Protected Health Care Room Protocol

**Designated Space/Room**: Each school site will have a designated space/room to temporarily isolate any student or staff with symptoms of COVID-19 until they can be sent home. The determination of the designated space/room will consider a variety of factors which include but are not limited to the following:

- Ventilation - door(s) that close and windows that vent to the outside to improve ventilation
- Location of space – proximity of space to facilitate within the line of sight staff supervision; close to outside entrance to minimize footprint in school building
- Size of space – accommodate for multiple cots/beds/chairs separated by privacy curtains whenever possible while maintaining 6 feet of physical distancing
- Restroom access – private restroom when feasible or proximity of restroom to minimize footprint in school building

**Essential Roles**: The COVID-19 Site Supervisor and Protected Health Care Room Supervisor are essential roles in responding to students or staff members exhibiting or reporting symptoms of COVID-19. In some circumstances, a designated staff member may be assigned to more than one essential role.

**COVID-19 Site Supervisor**: The COVID-19 Site Supervisor is responsible for monitoring the health of employees and students, enforcing the district’s site safety plan, and serving as the liaison to the COVID-19 Central Command Center. The Site Supervisor is responsible for:

- Use designated area to separate symptomatic students/staff
- Notifying the COVID-19 Central Command Center of suspected or confirmed cases of COVID-19 at healthinformation@seattleschools.org using HEALTH ALERT in the subject line for staff member concerns or STUDENT HEALTH ALERT in the subject line when referencing a student concern
- Notifying custodian and nurse

**Protected Health Care Room Supervisor**: At least one designated, trained staff member will be assigned this role and will perform the following responsibilities:

- Supervise the designated area where students/staff with COVID-19 symptoms are waiting, ensuring line of sight supervision of students at all times
- Ensure students/staff wear face coverings
- Ensure that students/staff remain physically distanced and at least 6 feet apart from one another
- Gather information and screen for symptoms of COVID-19
- Collect preliminary information to facilitate contact tracing
- Notify parent/guardian/emergency contact to arrange for student/staff getting home
- Ensure student is released to parent/guardian/authorized designee
Cleaning and disinfecting:

Cleaning and disinfecting protocols will be implemented. Protocols to cordon off area include placing signage on the door of the protected health care room.

Personal Protective Equipment (PPE):

Essential staff in the described roles will be provided appropriate PPE, as outlined by L & I.

Training:

Essential staff in the described roles will attend mandated health & safety trainings.

- SPS COVID-19 Health & Safety training
- Health Services training on proper use and fitting of PPE
- Health Services training on the use of the Public Health – Seattle & King County Toolkit, to include training on information gathering and how to respond to a student/staff member exhibiting or reporting symptoms of COVID-19