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## EXECUTIVE DIRECTOR MEMO

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**TO: PCCS COMMUNITY**

**SUBJECT: UPDATED REQUIREMENTS AND GUIDELINES FOR ABSENCES/ILLNESS AT PCCS**

**DATE: SEPTEMBER 21, 2021**

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Dear PCCS Community,

As mentioned in the Listening Sessions that were held in August, direction from the IDPH and LCHD in determining illness and COVID-19 protocols is fluid and will continue to be for the near future. This is to outline current steps to provide further clarity.

This communication addresses three areas for new processes and to provide clarity on what to do in the event **of Reporting Absences, Notifications of COVID-19 Cases at PCCS and Close Contact Protocols.**

### **Reporting Absences**

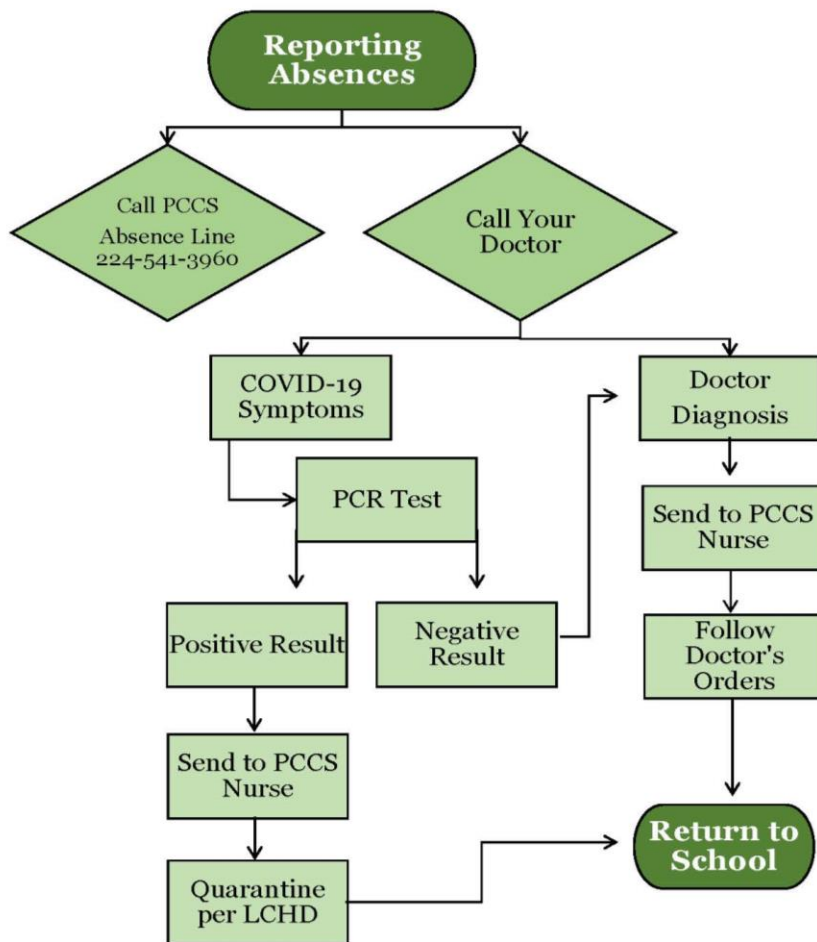
We have recently established a new call-in line for reporting absences at PCCS. By following these protocols and using this method of communicating absences, it will help PCCS be more efficient and effective and help in determining if a child's absences is related to COVID-19.

### **ABSENCE LINE: 224-541-3960.**

We ask that all absences be reported to this line. If you email your student's teacher that your student will be absent, we also ask that you call the absence line as well. Additionally, when calling your child out of school, please give clarification as to what the reasoning or illness entails. Please do not state "*It is not COVID*" or "*Woke up not feeling well*" without further specifics. Please answer these specific questions:

1. Name of your Child (first and last)
2. Grade/Teacher/Homeroom
3. Date and Duration of Absence (if known)
4. Specify Reason for Absence (Appointment/Out of Town/ Illness)
5. For Illness, please include symptoms: (fever, sore throat, coughing, vomiting and/or diarrhea, body aches/chills, moderate to severe headache, other).

## Steps for Reporting All Absences



If there is more follow up that needs to occur, the school nurse will reach out to you with further directions that you must take for your child to return to campus. Please remember that home-based tests are NOT accepted. You must have a lab confirmed test (i.e.: PCR, NAAT, LAMP, viral, diagnostic (not rapid), and/or molecular test.)

If a student becomes ill while at school, they will continue to be isolated, assessed and sent home if determined to have any symptoms aligning with COVID-19. When the student goes home with any new onset cough, fever, body aches/chills, sore throat, or vomiting and diarrhea (2 or more times for either)- you must follow up with a medical professional prior to that student's return. Please submit the note of diagnosis or COVID-19 test result that is warranted to [scoble@pccarterschool.org](mailto:scoble@pccarterschool.org) before your child will be allowed to return to PCCS.

Siblings of students who go home sick for the day (with symptoms aligning to COVID-19) are allowed to stay in school for the day. **After 24 hours, those siblings will be subject to the same exclusion policy if no documentation from doctor/lab is submitted.**

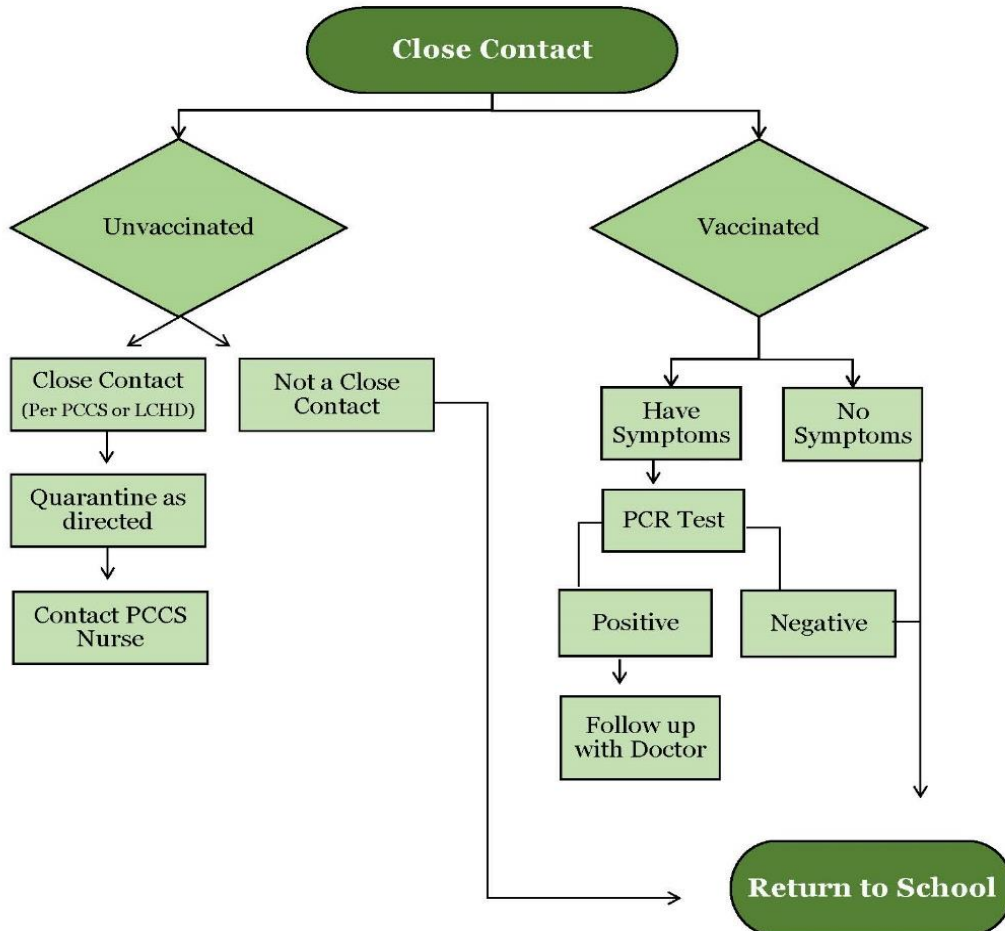
**Notification of COVID-19 Cases at PCCS**

Our communication policy for reporting COVID-19 positive cases, as approved by the LCHD continues to be as follows:

- For those students in a particular building (either Comstock - grades K-4 or Carson grades 5-8) , we will send out notification of illness to provide a little more direction while maintaining the privacy of the student(s) affected.
- The notification is to aid you if any new onset illness is witnessed in your child. Please do not call in to the school asking if your child is possibly affected. If your child is a close contact, you will be notified by the school and/or the LCHD .
- We are working to gather all information that helps in determining who is a close contact and who is not. If your child is determined to be a close contact, it is done only after all of our casework has been completed.

As with other area schools, we report any COVID-19 positive cases through a designated reporting tool directly to the LCHD. The LCHD is experiencing considerable backlog and it may take 48 hours to hear directly from a contact tracer.

**Close Contact Flow Chart:**



*Notes:*

- a) The typical quarantine timeframe is 10 days and will be determined by either LCHD and/or School Nurse.*
- b) Any determined close contact will then be placed on an at-home learning plan.*
- c) Recommendation will be to have your child test 5-7 days later. A negative test does not end quarantine early. A positive test will clue you in to steps you will need to take for the other members in your household.*
- d) Siblings of a close contact do not need to quarantine unless their sibling becomes symptomatic and/or tests positive.*
- e) The day prior to the end of quarantine, you will be contacted by the school nurse to check and make sure there are no symptoms prior to return.*

Additionally, as an extra layer of mitigation, we are currently exploring a partnership with the *Midwest Coordination Center* to potentially bring saliva-based weekly testing for all students who opt-in at PCCS. Additional information coming soon.

We thank you for your assistance and your patience as we continue to work through the rapidly changing landscape and Governor's Executive Orders. As always, we are here for you should you have any questions.

Thank you for helping keep our community safe.

PCCS Administration