724-861-3020 x1620 jrovesti@norwinsd.org</p> <p>Principal: Lisa Willig 724-861-3020 lwillig@norwinsd.org</p>	<p>Sheridan Terrace Nurse: Anita Miklos 724-861-3025 x1720 amiklos@norwinsd.org</p> <p>Principal: Heather Newell 724-861-3025 hnewell@norwinsd.org</p>	<p>Stewartsville Nurse: Anita Miklos 724-861-3030 x1820 amiklos@norwinsd.org</p> <p>Principal: April Preisach 724-861-3030 apreisach@norwinsd.org</p>	<p>Sunset Valley Nurse: Lauren Rusinko 724-861-3035 x1920 lrusinko@norwinsd.org</p> <p>Principal: Jason Cendroski 724-861-3035 jcendroski@norwinsd.org</p>
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<p>Hillcrest Intermediate Nurse: Lauren Rusinko 724-861-3015 x1520 lrusinko@norwinsd.org</p> <p>Principal: Brian O’Neil 724-861-3015 boneil@norwinsd.org</p>	<p>Norwin Middle School Nurse: Jessica Rovesti 724-861-3010 x1420 jrovesti@norwinsd.org</p> <p>Principal: Robert Suman 724-861-3010 rsuman@norwinsd.org</p>	<p>Norwin High School Nurse: Donna Lafferty 724-861-3005 x1220 dlafferty@norwinsd.org</p> <p>Principal: Michael Choby 724-861-3005 mchoby@norwinsd.org</p>
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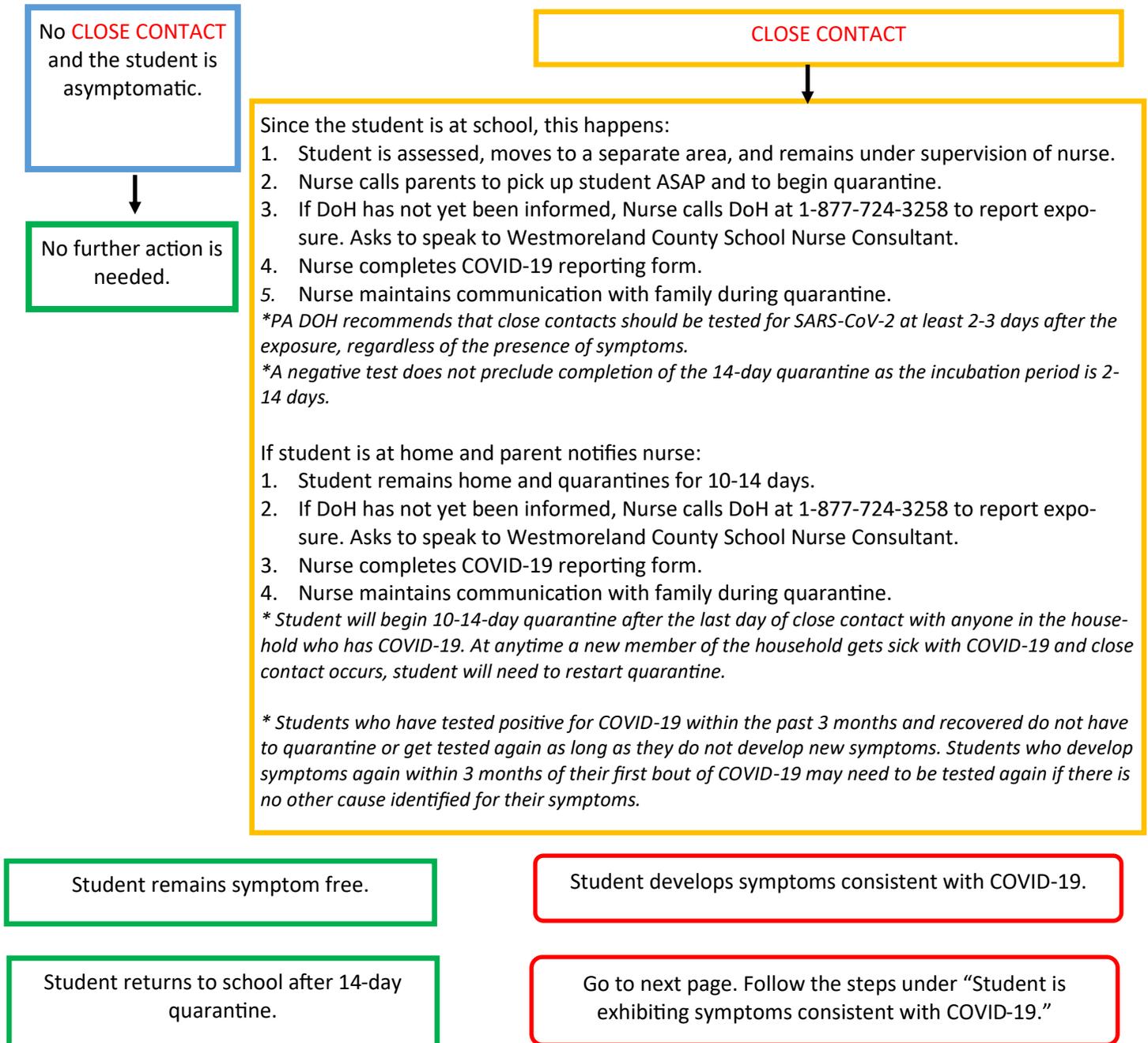
<p style="text-align: center;">Norwin Online Academy</p> <p style="text-align: center;">Nurse: Please contact your child’s home school nurse from the menu above.</p> <p>Coordinator of Norwin Online Academy: Doreen Harris 724-861-3000 x1160 dharris@norwinsd.org</p>

COVID-19 DECISION TREE

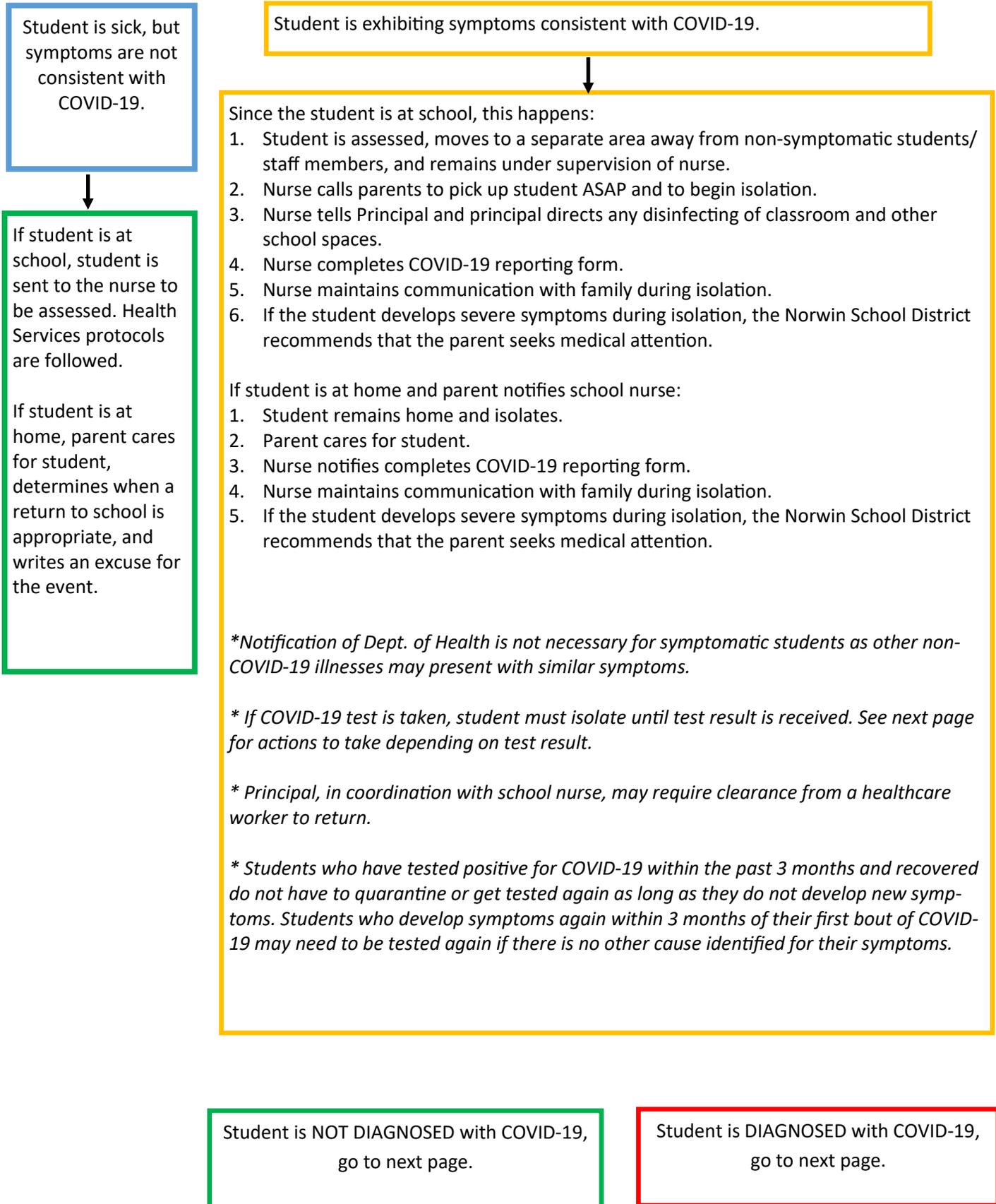
STUDENT PROTOCOL

- ⇒ People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- ⇒ People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- ⇒ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

SEND STUDENT WHO REPORTS EXPOSURE TO A CONFIRMED CASE OF COVID-19 TO SCHOOL NURSE.



SEND STUDENT WHO IS SICK TO SCHOOL NURSE.



(CONTINUED)

Student is NOT DIAGNOSED with COVID-19

Student Must:

- ◆ Remain out of school until one of the following applies.
- ◆ Inform school nurse of scenario below being followed.

1. Symptomatic child with negative test:

- If rapid test w/lab test follow-up, first confirm negative result on both tests.
- Immediately inform Supervisor of diagnosis.
- Must be fever free for at least 24 hours without the use of fever-reducing medications;
- AND other symptoms of illness are improving.

2. Symptomatic child not tested:

- At least 10 days have passed since first symptoms;
- AND fever free for at least 24 hours without the use of fever-reducing medications;
- AND other symptoms of illness are improving.
- Inform school nurse when ready to return to school.

**COVID-19 Symptom Screener may be helpful for caregivers.*

3. Symptomatic child clinically cleared by primary medical doctor or other healthcare provider

- Must be fever free for at least 24 hours without the use of fever-reducing medications;
- AND other symptoms of illness are improving.
- Inform school nurse when ready to return to school and provide documentation.

School Must:

- Provide required communication with staff, students and/or families.
- Clean and disinfect the area(s)
- Identify corrective actions, if any.

Student is DIAGNOSED with COVID-19

Student Must:

1. Follow directions of primary medical doctor, other healthcare provider, and/or Department of Health.
2. Isolate as directed.
3. Immediately inform school nurse of diagnosis.
4. Remain out of school until:
 - At least 10 days have passed since first symptoms;
 - AND remain fever free for at least 24 hours without the use of fever-reducing medications;
 - AND other symptoms of COVID-19 are improving.

Principal, in coordination with school nurse, may require clearance from a healthcare worker to return.

School Must:

- Provide required communication with staff, students and/or families.
- Notify Greensburg Dept. of Health and follow directives.
- Assist with Contact Tracing.
- Clean and disinfect the area(s).
- Identify corrective actions, if any.

COVID-19 DECISION TREE

STAFF PROTOCOL

- ⇒ People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- ⇒ People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- ⇒ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

A STAFF MEMBER REPORTS BEING EXPOSED TO A CONFIRMED COVID-19 CASE.

CLOSE CONTACT

No **CLOSE CONTACT** and the staff member is asymptomatic.

No further action is needed.

If at school, staff member notifies immediate Supervisor and maintains 6' of physical distancing from others, wears a mask, and cleans hands.

1. Supervisor relieves staff member of duties
2. Supervisor collects information about exposure and gives staff member contact information for the Pandemic Coordinator.
3. Staff member leaves school and begins quarantine.
4. Supervisor informs Pandemic Coordinator.
5. If DoH has not yet been informed, Pandemic Coordinator calls DoH at 1-877-724-3258 to report exposure. Asks to speak to Westmoreland County School Nurse Consultant.
6. Pandemic Coordinator contacts staff member to provide resources and notifies Human Resources.
7. Pandemic Coordinator completes COVID-19 reporting form.
8. Human Resources coordinates substitute coverage and checks FFCRA Leave sheet for requests.

**PA DOH recommends that close contacts should be tested for SARS-CoV-2 at least 2-3 days after the exposure, regardless of the presence of symptoms.*

** A negative test does not preclude completion of the 10-14-day quarantine as the incubation period is 2-14 days.*

If at home, staff member follows "Request to Work from Home Procedures."

1. Staff member notifies Supervisor immediately. Supervisor collects information about exposure and gives staff member contact information for the Pandemic Coordinator.
2. Staff member remains at home and quarantines.
3. Supervisor informs Pandemic Coordinator.
4. If DoH has not yet been informed, Pandemic Coordinator calls DoH at 1-877-724-3258 to report exposure. Asks to speak to Westmoreland County School Nurse Consultant.
5. Pandemic Coordinator contacts staff member to provide resources and notifies Human Resources.
6. Pandemic Coordinator completes COVID-19 reporting form.
7. Human Resources coordinates substitute coverage and checks FFCRA Leave sheet for requests.

** Staff will begin 10-14-day quarantine after the last day of close contact with anyone in the household who has COVID-19. At anytime a new member of the household gets sick with COVID-19 and close contact occurs, staff will need to restart quarantine.*

Staff member remains symptom free.

Staff member develops symptoms consistent with COVID-19.

Staff member may return to work after 14-day quarantine.

Go to next page. Follow the steps under "Staff member's symptoms are consistent with COVID-19 per daily Symptom Screener."

A STAFF MEMBER IS SICK.

Staff member is sick, but symptoms are not consistent with COVID-19.

If at school, staff member is sent to the nurse to be assessed. Health Services protocols are followed.

If at home, staff member communicates the need for a sick day(s) through Aesop or Skyward and then determines when a return to work is appropriate.

Staff member's symptoms are consistent with COVID-19 per daily Symptom Screener.

If at school, staff member notifies immediate Supervisor and maintains 6' of physical distancing from others, wears a mask, and cleans hands.

1. Supervisor relieves staff member of duties and isolates the individual from non-symptomatic students and staff.
2. Supervisor collects information about symptoms and gives staff member contact information for the Pandemic Coordinator.
3. Staff member leaves school and begins isolation.
4. Supervisor directs the classroom/work space to be disinfected.
5. Supervisor informs Pandemic Coordinator of symptomatic staff member.
6. Pandemic Coordinator contacts staff member to provide resources and notifies Human Resources.
7. Pandemic Coordinator completes COVID-19 reporting form if/when staff member decides to get tested.
8. *If COVID-19 test is taken, staff member must isolate until all test results are received. See next page for actions to take depending on test result.*
9. Human Resources coordinates substitute coverage and checks FFCRA Leave sheet for requests.
10. If the staff member develops severe symptoms during isolation, the Norwin School District recommends seeking medical attention.

**Notification of Dept. of Health is not necessary for symptomatic staff as other non-COVID-19 illnesses may present with similar symptoms.*

If at home, staff member follows "Request to Work from Home Procedures."

1. Staff member notifies Supervisor immediately. Supervisor collects information about symptoms and gives staff member contact information for the Pandemic Coordinator.
2. Staff member remains at home and isolates.
3. Supervisor informs Pandemic Coordinator.
4. Pandemic Coordinator contacts staff member to provide resources and notifies Human Resources.
5. Pandemic Coordinator completes COVID-19 reporting form if/when staff member decides to get tested. ** IF COVID-19 test is taken, staff member must isolate until all test results are received. See next page for actions to take depending on test result.*
6. Human Resources coordinates substitute coverage and checks FFCRA Leave sheet for requests.
7. If the staff member develops severe symptoms during isolation, the Norwin School District recommends seeking medical attention.

**Notification of Dept. of Health is not necessary for symptomatic staff as other non-COVID-19 illnesses may present with similar symptoms.*

** Employer may require clearance from a healthcare worker to return.*

Staff member is NOT DIAGNOSED with COVID-19, go to next page.

Staff member is DIAGNOSED with COVID-19, go to next page.

(CONTINUED)

Staff member is NOT DIAGNOSED with COVID-19.

Staff Member Must:

- ◆ Remain out of school until one of the following applies.
- ◆ Inform Supervisor and school nurse of scenario below being followed.

1. Symptomatic, negative test:

- Confirm negative result on all tests (rapid &/or lab).
- Immediately inform Supervisor of diagnosis.
- Supervisor will inform Pandemic Coordinator.
- Must be fever free for at least 24 hours without the use of fever-reducing medications;
- AND other symptoms of illness are improving.

2. Symptomatic, not tested:

- At least 10 days have passed since first symptoms;
- AND fever free for at least 24 hours without the use of fever-reducing medications;
- AND other symptoms of illness are improving.
- Inform Supervisor when ready to return to work.

**COVID-19 Symptom Screener may be helpful for determining when to get tested.*

3. Symptomatic, Clinically cleared by primary medical doctor or other healthcare provider

- Must be fever free for at least 24 hours without the use of fever-reducing medications;
- AND other symptoms of illness are improving.
- Inform Supervisor when ready to return to work and provide medical documentation.

School Must:

- Provide required communication with staff, students and/or families.
- Clean and disinfect the area(s).
- Identify corrective actions, if any.

Staff member is DIAGNOSED with COVID-19

Staff Member Must:

1. Follow directions of primary medical doctor, other healthcare provider, and/or Department of Health.
2. Isolate as directed.
3. Immediately inform Supervisor and Pandemic Coordinator of diagnosis.
4. Remain out of school until:
 - At least 10 days have passed since first symptoms;
 - AND remain fever free for at least 24 hours without the use of fever-reducing medications;
 - AND other symptoms of COVID-19 are improving.

Employer may require clearance from a healthcare worker to return.

School Must:

- Provide required communication with staff, students and/or families.
- Notify Greensburg Dept. of Health and follow directives.
- Assist with Contact Tracing.
- Clean and disinfect the area(s).
- Identify corrective actions, if any.

QUESTIONS TO ASK A STAFF MEMBER WHEN COLLECTING INFORMATION ABOUT A COVID-19-RELATED SITUATION

Group A	Group B
Cough	Fever
Shortness of breath	Chills
Difficulty breathing	Shivering & Spike in temperature
Lack of smell	Muscle pain
Lack of taste	Headache
	Sore throat
	Nausea or Vomiting
	Diarrhea
	Fatigue
	Congestion or Runny nose

1. Have you contacted your direct supervisor? If not, please do so immediately.
2. What phone number can we call to reach you if we need more information?
3. These symptoms are in the District's COVID-19 Symptom Screener chart. Have you had any of these symptoms? If so, when did they start?
4. When were you last at work? Did you have close contact with someone else? If so, what are their names?
⇒ See definition of "close contact."
5. Do you know how to access the *Norwin School District COVID-19 Decision Tree*?
⇒ It is here: <https://drive.google.com/drive/u/0/folders/1WLN4C3TWuEr-pkVAn2YUlxDDWrX-Hw8c>.
6. The chart above shows the District's COVID-19 Symptom Screener. Have you had any of these symptoms? If so, when did they start?
7. Did you get tested for COVID-19? When did you get tested? Or do you plan to get tested and when?
8. Did you have a rapid test? If so, do you need confirmation with a second test?
9. Do you have a result yet? When did you receive this result? When do you expect to get the results?
11. If you have been in close contact with a positive person, follow the steps on page 10.
12. If you are sick, follow the steps on "A Staff Member is Sick" pages of the Decision Tree.
13. See the Request to Work from Home Procedures outlined in the Decision Tree.

Request to Work from Home

Revised 02/26/2021

FFCRA's paid sick leave and expanded family and medical leave requirements expired on December 31, 2020. As a public school district that does not pay federal taxes, Norwin is not eligible for the federal tax credit being offered to some entities that offsets the costs related to additional paid sick leaves. Therefore, these new procedures are effective January 11, 2021 and outline how employees may request to work from home in either the hybrid with synchronous or remote with synchronous operational models. Effective February 15, 2021, these procedures also apply to K-4 teachers who request to work from home in the 4-day In-Person Operational Model. Effective March 1, 2021, the Qualifying Reason related to out-of-state travel was removed.

In order to be considered to work from home, an employee must:

1. Meet one of the four qualifying reasons listed below;
2. Perform the essential functions of the employee's job description from home;
and for NEA members, paraprofessionals, and COTAs
3. Fulfill all applicable expectations of the [Guidelines for Instruction in Operational Models](#).

Qualifying Reasons: An employee needs to isolate or quarantine for one of the following reasons:

1. Must isolate due to a COVID-19 diagnosis;
2. Must quarantine due to close contact with an individual who is COVID-19 positive;
3. Has been advised by a health care provider to self-quarantine related to COVID-19 and is being tested for COVID-19 or awaiting COVID-19 test results;
4. Is experiencing COVID-19 symptoms and/or is seeking a medical diagnosis

If the employee meets one of the four qualifying reasons above, is able to perform the essential functions of the employee's job description from home, and – for certain employee groups - can fulfill all applicable expectations of the [Guidelines for Instruction in Operational Model](#), the steps outlined in the applicable link below must be taken in order to request to work from home.

- [Revised NSD Work from Home Procedures: NEA, 2.26.21](#)
- [Revised NSD Work from Home Procedures: Act 93, AFSCME, NESP, & SEIU, 2.26.21](#)
- [Revised NSD Work from Home Procedures: Para, COTA, Non-Cert Sch Nurse, 2.26.21](#)

NORWIN SCHOOL DISTRICT HEALTH SERVICES OVERVIEW

It is essential for the school community to work together to prevent the introduction and spread of any disease, especially COVID-19. The Norwin School District Health Services Department maintains consistent protocols in all schools with regard to the care and mitigation of communicable or infectious diseases. It has been the case for many years that the school nurses remind parents *not* to send children to school if any of the following symptoms or illnesses have been present in the past 24 hours:

- Elevated temperature (100 degrees or greater); Students must be fever-free, without medication, for 24 hours before returning to school.
- Vomiting
- Diarrhea
- Red/pink inflamed eyes/lids or any drainage or crusting of eyes (conjunctivitis/pinkeye)
- Contagious diseases, such as strep throat, impetigo, ringworm, and head lice, to name a few.

Student Handbooks at all levels provide guidelines around communicable and infectious diseases for caregivers:

- Grades 9—12: “Communicable Diseases,” p. 79
- Grades 7 & 8: “Communicable & Infectious Diseases,” p. 56
- Grades K—6: “Regulations for the Control of Communicable & Infectious Diseases,” p. 14

The priority for preventing the spread of disease in the school setting is to insist that sick students and staff members stay home. Additionally, students and staff members should remain home if someone in their household or someone they have had close contact with has COVID-19, is being tested for COVID-19, or is awaiting the results of COVID-19 testing.

Some people can be infected with COVID-19 but show no signs of illness even though they are contagious and can spread the disease to others. Thus, students and staff members may be present at school, will show no signs of illness, and be capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are the following:

- #1. Physical distancing
- #2. Mask wearing
- #3. Frequent hand washing / sanitization and avoiding touching the face, eyes, nose, and mouth

The Norwin School District Pandemic Response Team acknowledges that it is difficult, if not impossible, to determine if a student or staff member is infected with COVID-19 and could be infectious to others. Therefore, the following page provides a COVID-19 Symptom Screener that may be used to make important decisions about coming to school. The Screener might also be used to decide if a student or staff member should seek medical advice from the school nurse, a primary medical doctor, or other healthcare provider.

NORWIN SCHOOL DISTRICT SCHOOL COVID-19 SYMPTOM SCREENING TOOL

Complete Daily Prior to School/Work*

- Have you or your child had a COVID-19 test and are awaiting results?

If yes, then stay home.

- Are you or your child experiencing any of the following?

Group A 1 or more symptoms	Group B 2 or more symptoms
Cough Shortness of breath Difficulty breathing New olfactory disorder <i>(Lack of smell)</i> New taste disorder <i>(Lack of taste)</i>	Fever (measured or subjective) Chills Rigors <i>(Shivering & spike in temperature)</i> Myalgia <i>(Muscle pain)</i> Headache Sore throat Nausea or Vomiting Diarrhea Fatigue Congestion or runny nose

Stay home if you or your child:

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking fever reducing medication

*May be utilized as a screening tool for both at home and on-site screening practices.

<https://www.education.pa.gov>

Norwin School District COVID-19 School Closure Decisions

When will a school building close?

Our county's effort to reduce the spread of the coronavirus is having a positive impact on our District's ability to regain some local control over how long we need to close a school in the event of COVID-19 cases.

The Pennsylvania Department of Education (PDE) identifies how many days a COVID-19 related school closure should occur based on the enrollment size of the school building and the number of positive cases that are determined to be infectious while in school.

For reference, this is how Norwin's school buildings relate to PDE's school size descriptions:

Small School: Up to 500 students = Sheridan Terrace, Stewartsville, Sunset Valley

Medium School: 501 to 900 students = Hahntown, Hillcrest, Norwin Middle School

Large School: 900+ students = Norwin High School

While in the Moderate designation, PDE states that small schools close from 3 to 7 days if they have 2 to 4 student and/or staff cases of COVID-19 who were infectious while in school. The number of infectious school cases is counted within a rolling 14-day period.

However, if case investigations, contact tracing, and cleaning and disinfecting can be accomplished more quickly, the closure may be shortened and the rolling 14-day period can be reset to day 1.

A District that completes these tasks while the county is in the Moderate designation for COVID-19 transmission can submit a formal request to the Pennsylvania Department of Health permit that would allow us to reopen a school earlier than the identified PDE school closure time frame.

If you would like to see the PDE charts that illustrate this, click the link below:

[PDE Webpage: Recommendations for Schools Following Identification of a Case\(s\) of COVID-19](#)

Additionally, because Westmoreland County has had three consecutive weeks of being identified in the Moderate COVID-19 transmission designation, the Norwin School District is no longer required to file an attestation with the state, as we did while the county was in the Substantial designation.

FREQUENTLY ASKED QUESTIONS

1. What does it mean to be a contact of someone who tested positive for COVID-19?

The CDC (Centers for Disease Control and Prevention) defines “close contact” as being anyone who has spent 15 minutes or more within 6 feet of an individual diagnosed with COVID-19 starting from 2 days before diagnosis through the start of isolation. Close contacts are required to quarantine for 14 days after the last contact with the infected individual because they are considered to be at higher risk of developing COVID-19.

2. I think that I was a close contact of someone who tested positive. Should I get tested?

This is a question for the doctors working with you, so you should call your doctor for a recommendation. The District is expected to contact the Department of Health for a recommendation of next steps if a parent, guardian, caregiver, or student tells us about a potential close contact at school.

3. What is the difference between quarantine and isolation?

ISOLATION is required when someone has tested positive or is awaiting test results. Individuals who have tested positive are isolated because they are contagious. They must avoid all contact with people until 10 days have passed since their first symptoms. Also, they must be fever-free for at least 24 hours (without the use of medicine) and their other symptoms of COVID-19 are improving. Individuals who have been tested and are awaiting results will also be isolated because they have symptoms consistent with COVID-19 or have other situations in which a doctor has recommended testing.

QUARANTINE refers to a required separation of an individual who has been identified as a close contact of someone who has tested positive or is awaiting test results. Quarantine means an individual must stay separated from others as much as possible for 14 days. If 14 days pass after their exposure without becoming sick, they may return to their normal work, school, and activities.

4. What if I test negative for COVID-19 during the time I have to quarantine, can I return to school sooner?

The incubation period for COVID-19 is 2 – 14 days. Therefore, the results of a test taken on one day of a quarantine does not rule out COVID-19 altogether.

5. What if someone at school tests positive?

There are many different circumstances that occur in a school day, so the District will contact the Pennsylvania Department of Health and answer their questions. They will direct us on next steps and how to communicate with families and staff members. We will follow their guidance immediately so that we can tell students and staff members what they should do to mitigate infection.

6. How do parents/guardians report a COVID-19 case?

Do not send your child to school. Instead, parents/guardians should call their child’s school nurse if they, the student, or anyone in the household tests positive for COVID-19, is awaiting test results, has symptoms consistent with COVID-19. If they are unable to reach the school nurse, they should call or email the principal.

FREQUENTLY ASKED QUESTIONS, CONT.

7. How do the Norwin School District staff members report a COVID-19 case?

Do not come to work. Instead, stay home, call off of work using one of the procedures outlined in the NSD Decision Tree, contact your immediate supervisor, and contact the school nurse. Follow these steps if you or someone in your household has tested positive for COVID-19, if you or someone in your household has taken a COVID-19 test and is awaiting the results, or if you or someone in your household is having symptoms that are consistent with COVID-19. Supervisors will use the NSD Decision Tree in order to provide a uniform response and accurate reporting.

9. When and how will families and staff members be notified about a positive case?

The District relies on news of reported positive cases in two ways: 1) Either we are informed by parents/guardians and employees; or 2) We are called by the Department of Health. It is important to know that when a student or employee tests positive for COVID-19, the Pennsylvania Department of Health works directly with that individual to give recommendations, including isolation for the COVID-19 positive person and quarantine for close contacts. There will be times when a student or staff member tests positive for COVID-19 but has not had close contact with another Norwin student or employee. If that is the case, other students and staff members will not be made aware of the positive case by the Department of Health. On the other hand, an investigation may need to occur to determine if close contact happened at school. When this is the case, the Pennsylvania Department of Health will call the school nurse to ask about the details of the student's or staff member's interactions in the school setting and to provide recommendations. The District will communicate the exposure to students and/or staff members involved as directed by the Department of Health.

10. When can a student or staff member return to school after testing positive?

COVID-19 positive individuals must remain out of school until the following criteria are met:

- At least 10 days have passed since first symptoms;
- AND remain fever free for at least 24 hours without the use of fever-reducing medications;
- AND other symptoms of COVID-19 are improving.

11. Must a student or staff member who exhibits symptoms of COVID-19 get tested?

No. Students or staff members who are not feeling well must remain out of school until the following criteria are met:

- Symptomatic but not tested:
 - At least 10 days have passed since first symptoms;
 - AND remain fever free for at least 24 hours without the use of fever-reducing medications;
 - AND other symptoms of COVID-19 are improving.
- Symptomatic and clinically cleared:
 - Fever free for at least 24 hours without the use of fever-reducing medications;
 - AND other symptoms of COVID-19 are improving.

CHRONOLOGY OF UPDATES TO THE NSD COVID-19 DECISION TREE

The Norwin School District Decision Tree has been and will continue to be updated to reflect revised and changing guidance from the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Education (PDE), and the Pennsylvania Department of Health (DoH). Our experiences within the District to respond to student and staff situations related to COVID-19 will also result in content being added or updated in this document. This page serves as a chronological list of updates to the Norwin School District COVID-19 Decision Tree so that its users can efficiently compare past guidance with current practices.

- ◆ 8/10—8/24/20: 1st draft of NSD Decision Tree created with changes, revisions, and updates ongoing.
- ◆ 8/25 & 8/26/20: Terms & Definitions expanded (p. 3); Student/Staff Sick pages expanded (p. 8 & 12).
- ◆ 8/27/20: Italics (p. 6 & 10) added to clarify close contact scenarios involving testing and length of quarantine with household case.
- ◆ 9/3 & 9/4/20: Pages 13 & 14 added for requesting time off, Leaves procedures clarified in each scenario, requesting to work remotely, and related changes to wording in preceding pages.
- ◆ 9/9/20: Exposure reporting added per DoH (p. 6 & 10), illness reporting guidance added (p. 7 & 11), and quarantine with household cases wording clarified (p. 6 & 10).
- ◆ 9/14/20: Reporting procedures on weekends & evenings and reporting on p. 8 & 12 added.
- ◆ 9/17/20: Added “COVID-19 Communication Guidance” p. 4; clarified DoH expectation of when to report exposure (per Westmoreland County School Nurse Consultant) p. 6 & 10; clarified isolation while awaiting COVID-19 test result (p. 7 & 11), added “Frequently Asked Questions” pp. 19 & 20.
- ◆ 10/27/20: Updated definition of “Close Contact” (p. 3). Updated PA DOH guidance regarding testing of close contacts (p. 6 & 10). Updated page numbers in bottom boxes (p. 7 & 11). Added comment about rapid & pcr test negative (p. 8 & 12). Aesop reporting type clarified for Leave C (p.13).
- ◆ 10/28/20: Added clarification to “Incubation” and “Quarantine” (p. 3). Added a page of questions to ask an employee when collecting COVID-19-related information (p. 13). Added FFCRA Leaves summary (p. 14). Added H.R. qualifier to employees who enter absences into Skyward to the guidance and expanded Procedures for Requesting Time Off section (p. 15 & 16). Updated steps for remote work request (p. 17).
- ◆ 11/17-11/20/20: Revised reporting steps for close contact & symptomatic students and staff.

CHRONOLOGY OF UPDATES TO THE NSD COVID-19 DECISION TREE

- ◆ 11/17-11/20/20, cont.: Added notification steps to p. 8 & 12), Edited page numbers throughout to reference correct pages, incorporated School responsibility steps onto p. 8 & 12 in order to save space on p. 6 & 10, reordered questions p. 13, added “Procedures for NEA Members to Request to Work Remotely...” steps on page 17.
- ◆ 1/6/21: Updated the school closure explanation page, removed FFCRA information that no longer applies, updated procedures to request to work from home during hybrid and remote with synchronous instruction operational models, added language to Student & Staff symptomatic pages that matches the “COVID-19 Symptomatic K-12 Student or Staff Process Flow” guidance, added COVID-19 Recovered information, updated page numbers throughout and the Table of Contents.
- ◆ 1/8/21: Added COVID-19 recovered (within 90 days) quarantine/isolation remarks to Student and Staff Exposure and Symptomatic pages and Resource page, added out-of-state travel procedures.
- ◆ 1/19/21: Added a paragraph to the Out-of-State Travel page that clarifies the inclusion of travelers over the age of 11; Added a page to the travel section specific to staff members.
- ◆ 2/16/21: Updated “Request to Work from Home” Procedures for NEA Members.
- ◆ 2/19/21: Revised school closure page to make it applicable to all operational models and to include latest Attestation guidance when the community transmission status changes.
- ◆ 3/1/21: Removed pages 28—30 pertaining to out-of-state travel procedures; Consolidated Request to Work from Home procedures and links for all employee groups on one page; Quarantine guidance was updated; 10-14-day quarantines were added in appropriate places, “When will a school building close?” section was updated with newest guidance.

RESOURCES

- **Prevent the spread of COVID-19 if you are sick:**
⇒ <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
- **COVID-19 Symptomatic K-12 COVID-19 Symptomatic K-12 Student or Staff Process Flow**
⇒ <https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/COVID-19%20Symptomatic%20K-12%20Student%20or%20Staff%20Process%20Flow.pdf>
- **COVID-19 Glossary of Key Terms**
⇒ <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>
- **Pennsylvania Department of Health, “Quarantine vs. Isolation” graphic**
⇒ <https://www.pilot.health.pa.gov/topics/disease/PublishingImages/Isolation%20vs%20quarantine.jpg>
- **When to Quarantine from CDC**
⇒ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>