



STEPS FOR ABSENCES RELATED TO COVID

Dallas Center - Grimes School District

Key:

Nurse	Parent
Secretary	Staff
Teacher	
Principal/ Supervisor	

Students & Staff should stay home when:

Has any high risk symptoms:

- new cough
- shortness of breath
- difficulty breathing
- new loss of taste or smells

Has two or more low risk symptoms or symptoms are not within their "norm"

- headache
- muscle / body aches
- fatigue
- fever or chills - do not come to school if temp ≥ 100.4 regardless of no other symptoms.
- sore throat
- runny nose
- nausea/vomiting
- diarrhea
- congestion
- sinus pain

Has been in "close contact" with someone positive with COVID-19

Close contact is defined as being within 6 feet for more than 15 minutes of someone positive for COVID-19.

Steps related to students

1. We ask that a parent call the building administrative assistant & report symptoms or exposure. Parents should use the [DCG Wellness Screener](#) to help make that decision.

2. The administrative assistant will ask questions to the parent. This is to help communicate with Polk and Dallas County Public Health Departments. This information will be kept confidential.

3. 1. The administrative assistant will mark "ILL" in Infinite Campus - return date will be added later. If illness is confirmed NOT related to COVID symps, regular procedures will be followed..
2. The administrative assistant will notify the building nurse via email when a student is absent *due to COVID-19* related symptoms - cc principal.

4. 1. The building nurse will contact the parent, discuss next steps & determine possible return date.
2. The building nurse will contact the appropriate county Public Health Department.

5. The building nurse will assess, investigate & discuss possible school exposures.

Teachers will assist nurse with identifying close contacts when contacted by nurse or principal.

Principal will assist nurse will identifying possible exposures.

6. The building nurse will contact/notify the parents of the other students who were identified as close contact & need to quarantine.

7. The building nurse will document return date and let the building secretary know how long student will be absent.

8. The building administrative assistant will enter the dates in Infinite Campus for how long the student will be gone.

9. Teachers will be communicated with regarding extended absence. Principal will assist with communication.

Steps related to staff

Staff member will:

- 1.**
1. Enter absence into management system. And contact administrative assistant if the position requires getting a sub.
 2. Contact building nurse and supervisor.
 3. Follow Guidelines in Return to Work plan.

2. Administrative assistant will work to find a sub, as usual. .
Secretary, Nurse, and Principal will collaborate on staffing shortages regarding exposed-staff quarantine status

- 3.**
1. Principal will contact the Covid-19 health liaison by email.
 2. The Covid-19 health liaison will discuss situation and earliest return date.
 3. The Covid-19 health liaison will collaborate with Public Health as needed.

4. When determined, building nurse will document return date on the COVID-19 Tracking Spreadsheet.

5. The building nurse will notify close contacts, complete steps with each person.

6. Staff member will file appropriate paperwork from the Return to Work Plan document for COVID-19 related leaves.

7. Supervisors / principals will reference the return date on COVID-19 Tracking Spreadsheet.

Return dates may change depending on many factors.

Principals / Supervisors / Teachers will all assist nurse in identifying potential close contacts.

Principals will assist nurses in contacting parents regarding exposure if necessary.