



**CITY OF SALEM**  
**PARK, RECREATION AND COMMUNITY SERVICES**  
401 Bridge St. Salem, MA. 01970  
(978) 744-0924

## **Isolation and Discharge of Sick Children and Staff**

- 1. Planning for Isolation and Discharge:** Salem Park, Recreation and Community Services will take the following actions to prepare for a potential exposure.
  - a. Designate a separate space to isolate children or staff who may become sick. Isolated children must be supervised at all time. Others may not enter an isolation space without PPE appropriate to the setting of the program.
  - b. Have an emergency back-up plan for staff coverage in case a child or staff becomes sick.
  - c. Know the contact information for the local board of health in the city which the program is located.
  - d. Have cloth face coverings or masks available for use by children and staff who become symptomatic, until they have left the premises of the program.
  
- 2. If a Child Becomes Symptomatic:** If a child become symptomatic, Salem Park, Recreation and Community Services will follow the protocols below:
  - a. Immediately isolate from other children and minimize exposure to staff.
  - b. Make sure that they child is wearing a face covering
  - c. Contact the child's parents and have them picked up immediately.
  - d. If the child that was sent home feels better the next day, they need to have a physician's note stating that they can return to the program.
  
- 3. If a Staff Becomes Symptomatic:** If a staff member becomes symptomatic, they must remove themselves from the program area and notify their supervisor. Once at home, they must monitor for new symptoms.
  
- 4. If a Child or Staff Contract COVID-19:** Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Determine the date of symptom onset for the child/staff. Determine if the child/staff attended/worked at the program while symptomatic or during the two days before symptoms began. Identify what days the child/staff attended/worked during that time. Determine who had close contact with the child/staff at the program during those days.
  
- 5. Notifying Required Parties:** In the event that a program experiences an exposure, Salem Park, Recreation and Community Services will notify the following parties.
  - a. Employees and families about exposure but maintain confidentiality.
  - b. Local Board of Health
  
- 6. Self-Isolating Following Exposure or Potential Exposure:** In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols will be followed.
  - a. If a child or staff has be exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff must not be permitted to enter the program space and must be sent home. Exposed individuals will be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The program will consult the local board of health for guidance or quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued use.

- b. If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1<sup>st</sup> day of symptoms appearing and be fever free for 72 hours without fever reducing medications and experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the child resides.
  - c. If a child's or staff's household member tests positive for COVID-19, the child or staff must self quarantine for 14 days after the last time they could have been exposed.
7. **If an Exposed Child or Staff Remains Asymptomatic and/or Test Negative for COVID-19:** If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.