

School Isolation Room Guidelines

In Response to Coronavirus (COVID-19)



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Updated April 10, 2020

Staff or students that present with symptoms of communicable disease while at school should be evaluated by the site's appointed Influenza Coordinator or school nurse. These individuals should be familiar with:

- How disease spreads
- How to identify disease symptoms
- How to protect themselves
- Environmental cleaning and disinfection procedures
- When to contact occupational health services

Student Isolation Checklist

- If symptomatic, staff/student should be placed in a controlled, single-person room with the door closed. They should have access to a dedicated bathroom.
- Anyone entering designated rooms must use appropriate Personal Protective Equipment (PPE).
- Parents or guardians of a symptomatic student are to be notified immediately of their child's status and should be asked to remove the student from premises.
- As a measure to limit exposure and conserve PPE, the coordinator should designate isolation rooms within the facility to hold known and suspected staff/student cases separately, if possible. They should have outside access doors for retrieval of staff/students without contaminating additional school areas.
 - You may not have staff/students with a confirmed communicable disease. However, you should have a contingency plan in place for that scenario.
 - Staff/students with a highly infectious communicable disease should not be held in the same room as someone with anyone who is showing signs of respiratory infection but is undiagnosed.
 - During times of respirator or facemask shortages, schools should consider having the Coordinator remove only their gloves and gowns (if used), and perform proper **hand hygiene** between visits with people who have the same diagnosis (e.g., confirmed communicable disease). They should consider extended use of eye protection and respirators or facemasks, because the risk of transmission from this type of equipment during extended use is expected to be very low.

- The coordinator must take care not to touch their eye protection and respirator or facemask.
- Eye protection and the respirator or facemask should be removed, and hand hygiene performed if they become damaged or in contact with bodily fluid and when leaving the isolation rooms.
 - The coordinator should strictly follow basic infection control practices between staff/students (e.g., hand hygiene, cleaning and disinfecting shared equipment).
- Affected staff/students should wear a facemask to contain secretions while in isolation. If a facemask cannot be tolerated or one is not available, they should use tissues to cover their mouth and nose.
- Once staff/student has vacated the room, ventilate well before entering and cleaning.

We are continuing to monitor the evolving situation and recommend you follow guidelines issued by healthcare and government officials, like the Centers for Disease Control and Prevention (**CDC**) and the Occupational Safety and Health Administration (**OSHA**). The recommendations above are our interpretation of the latest guidelines.

For more helpful and up-to-date information regarding COVID-19, please visit our **[Pandemic Information Hub](#)**.

www.ajg.com/pandemic

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