

# Return to School Roadmap

## 2021-22 Virtual Binder



**On August 27, 2021, the Wayne County Public Health Division issued an order requiring the wearing of face masks by students, staff and visitors while indoors in a school setting.**

The Return to School Roadmap provides required and strongly recommended safety protocols to keep Wayne County school communities safe based on the status of the coronavirus. The Roadmap provides direction and guidance to support all Wayne County schools as they develop and implement their return to school plans.



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# Section I: Definitions Related to COVID-19



## ASYMPTOMATIC

An asymptomatic COVID-19 case is a person infected with COVID-19 who has not developed symptoms associated with the disease.

Asymptomatic transmission of the virus refers to transmission from a person who has not developed symptoms.

## CLOSE CONTACT

Starting two days before the person with the confirmed case of COVID-19 started having symptoms, (or was tested if they never had symptoms), is a person who was within six feet of a person infected with COVID-19 for more than 15 minutes regardless if wearing a face covering (mask or face shield). A close contact is also someone who was otherwise exposed to COVID-19 droplets from an infected person (for example, by sneezing or coughing). Examples of close contacts include individuals who provides care to, shares a living space or eating and/or drinking utensils with, or has direct physical contact (touched, hugged or kissed) with someone who is infected with COVID-19.

The CDC has changed the definition of a close contact to refer to 15 cumulative minutes in a 24-hour period. In the school setting all factors are considered by the Health Department with determining individuals who are close contacts to an individual who is a confirmed COVID-19 case. Including exposures added together over a 24 hour period and exposures that are for a consecutive 15 minutes.

No self-quarantine period is required in the K-12 school setting when an individual is identified as a close contact and one of the following situations applies:

- The close contact had a positive COVID (PCR) test within the past five months; **OR**
- The close contact has completed the vaccination protocol (two doses for Pfizer and Moderna, one dose for Johnson & Johnson) and 14 days have passed since the last dose of the vaccine has been administered; **OR**
- The exposure occurred only in the classroom while both the individual identified as COVID positive and the close contact were masked and sitting at least three feet apart, and the identified close contact remains asymptomatic and continues to closely monitor for symptoms.

## CONTACT TRACING

A strategy for slowing the spread of disease in which public health workers, also known as “case investigators,” communicate with infectious people to identify individuals with whom they have been in “contact” and to whom they may have transmitted a virus that causes disease. Case investigators then follow up with those contacts to provide guidance on how to quarantine themselves and what to do if they develop symptoms of a disease.

## CORONAVIRUS

Coronavirus Disease 2019 (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.

## ISOLATION

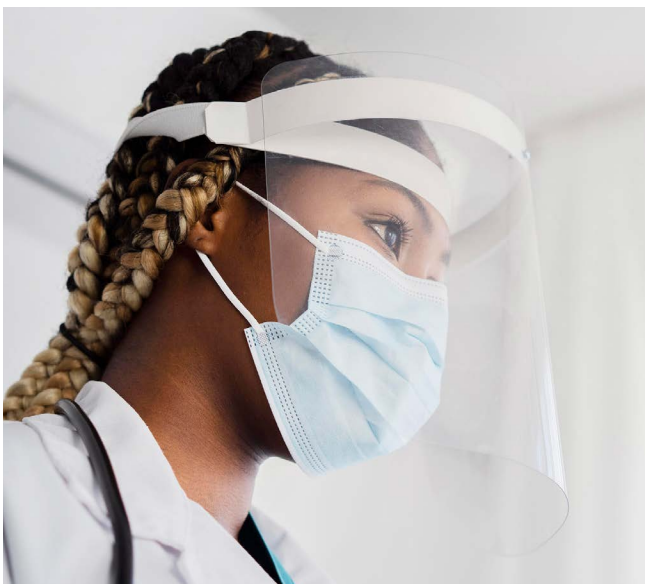
The practice of separating someone infected with the virus (those who have symptoms as well as those with no symptoms of COVID-19) from people who are not infected with COVID-19. People who are in isolation at home or in a hospital, (usually up to 10 days) must stay away from others to the greatest extent possible until they are no longer contagious and cannot transmit the virus to others. If someone infected with COVID-19 lives in a household with other people, they must separate themselves from other household members to the greatest extent possible, by staying in a specific “sick room” or area and using a separate bathroom (if available).

## LAST EXPOSURE

Last exposure is the last date that an individual has been in close contact to a person who tested positive for COVID-19.

## OUTBREAK

Outbreak is two or more laboratory-confirmed COVID-19 cases among students or staff with onsets within a 14-day period, who are epidemiologically linked do not share a household and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.



## PERSONAL PROTECTION EQUIPMENT (PPE)

Commonly referred to as PPE, is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illness. Those injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards. Personal protective equipment may include items such as gloves, safety glasses and shoes, earplugs, or muffs, hard hats, respirators or coveralls, vests and full body suits. In the context of COVID-19, PPE most commonly refers to face coverings (including N95 masks), face shields, gloves, safety glasses and protective gowns.

## PROBABLE COVID-19 CASE

A Probable COVID-19 case is a student/staff member who has been identified as a close contact to a confirmed positive COVID-19 case, which is an individual who has had a positive PCR diagnostic test, **and** becomes symptomatic for COVID-19. This student/staff member is then classified as a probable COVID-19 case. This student/staff member is instructed to get a PCR diagnostic test; if the result of the PCR test is **positive** the student/staff member is instructed to follow the steps in Scenario 1 ([see page 12](#)). If the result of the PCR test is **negative**, the student/staff member can return to school.

A Probable COVID-19 case is also a student/staff member who has been identified as a close contact to a probable COVID-19 case **and** becomes symptomatic for COVID-19. This student/staff member is then classified as a probable COVID-19 case. This student/staff member is instructed to get a PCR diagnostic test; If the result of the PCR test is **positive** the student/staff member is instructed to follow the steps in Scenario 1 ([see page 12](#)). If the result of the PCR test is **negative** the student/staff member can return to school.

## QUARANTINE

The practice of keeping someone who is positive for COVID-19 or who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person experiences symptoms or if they are infected with the virus without feeling symptoms. People in quarantine must stay home (usually 10 days unless otherwise directed by a health care professional), separate themselves from others, monitor their health, and follow directions from their state or local health department.

### QUARANTINE PERIOD FOR CLOSE CONTACTS

The 10-day quarantine period is protocol when an individual is identified as a close contact and one of the following situations applies:

1. The close contact has not been vaccinated for COVID-19 or there is no proof of vaccination; **OR**
2. The close contact has only received one dose of a two-dose COVID vaccine.

No self-quarantine period is required in the K-12 school setting when an individual is identified as a close contact and one of the following situations applies:

- The close contact had a positive COVID (PCR) test within the past five months; **OR**
- The close contact has completed the vaccination protocol (two doses for Pfizer and Moderna, one dose for Johnson & Johnson) and 14 days have passed since the last dose of the vaccine has been administered; **OR**
- The exposure occurred only in the classroom while both the individual identified as COVID positive and the close contact were masked and sitting at least three feet apart, and the identified close contact remains asymptomatic and continues to closely monitor for symptoms.

### SYMPTOMATIC

A symptomatic COVID-19 case is a person who has developed symptoms compatible with the COVID-19 virus infection. Symptomatic transmission refers to transmission from a person while they are experiencing symptoms. Symptoms associated with COVID-19 are detailed in [Section II](#).





# Section II: COVID-19 Symptoms



## General

People with COVID-19 have reported experiencing a wide range of symptoms – ranging from mild symptoms to severe illness. According to the Centers for Disease Control and Prevention (CDC), symptoms may appear 2-14 days after exposure to the virus. People with following symptoms may have COVID-19 and should contact a medical care provider for direction:

- Fever (>100.4° F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*\*This list does not include all possible symptoms associated with COVID-19. The CDC continues to update the list of symptoms as scientists learn more about COVID-19.*

## Emergency Warning Signs

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*\*This list does not include all possible symptoms.*

If you have severe symptoms and seek care from an emergency facility, **call 911 or call ahead to your local emergency facility** and notify the operator that you are seeking care for yourself or someone who has or may have COVID-19.

Please call your medical provider for any other symptoms that are less severe or concerning to you.



# Section III: Face Coverings



## Purpose of Face Coverings

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Studies show that a significant portion of individuals with COVID-19 lack symptoms (are “asymptomatic”) and that even those who eventually develop symptoms (are “pre-symptomatic”) can transmit the virus to others before showing symptoms.

A face covering is used to cover a person’s nose and mouth while secured under the chin to minimize a person from transmitting and/or being exposed to COVID-19.

To reduce the spread of COVID-19, the CDC recommends that people wear face coverings in public settings when around people outside of their household, especially when other social distancing measures are difficult to maintain.

Read the CDC Guidelines on face coverings [here](#).

## Types of Face Coverings

**Cloth Face Covering:** A cloth face covering is a mask made from fabric that covers the nose and mouth and may be homemade or factory-made. Cloth facial coverings must be washed daily. Face coverings may be secured to the head or simply wrapped around the lower face. A cloth face mask is not considered personal protective equipment (PPE).

**Face Shield:** A curved, clear plastic or Plexiglas panel attached to a headband that protects the eyes, nose and mouth during patient-care procedures and activities that carry the risk of generating splashes of blood, body fluids, excretions, or secretions. The CDC does not recommend the use of face shields as a substitute for cloth face coverings. However, a face shield that covers the eyes, nose and mouth can be worn in addition to a cloth mask if desired. Moreover, a face shield may be worn by younger children who are not required to wear a cloth face mask.

**Neck Gaiter:** A neck gaiter is a double layer of cotton or synthetic material that is thin and stretchy. This double layer of cotton or synthetic material will contain air droplets, the requirement is for a facial covering, a neck gaiter meets that definition.

**Surgical Mask:** A surgical mask is made of nonwoven fabric and is disposable after use. A surgical mask was originally intended to be worn by health professionals and is considered PPE. Surgical masks are designed to minimize the wearer from transmitting respiratory droplets to others but is not designed to prevent the wearer from being exposed to respiratory droplets from others.

**N95 or KN95 Respirator:** A N95 and a KN95 mask, also known as a respirator, filters particles that meet a certain standard for air filtration, meaning that it filters at least 95% of airborne particles. A N95 and KN95 mask is designed to protect the wearer from exposure to airborne (e.g., respiratory droplets) and fluid (e.g., splashes, sprays) hazards. These are recommended only for use by healthcare personnel. Fit testing is required for optimal protection.



## Face Covering Requirements

### When Mandatory for Staff

- The CDC and MDHHS recommends that staff wear facial covering while in classrooms and in hallways, and common areas in a school building except during meals.
- Face coverings must be worn by bus drivers and other staff during school transportation.
- Facial coverings may be cloth or disposable level-one (basic) grade surgical masks that are appropriate to use as a low barrier for protection, for low-risk, nonsurgical procedures, and must cover the staff member's nose and mouth and be secured under the chin.
  - Cloth facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day.

### Exceptions for Staff

- Where masking is in practice, a staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
- Where masking is in practice, a staff member can remove their face covering during meals.

### Additional Recommendations for Staff

- Special education teachers who teach pre-kindergarten (pre-K)–5th grade students should consider wearing clear masks so that students can see their full face.

### When Mandatory for Students

All students must wear a facial covering during school transportation. The CDC and MDHHS recommends that students wear facial covering while in classrooms and in hallways, and common areas in a school building except during meals.



- Facial coverings may be cloth or disposable level-one (basic) grade surgical masks that are appropriate to use as a low barrier for protection, for low-risk, nonsurgical procedures and must cover the student's nose and mouth and be secured under the chin.
  - Cloth facial coverings must be washed daily.
  - Disposable facing coverings must be disposed of at the end of each day.

### Exceptions for Students

- Any student who is unable to medically tolerate a facial covering must not wear one. Any student who is incapacitated or unable to remove the facial covering without assistance must not wear one.
  - Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
- Students in grades K-5 who remain with their classes throughout the school day and do not come into close contact with students in another class are not required to wear a mask while with their class.
- Students are not required to wear a mask while eating in a classroom or other area designated for meals.

# COVID-19 Screening Tool for Families

Parents and guardians, use this checklist every day before sending your children to school.

If you answer "YES" to one or more questions, you must keep your child home from school today.

## Question 1

Does your child have any **new, unusual, or worsening** symptoms as listed below?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Does your child have at least **2** of these symptoms?

YES  NO

► If the answer to the question above is "yes", keep your child home and consult your primary care physician. If a doctor determines that the symptoms are due to another diagnosis, or COVID-19 is ruled out, your child may return to school after being fever-free for 24 hours **without** the use of fever-reducing medications.

## Question 2

In the last 14 days, has your child been identified as a close contact of anyone who has had a positive COVID-19 diagnostic test? You may answer "NO" if:

- The close contact had a positive COVID (PCR) test within the past five months; **OR**
- The close contact has completed the vaccination protocol (two doses for Pfizer and Moderna, one dose for Johnson & Johnson) and 14 days have passed since the last dose of the vaccine has been administered; **OR**
- The exposure occurred only in the classroom while both the individual identified as COVID positive and the close contact were masked and sitting at least three feet apart, and the identified close contact remains asymptomatic and continues to closely monitor for symptoms.

YES  NO

► If the answer to this question is "yes", your child must stay home to quarantine for 10 days from the last exposure to the close contact unless symptoms appear. (See section above regarding symptoms.)



## Report any confirmed or suspected cases:

### In the City of Detroit:

[Detroit Health Department](#)

Main Communicable Disease Line: (313) 876-4000

After Hours Call Center: (313) 876-4000

### Outside the City of Detroit:

[Wayne County Public Health Division](#)

Main Communicable Disease Line: (734) 727-7078

After Hours Call Center: (734) 727-7284

Mary Roman: [mroman@waynecounty.com](mailto:mroman@waynecounty.com) • (734) 727-7150

Nnenna Wachuku: [nwachuku@waynecounty.com](mailto:nwachuku@waynecounty.com) • (734) 727-7253

Lukas Ayers: [layers@waynecounty.com](mailto:layers@waynecounty.com) • (734) 727-7076

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# COVID-19 Screening Tool for Staff and Visitors

Use this checklist every day before entering a school building.

If you answer "YES" to one or more questions, you must stay home.

## Question 1

Do you have any **new**, **unusual**, or **worsening** symptoms as listed below?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Do you have at least **2** of these symptoms?

YES  NO

► If the answer to this question is "yes", stay home and consult your primary care physician. If a doctor determines that the symptoms are due to another diagnosis, or COVID-19 is ruled out, you may return to school after being fever-free for 24 hours **without** the use of fever-reducing medications.

## Question 2

In the last 14 days, have you been identified as a close contact of anyone who has had a positive COVID-19 diagnostic test? You may answer "NO" if:

- The close contact had a positive COVID (PCR) test within the past five months; **OR**
- The close contact has completed the vaccination protocol (two doses for Pfizer and Moderna, one dose for Johnson & Johnson) and 14 days have passed since the last dose of the vaccine has been administered; **OR**
- The exposure occurred only in the classroom while both the individual identified as COVID positive and the close contact were masked and sitting at least three feet apart, and the identified close contact remains asymptomatic and continues to closely monitor for symptoms.

YES  NO

► If the answer to this question is "yes", you must stay home to quarantine for 10 days from the last exposure to the close contact unless symptoms appear. (See symptom section to the left.)



## Report any confirmed or suspected cases:

### In the City of Detroit:

[Detroit Health Department](#)

Main Communicable Disease Line: (313) 876-4000

After Hours Call Center: (313) 876-4000

### Outside the City of Detroit:

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# Section VI: COVID-19 Case Scenarios with Action Steps



## Student/Staff Person Within the School is: A Confirmed COVID-19 Positive or Is Symptomatic Pending Test Results or Is Identified as a Close Contact

### ► Scenario 1

*A student/staff member within the school is confirmed to have COVID-19*

✘ The student/staff member AND all household members\* of the student/staff member are immediately **excluded from school** until:

- 10 days since symptoms first appeared; AND
- At least 24 hours with no fever (>100.4°F) (without the use of fever-reducing medication) AND
- Symptoms have improved (e.g., cough, shortness of breath, diarrhea etc.)

The confirmed positive student/staff member is instructed to isolate at home.

*\* Unless the household members are exempt from quarantine due to their vaccination status or previous COVID PCR test.*

### ► Scenario 2

*A student/staff member within the school is symptomatic and pending COVID-19 test results*

✘ The student/staff member is excluded from school while awaiting test result.

The student/staff person must be **excluded from school** until:

- They obtain a negative test result; AND
- They are symptom-free for 24 hours without the use of medications prior to returning to school.

Household members, classmates, and teachers of the pending case should be monitored for symptoms while waiting for test results. If symptoms develop, they should call their medical provider to be tested for COVID-19. These individuals are not excluded from school at this point.

A student or staff member who is symptomatic, but refuses to be tested is considered to have had a positive test result.

If test result is positive, see Scenario 1.

### ► Scenario 3

*A student/staff member within the school is identified as a "close contact" requiring quarantine to a confirmed COVID-19 case*

✘ The student/staff member is immediately **excluded from school** then follow the guidelines in the definitions section (Section I) of this document with regard to ["Quarantine Period"](#).

The "close contact" is instructed to quarantine at home.

Household members, classmates, and teachers of the quarantined student/staff member may continue to attend school and should monitor for symptoms. If symptoms develop, they are instructed to call a medical provider and get tested for COVID-19 and follow the guidance under Scenario 2.



## Household Member of a Student / Staff Member is: Confirmed COVID-19 Positive or Symptomatic Pending Test Result or Is Identified as a Close Contact

### ► Scenario 4

*Household member of a student / staff member within the school has been confirmed to have COVID-19*

✘ The student / staff member who lives in the same house as a COVID-19 positive person is **excluded from school** and will self-quarantine unless the household members are exempt from quarantine due to their vaccination status or previous COVID PCR test.

Follow the guidelines in the definitions section (Section I) of this document with regard to ["Quarantine Period"](#).

### ► Scenario 5

*Household member of a student / staff member within the school is both symptomatic and is a "close contact" of a COVID-19 positive case and is pending test*

✘ Students/staff members who live in the same household of a household member who is both symptomatic, and is a close contact of a COVID-19 positive case and that household member is waiting on COVID-19 test results, is **excluded from school** unless the household members are exempt from quarantine due to their vaccination status or previous COVID PCR test.

If the household member is positive, see Scenario 4. If the household member is negative, student can return to school.

### ► Scenario 6

*Household member of a student / staff member within the school is a "close contact" to a known positive COVID-19 case*

✔ Student can **remain in school** and is monitored for COVID-19 symptoms.

If COVID-19 symptoms develop in the household member, they are instructed to call a medical provider and get tested for COVID-19 and must be excluded from school, and treated as in Scenario 5 pending results.





### ► Scenario 7

*Student/staff member HAS a rapid antigen test that is POSITIVE*

✘ Follows the steps under Scenario 1 ([page 12](#)).

### ► Scenario 8

*Student/staff member HAS symptoms of COVID-19, AND has a rapid antigen test that is NEGATIVE*

✘ The student/staff member is **excluded from school** and instructed to get another rapid antigen test in 24 hours.

✘ If the result of the second rapid antigen test is **positive**, the student/staff member remains **excluded from school**, and follows the steps under Scenario 1 ([page 12](#)).

✘ If the result of the second rapid antigen test is **negative**, the student/staff member remains **excluded from school** and is instructed to get a diagnostic PCR test.

✘ If the result of the PCR test is **positive**, the student/staff member is instructed to follow the steps in Scenario 1 ([page 12](#)).

✔ If the result of the PCR test is **negative** the student/staff member can **return to school** if symptom free.



## Section VII: Template Notifications

### Template Notification to Staff Member Who Is a Close Contact to a Positive COVID-19 Student or Staff Member in a School

**DATE:** [Month, Day, Year]  
**TO:** Employee of [Name of School or Daycare Program]  
**FROM:** [Name of School or District]  
**RE:** Quarantine Notice Due to Exposure to Positive COVID-19 Case

[Name of Local Health Department] has conducted a contact investigation and identified you as a close contact to a confirmed coronavirus (COVID-19) case at [Name of School or Daycare Program].

The virus that causes COVID-19 is thought to spread mainly from person to person, through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are less than six feet apart from each other for at least 15 minutes. A person who is a close contact of someone who is infected with COVID-19 may experience COVID-19 symptoms typically within two to fourteen days after a person is exposed.

A [Name of Local Health Department] representative will contact you and inform you of when you were potentially exposed. You are required to:

- Stay home (quarantine) until 10 days after last exposure (or as directed by the health department or your health care provider). Maintain a separation of at least six feet from others at all times. This is not required if:
  - The close contact had a positive COVID (PCR) test within the last five months; **OR**
  - The close contact has completed the vaccination protocol (two doses for Pfizer and Moderna, one dose for Johnson & Johnson) and 14 days have passed since the last dose of the vaccine has been administered; **OR**
  - The exposure occurred only in the classroom while both the individual identified as COVID positive and the close contact were masked and sitting at least three feet apart, and the identified close contact remains asymptomatic and continues to closely monitor for symptoms
- The date that you will be required to stay home until will be determined by [Name of Local Health Department] during the case investigation interview conducted through a phone call with the Health Department representative.
- You need to begin monitoring yourself for symptoms of COVID-19: check your temperature twice a day, watch for fever (>100.4°F), cough, shortness of breath, nausea, vomiting, diarrhea, runny or stuffy nose, loss of taste or smell, abdominal pain. If any of these symptoms develop consult with a medical provider immediately and notify [Name of Local Health Department].
- Avoid contact with people who are at a higher risk for severe illness from COVID-19. This includes people of any age who have, cancer, chronic kidney disease, chronic obstructive pulmonary disease, obesity, heart failure/coronary artery disease, sickle cell disease, diabetes, and are immunocompromised.

Your school district's administration office is aware of this quarantine order. If you have questions, please contact [Name of Local Health Department] at [Local Health Department Phone Number].

As a precaution, we will be disinfecting applicable areas of the school. This may include spraying classrooms, hallways, locker rooms, and common areas as needed with sanitizer, along with other methods of disinfection.

Additional information can be found on the [CDC website](#).

## Template Notification to Parents and Staff of a Positive COVID-19 Student or Staff in a School Where No Further Action is Necessary

**DATE:** [Month, Day, Year]  
**TO:** Parent/Guardian at [Name of School or Daycare Program]  
**FROM:** [Name of School or District]  
**RE:** COVID-19 Case Identification

A confirmed case of coronavirus (COVID-19) has been identified at [Name of School or Daycare Program]. We are working closely with [Name of Local Health Department] to identify exposures and prevent further cases. This letter is informational only; no further action is required for your student at this time.

The virus that causes COVID-19 is thought to spread mainly from person to person, through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are less than six feet from other each other for at least 15 minutes. A person who is a close contact of someone who is infected with COVID-19 may experience COVID-19 symptoms typically within two to fourteen days after a person is exposed.

The symptoms of COVID-19 are similar in children and adults. Symptoms can include: Fever (>100.4°F), cough, shortness of breath, nausea, vomiting, diarrhea, runny or stuffy nose, loss of taste or smell, abdominal pain.

At this time close contacts with exposures have been notified separately by the local health department and instructed to self-quarantine [Name of Local Health Department].

There are many things that can be done to keep our schools, homes, and communities “COVID-19 free” and protect ourselves and loved ones:

- Children and adults should stay home when ill.
- Washing hands often with soap and running warm water for at least 20 seconds.
- If a hand washing station is not available, use hand sanitizer properly. Gels, rubs, and hand wipes must contain at least 60% alcohol. Dispose of wipes in the trash after use.
- Practice Good Respiratory Etiquette (cover a cough with elbow versus hand).
- Follow guidance for wearing a face covering and social distancing.

If you have questions, please contact [Name of Local Health Department] at [Local Health Department Phone Number].

As a precaution, we will be disinfecting applicable areas of the school. This may include spraying classrooms, hallways, locker rooms, and common areas as needed with a sanitizer, along with other methods of disinfection.

Additional information can be found on the [CDC website](#).

## Template Notification to Parents of a Student Who is a Close Contact to a Positive COVID-19 Student or Staff in a School

**DATE:** [Month, Day, Year]  
**TO:** Parent/Guardian at [Name of School or Daycare Program]  
**FROM:** [Name of School or District]  
**RE:** Exposure to Positive COVID-19 Case

The [Name of Local Health Department] has conducted a contact investigation and identified your child as a close contact to a confirmed coronavirus (COVID-19) case at [Name of School or Daycare Program].

The virus that causes COVID-19 is thought to spread mainly from person to person, through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are less than six feet for at least 15 minutes. A person who is a close contact of someone who is infected with COVID-19 may experience COVID-19 symptoms typically within two to fourteen days after a person is exposed.

A [Name of Local Health Department] representative will be contacting you to provide specific instructions and answer questions you may have. You need to begin monitoring your child for symptoms of COVID-19 by: your child's temperature twice a day, watch for fever (>100.4°F), cough, and shortness of breath, nausea, vomiting, diarrhea, runny or stuffy nose, loss of taste or smell, abdominal pain. If any of these symptoms develop consult with your family's physician immediately and notify [Name of Local Health Department].

Your child is required to:

- Stay home (quarantine) 10 days after last exposure (or as directed by the health department or your health care provider). Maintain at least six feet from others at all times. This is not required if:
  - The close contact had a positive COVID (PCR) test within the last five months; **OR**
  - The close contact has completed the vaccination protocol (two doses for Pfizer and Moderna, one dose for Johnson & Johnson) and 14 days have passed since the last dose of the vaccine has been administered; **OR**
  - The exposure occurred only in the classroom while both the individual identified as COVID positive and the close contact were masked and sitting at least three feet apart, and the identified close contact remains asymptomatic and continues to closely monitor for symptoms
- The date that your child will be required to stay home until will be determined by [Name of Local Health Department] during the phone call that you receive.
- Avoid contact with people who are at a higher risk for severe illness from COVID-19. This includes people of any age who have, cancer, chronic kidney disease, chronic obstructive pulmonary disease, obesity, heart failure/ coronary artery disease, sickle cell disease, diabetes, and are immunocompromised

Continue educational instruction of your child at home as directed by the School Administrator. Your school district is aware of this quarantine order and will assist you with instructional needs.

If you have questions, please contact [Name of Local Health Department] at [Local Health Department Phone Number].

As a precaution, we will be disinfecting applicable areas of the school. This may include spraying classrooms, hallways, locker rooms, and common areas as needed with a sanitizer, along with other methods of disinfection.

Additional information can be found on the [CDC website](#).

# Appendix A: Useful Resources



## Wayne County Health Division

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### Public Health

- [COVID-19 Homepage](#)
- [Wayne County COVID-19 Data Dashboard](#)
- [Workplace Toolkit](#)
- [Educational Materials](#)

## City of Detroit Health Department

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DETROIT  
Health Department

- [COVID-19 Homepage](#)
- [City of Detroit COVID-19 Data Dashboard](#)
- [Detroit Safe-Start](#)
- [City Resources](#)

## State of Michigan

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- [MI Safe Start Plan](#)
- [MI Safe Schools Roadmap](#)
- [MI Safe Start Map Dashboard](#)
- [Find a Test Site](#)
- [Michigan Data](#)
- [Executive Orders and Directives](#)

# Appendix B: Contacts



## Wayne County Health Division



### Public Health

**Main Communicable Disease Line:** (734) 727-7078

**After-Hours Call Center:** (734) 727-7284

**Mary Roman:** (734) 727-7150 • [mroman@waynecounty.com](mailto:mroman@waynecounty.com)

**Nnenna Wachuku:** (734) 727-7253 • [nwachuku@waynecounty.com](mailto:nwachuku@waynecounty.com)

**Lukas Ayers:** (734) 727-7076 • [layers@waynecounty.com](mailto:layers@waynecounty.com)

## City of Detroit Health Department



**Main Communicable Disease Line:** (313) 876-4000

**After-Hours Call Center:** (313) 876-4000

## For More Information



**United Way 2-1-1:**

2-1-1

**Wayne County COVID-19 Information Line:**

(734) 287-7870



**Michigan Department of Health and Human Services:**

(888) 535-6163



**(CDC) Centers for Disease Control:**

(800) 232- 4632

