



*Easton School District No. 28*

P. O. Box 8  
1893 Railroad Street  
Easton, Washington 98925  
(509) 656-2317 fax (509) 656-2585  
[www.easton.wednet.edu](http://www.easton.wednet.edu)

**Procedures for Students/ Staff sent home sick displaying COVID-19 Symptoms**

**Students**

If your student is displaying the following symptoms not caused by another condition:

- Cough
  - Shortness of breath or difficulty breathing
  - Unusual fatigue
  - Muscle or body aches
  - Headache
  - Recent loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea, vomiting or diarrhea
  - Fever or Chills
- Call the office to have your student picked up from the classroom. The designated office staff, or school nurse will pick up your student wearing proper PPE (gown, mask, face shield, or Humanity shield and gloves).
- \*Certain office staff have been trained and delegated to handle these health situations.
- The designated office staff, or school nurse will walk the student to the isolation room, also called the Get Well Soon Room. The Get Well Soon Room is the room created in the front entrance of the school.
- The student will be six feet apart from anyone as much as possible in the Get Well Soon Room. The student will be assessed for symptoms and monitored. The student will wait there until a guardian is at the school to pick them up.
- A Sent Home Sick Displaying COVID-19 Symptoms form will be filled out.
- A parent, or guardian will be contacted to pick the student up. The guardian will receive proper instruction including a copy of the following forms:
- Sent home sick displaying COVID-19 symptoms
  - COVID-19 Sick Policy School Year 2020-21
  - KCPHD handling suspected Presumptive or confirmed cases
- If the student currently has only one of the following symptoms: **Fatigue, Muscle or body aches, Headache, Sore throat, Congestion or runny nose, Nausea** And if the student has no symptoms the following morning they may return to school (less 24 hours with only one of the above symptoms). The parent should call in the morning to let us know their child is better and will be attending school.



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- If the student has two or more symptoms, or **Cough, Shortness of breath or difficulty breathing, Recent loss of taste or smell, Vomiting or Diarrhea, Fever or Chills.** The parent/ guardian will be asked to keep the student home for 10 days, and 24 hours symptom free - following the COVID-19 Sick Policy School Year 2020-21. They will be urged to have the student tested for COVID-19 and take appropriate precautions for their family.
  - If the student tests negative, the student may return provided symptoms have improved and no fever is present for 24 hours (without taking fever reducing medications).
    - The school will receive documentation of the negative COVID-19 test
  - If the student tests positive for COVID-19, Easton School District will work closely with Kittitas County Public Health Department to complete contact tracing. The school will follow guidance from Kittitas County Health Department.
    - The earliest the student can return to in-person instruction is 10 days, or with release from the Kittitas County Public Health Department provided symptoms have improved and no fever present for 24 hours (without taking fever reducing medications).

### Staff

- If a staff member is experiencing COVID-19 like symptoms they are to call the office to arrange for an immediate substitute. Then immediately leave school.
- If the staff member currently has only one of the following symptoms: **Fatigue, Muscle or body aches, Headache, Sore throat, Congestion or runny nose, Nausea** and has no symptoms the following morning they may return to school (less 24 hours with only one of the above symptoms).
- If the staff member has two or more symptoms, or **Cough, Shortness of breath or difficulty breathing, Recent loss of taste or smell, Vomiting or Diarrhea, Fever or Chills.** The staff member will need to stay home for 10 days, and at least 24 hours symptom free if no COVID-19 test is taken.
- If the staff member tests negative for COVID-19, he or she may return provided symptoms have improved and no fever is present for 24 hours (without taking fever reducing medications).
  - The school will receive documentation of the negative test result.
- If the staff member tests positive for COVID-19, The earliest he or she can return to in-person instruction is 10 days, or with release from the Kittitas County Public Health Department provided symptoms have improved and no fever present for 24 hours (without taking fever reducing medications).



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- Easton School district will work closely with Kittitas County Public Health Department to complete contact tracing. The school will follow guidance from Kittitas County Health Department.
- The staff member will refer to the COVID-19 Sick Policy School Year 2020-21.

**Easton school district will abide by FERPA laws.**

**Cleaning**

- The Facilities Director, Steve Jensen or his designee will be contacted to clean the classroom the student or staff was in.
- If a bathroom was used by the sick student it will immediately be closed and cleaned thoroughly.
- The Get Well Soon Room will immediately be cleaned/ sanitized after the student leaves in case another student gets sick.