October 14, 2020

Dear Parent / Guardian:

The 2020-2021 school year is underway, and we could not be prouder of how our students and staff have handled the many changes and challenges we have been navigating as a result of the COVID-19 pandemic. As a parent, we know the health, safety, and well-being of your child is your first concern. We want you to know that the health and safety of our students, families, staff, and community has and always will be our top priority as well.

As we navigate ahead, we want to share some important protocols for how Berks County Intermediate Unit administrators and staff will be responding to various COVID-19 situations. The attached document identifies common scenarios that students and families may experience and the protocols that have been put in place based on the latest guidance provided by the multiple governing agencies supporting our programs. Please review the document and refer to it for step-by-step instructions on what to do or what to expect during situations your child or family may encounter.

We all play a critical role in helping to keep each other safe, and we appreciate your collaboration in this effort. If your child experiences a COVID-19 related event, please notify your child’s teacher or the program supervisor immediately so that we can respond accordingly and work to ensure the health, safety, and well-being of all impacted.

As always, our goal is to send you timely, accurate, and clear information. We will continue to make all decisions related to COVID-19 based on the attached protocols and latest guidance communicating with you through a streamlined communication process in the event your child or family may be impacted. We will remain vigilant doing everything possible to keep our classrooms, programs, and services safe.

We encourage our families to continue practicing proper hand hygiene, physical distancing when outside of the home, wearing face coverings, covering coughs and sneezes, cleaning and disinfecting high-touch areas, and checking health on a daily basis.

If you have any questions or concerns, please do not hesitate to contact your child’s teacher or program supervisor.

Sincerely,

Dr. Michelle Reichard-Huff
Director, Office of Early Childhood and Student Services
Berks County Intermediate Unit
If the student or a member of the family has confirmed exposure to or a diagnosis of COVID-19, your healthcare provider or the Department of Health (DOH) will provide guidance and recommendations, including isolation for the case and quarantine for close contacts. Please share that guidance with the BCIU to assist us in planning for the student’s safe return to school.

In the absence of specific guidance from your healthcare provider or the DOH, the BCIU will follow this flow chart.

**STUDENT AND FAMILY COVID-19 SCENARIOS**

**A. Student has tested positive for COVID-19.**

Remain home until all of the following are true:

- At least 10 days since the onset of symptoms
- At least 24 hours fever free without the use of fever-reducing medications
- Improvement in respiratory symptoms (i.e., cough, shortness of breath)

You may return to school if you have a doctor’s note indicating that your symptoms are not related to COVID-19 and you do not require testing.

**B. Student is exhibiting COVID-19 symptoms.**

Remain home until all of the following are true or the last box is true:

- At least 10 days since the onset of symptoms
- At least 24 hours fever free without the use of fever-reducing medications
- Improvement in respiratory symptoms (i.e., cough, shortness of breath)

**C. A member within the student’s household has tested positive for COVID-19, but the student is not sick and can avoid further close contact.**

Remain home for 14 days from the first day the member began home isolation, unless you have had COVID-19 within the last three months, in which case, you may attend school.

**D. A member within the student’s household has tested positive for COVID-19. The student is not sick, but cannot avoid continued close contact.**

Remain home for 14 days from the date the member ends home isolation, unless you have had COVID-19 within the last three months, in which case, you may attend school.

**E. A member within the student’s household has tested positive for COVID-19 and the student is sick.**

“Student is exhibiting COVID-19 symptoms” (Scenario B).

**Quarantine Exception**

People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to three months as long as they do not develop symptoms again. People who develop symptoms again within three months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

**Quarantine Start and End Times**

The time quarantine ends is based on the time quarantine started. If your quarantine starts at noon on day one, then it would end at noon on the last day.
Isolation / Quarantine Guidelines Definition of Exposure / Direct Contact

Exposure occurs when there is a physical contact (contact within six feet for 15 minutes or more) between an infected person and yourself.

COVID-19 Symptoms

According to the Centers for Disease Control and Prevention (CDC), people with COVID-19 have a wide range of symptoms. Symptoms may appear two–14 days after exposure to the virus. COVID-19 symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as they learn more about COVID-19.

STUDENT AND FAMILY COVID-19 SCENARIOS

<table>
<thead>
<tr>
<th>Scenario</th>
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<tbody>
<tr>
<td><strong>A</strong>. A member within the student’s household exhibited COVID-19 symptoms but tested negative for COVID-19. <strong>Remain home upon symptom onset, and return to school after being notified of the negative test result and finding that the symptoms were not related to COVID-19.</strong></td>
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<tr>
<td><strong>B.</strong> A member within the student’s household has been exposed to COVID-19. <strong>Remain home per mandated order.</strong></td>
</tr>
<tr>
<td><strong>C.</strong> The student may continue to come to school unless they have been notified by the DOH or a medical professional to self-quarantine. <strong>Remain home for 14 days after the date of exposure.</strong></td>
</tr>
<tr>
<td><strong>D.</strong> The student has been exposed to a positive or presumptive positive COVID-19 case (non-member of household) but the student is not sick <strong>The student may continue to come to school unless mandated to self-quarantine per the DOH.</strong></td>
</tr>
<tr>
<td><strong>E.</strong> A member within the student’s household exhibited COVID-19 symptoms but tested negative for COVID-19. <strong>Remain home upon symptom onset, and return to school after being notified of the negative test result and finding that the symptoms were not related to COVID-19.</strong></td>
</tr>
<tr>
<td><strong>F.</strong> A member within the student’s household has been exposed to COVID-19. <strong>Remain home per mandated order.</strong></td>
</tr>
<tr>
<td><strong>G.</strong> The student has been exposed to a positive or presumptive positive COVID-19 case (non-member of household) but the student is not sick <strong>The student may continue to come to school unless mandated to self-quarantine per the DOH.</strong></td>
</tr>
<tr>
<td><strong>H.</strong> The student has traveled outside of Pennsylvania <strong>The student may continue to come to school unless they have been notified by the DOH or a medical professional to self-quarantine.</strong></td>
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</tbody>
</table>

If your child or a member of your family experiences a COVID-19 event, please notify your child’s teacher or therapist.

Office of Early Childhood and Student Services’ Primary Contact: Shannon Celmer 610-987-8511
Due to the dynamic nature of COVID-19, this toolkit is based on guidance from federal, state, and local governing agencies as well as BCIU policies and procedures in place. As guidance evolves, content contained in this toolkit may change, be amended, or augmented. The BCIU will always adhere to the most recent recommendations from governing agencies.