Checklist #3: Screening, Testing, and Preparing for When Someone Is Sick

Schools should consider and use multiple mitigation strategies to reduce the risk of spreading COVID-19. Screening and testing strategies can help with early identification. Knowing what to do when someone gets sick at school will lead to quicker action to reduce the spread of COVID-19. This checklist identifies common strategies for K-12 schools to consider.

Complete this checklist when preparing to reopen and regularly reassess practices after opening. For Items marked "in-progress" or "not started," identify steps to ensure their completion. For those marked "not feasible," consider appropriate adaptations or alternatives.

Screening and Testing

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Have staff been advised to conduct at-home screening and self-monitoring for symptoms of COVID-19 before arriving at school each day? *Note: For more information see Screening for K-12 Students and General Business FAQ.*				
Have parents, guardians, and caregivers been advised to perform at-home screening and monitoring of students for symptoms of COVID-19 before school each day? *Note: Even when schools have symptom screenings in place, some students with COVID-19 will not be identified. Schools that elect to encourage parents, guardians, or caregivers to conduct daily home screenings should ask parents to report on Symptoms and Close Contact/Potential Exposure.*				
Is there a plan for working with state or local public health authorities to test and conduct contact tracing should a case occur? *Note: CDC does not recommend universal testing of all staff and students. Schools should work with state or local authorities to determine testing needs. See Interim Considerations for K-12 Administrators for SARS-CoV-2 Testing.*				

Limiting Visitors

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Is there a plan to limit nonessential visitors, volunteers, and activities that involve external groups or organizations from entering the school building?				

Sick Leave Policies

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Are there policies that encourage staff with COVID-19 symptoms or who have household members with symptoms to stay home to quarantine or isolate without fear of punishment or loss of pay?				
Is there a plan for substitute and alternative staff to fill in for staff who must take leave as a result of COVID-19?				
Have leave policies related to COVID-19 been communicated to staff?				
Have policies for staying home when sick with COVID-19 been communicated to students and parents?				

Reporting, Testing, Contact Tracing, and Quarantine

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Is there a system for encouraging staff and students with COVID-19 symptoms or who have household members who are sick to stay home?				
Is there a contact person (e.g., school nurse or other COVID-19 point of contact) for staff, students, and parents to report possible COVID-19 exposure outside of school?				
Is there a plan to educate and inform staff, students, and parents on who to report COVID-19 symptoms and potential exposure to a school point of contact?				
Is there a system for staff and students to report close contact with a person with COVID-19 to the school-designated person?				
Is there a plan to provide communication in accessible formats for what to do if staff or students get sick or have close contact with someone who is sick with COVID-19 (including getting tested, how to isolate at home, and when to end quarantine)?				
Is there a plan to support students and their families if they need assistance with finding temporary safe housing for isolation or quarantine (e.g., those living in shared housing or experiencing homelessness)?				
Is there a plan for communicating COVID-19 illnesses or exposure to health officials, parents, guardians, or caregivers?				
Is there a plan to maintain confidentiality as required by the Americans with Disabilities Act, Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA) and other relevant legal authorities?				
Is there a plan to notify and work with state and local health departments to identify close contacts of staff and students sick with COVID-19?				

Managing Staff and Students Who Become Sick at School

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
If a student or staff member gets sick or has symptoms of COVID-19 at school, is there a plan on how to proceed? The plan should include procedures for:				
A separate isolation area, ideally with a dedicated restroom, that allows a person with symptoms of COVID-19 to only interact with other people with proper personal protective equipment (PPE)				
Immediate separation of the person experiencing symptoms of COVID-19 from others to limit exposure				
Safe transportation of the symptomatic person home or to a healthcare facility (if severe symptoms)				
Connecting students or staff to resources if experiencing homelessness and needing a safe place to isolate				
Proper procedures for cleaning and disinfecting areas where the person who was sick was during the day				

School Nurses and Designated Staff

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Is there protocol to protect nurses and designated staff while assisting people who experience symptoms of COVID-19 or similar respiratory illnesses? *Note: Consult CDC's Cleaning, Disinfection, and Hand Hygiene in Schools toolkit. For detailed checklist related to protection for School Nurses and Designated Staff see Appendix A.*				
Provide training for nurses and designated staff on how to protect themselves while interacting with people experiencing symptoms of COVID-19				
Ensure at least one designated, trained staff member, such as a nurse, is always available				
Is personal protective equipment (PPE) provided to school nurses and designated staff? *Note: This could include providing gloves, gown, face shield or goggles, and an N95 or equivalent respirator to staff caring for and who need to be in the same room with a person who is sick.*				
If N95 respirators or **equivalent** are needed, work with OSH professionals to ensure compliance with **OSHA's Respiratory Protection Standard (29 CFR 1910.134)** and other legal requirements, as applicable.				
Onsite nurses and designated staff follow appropriate **CDC** and **OSHA** guidance for healthcare and emergency response personnel				

Youth Sports and Sporting Events

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Is there a plan for youth sports to occur safely during the school year? *Note: For detailed checklist for coaches and athletic trainers see Appendix A.*				

Performing Arts and Extracurricular Activites

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Is there a plan for performing arts or extracurricular activities to operate safely during the school year?				