



WORK INSTRUCTION

Release of ill or Symptomatic Student HST-W017

Work instructions are continually revised and improved. For the most recent version, please visit <https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

1.0 SCOPE:

Schools will utilize Synergy and contact must be made with an approved guardian, prior to releasing a student with illness or primary COVID-19 symptoms. This includes students who utilize their own personal transportation, city transportation or walk to school. This does not apply to those students who are 18 years of age, emancipated minors or those students who in all other cases may lawfully check themselves in or out of a building or school. In all cases age appropriate students and guardians should be instructed to consult with their medical provider prior to being released.

This work instruction DOES NOT pertain to school bus transportation prior to the school day. No student will be left at a bus stop because of their inability to self-diagnose COVID-19 or follow COVID-19 safety procedures. In these cases the student will be transported to their school site and delivered to staff for to initiate the next appropriate steps.

2.0 INSTRUCTION:

- 2.1 If a student(s) displays signs of infectious illness consistent with COVID-19 or any other ill symptoms staff will:
 - 2.1.1 Excuse student(s) from classroom, cohort/pod or area within the school, escort the student to the isolation room while maintain physical distancing and notify the school nurse, school-based health assistant/ trained backup or school nurse help line.
 - 2.1.2 Do not leave the child unattended in the isolation room
 - 2.1.3 While the student is being evaluated, office staff will utilize Synergy and begin contacting the emergency contacts to send student(s) home or to seek emergency medical attention.
 - 2.1.4 If multiple ill students must be placed in the same isolation room/area, ensure mask use when appropriate and that they maintain at least 6 feet of distance between them.
 - 2.1.5 If face covering use cannot be maintained due to circumstances staff should increase the distance between students to 12 feet or more.

3.0 Transportation of ill students:

- 3.1 A student may be released to a guardian in accordance with INS-A022 Student Release. Ill students are also permitted to walk home when the school has been given verbal permission from the student's guardian.
- 3.2 The student(s) guardian be should be advised to consult with their healthcare provider for evaluation.
- 3.3 Staff will not transport ill students
- 3.4 In the event a guardian cannot be reached the building Administrator can take reasonable steps to make personal contact with a guardian at their place of residence.
- 3.5 If a guardian cannot be reached after school hours a school representative will call law enforcement and DHS.
- 3.6 The school district or its employees will not provide transportation to any student who has been placed into an isolation who is known to be COVID-19 positive, exposed to COVID-19 or displaying the primary COVID-19 symptoms.



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4.0 APPLICABILITY:

4.1 All school-based staff

5.0 REVISION HISTORY:

Date	Description
2/26/21	New work instruction

6.0 APPROVAL AUTHORITY:

6 . 1 District Health Authority