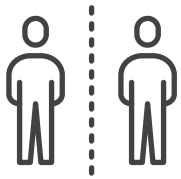


## SCHOOL GUIDANCE: Sending Sick Students/Staff Home



When a student or staff member presents in the office with COVID symptoms:



### 1. RELOCATE

Remove the individual from the classroom and relocate to a supervised area.



### 2. MASK

Provide a mask for the symptomatic person, and recommend that everyone in the room wear a mask



### 3. SEND HOME

Contact parent/guardian for student pick up, or send the symptomatic staff member home



### 4. PROVIDE “COVID CARE PACKAGE”

- Give staff member or parent/guardian these 3 items:
  1. an OTC test
  2. [“OTC Reporting” flyer](#)
  3. [Illness and Symptom Requirements handout](#)
- Review Illness and Symptoms Requirements about returning to school/work with parent/guardian or staff member
- Remind them to take the OTC test and report results to Primary  
*(School staff may NOT help administer, read, or interpret the OTC test)*
  - **If negative:** Return when symptoms improve, and 24-hours fever free
  - **If positive:** Stay home. Notify the school office/supervisor
  - **If no COVID test taken,** remain home for 10 days

**If a positive COVID test is reported to the school office,** immediately email [covidreport@scusd.edu](mailto:covidreport@scusd.edu) and include school name, student/staff member name, and best contact information. Advise the student or staff member to isolate at home and a SCUSD Contact Tracer will be in touch soon.

**Absences** - When an absence is reported due to a COVID symptom, follow the [Illness and Symptoms Requirements](#) handout and advise to test. Note that a symptomatic person may not come on campus to pick up an OTC test, but they may go to a [SCUSD testing center](#) or their health care provider.

**COVID Questions: Call SCUSD COVID Hotline (916) 559-0951**