SAS Medical Response Protocols for Fevers (Pudong)

The response protocols to medical incidents at Shanghai American School are outlined in the four scenarios below. The communication required in response to these medical scenarios is provided in Appendix 1 and 2 of SAS Campus Reopening Plan, Incident Reporting Flow Chart for Communication (Appendix 3).

All members of the Shanghai American School will follow these protocols when responding to incidents involving a fever \(\geq 37.3 \, ^\circ C\).

Scenario 1: Fever at Campus Gate
The following protocol will be engaged for any faculty, staff, or student arriving at the gate with a temperature \(\geq 37.3 \, ^\circ C\). Any non-SAS faculty, -staff, or -student will be turned away at the gate.

- Faculty, staff, and students of SAS with temperature \(\geq 37.3 \, ^\circ C\) need to follow the SAS Gate Triage Medical Response Flowchart (Appendix 1) step by step.
- Guards will escort any faculty, staff, or student of SAS with temperature \(\geq 37.3 \, ^\circ C\) to the Holding Area.
- Nurse validates Temperature (Tympanic Thermometer) \(\geq 37.3 \, ^\circ C\), completes Triage Questionnaire, and assesses symptoms.
  - If \(T < 37.3 \, ^\circ C\) (99°F) with no apparent symptoms, student permitted to enter school.
  - If \(T < 37.3 \, ^\circ C\) (99°F) yet POC presents symptoms of concern: parents are contacted, and student is permitted to be sent home by private car. If appropriate, further medical attention is advised by the nurses to the parent.
  - If \(T \geq 37.3 \, ^\circ C\) and without epidemiological history of concern (with or without symptoms), parents are contacted. Parents are informed that they are required to take child to fever clinic. Parents are permitted to transport child by private car or request that school transport in designated school vehicle.
  - If \(T > 37.3 \, ^\circ C\) with epidemiological history and/or symptoms of concern, nurse informs parents and calls 120.
    - Contacts Divisional Secretary
      - Divisional Secretary notifies Divisional Leadership, Carol Zhou, Coco Chen
        - Coco Chen calls Sodexo, Rebecca Xu to disinfect the affected area(s).
      - Nursing Team engages with the SEC, Ms. Ge and CDC, Ms. Huang for notification and any necessary advisement.

Scenario 2: Mid-day Temperature Screening
The following protocol will be engaged for any student, faculty, or staff with a temperature \(\geq 37.3 \, ^\circ C\) at mid-day temperature screening.

Student/Faculty/Staff found to have a temperature \(\geq 37.3 \, ^\circ C\) at mid-day temperature screening:

- Faculty member taking temperature is required to wear masks and gloves and record each student’s temperature on the daily mid-day temperature screening log.
- Faculty member taking temperature will immediately call their divisional nurse using the classroom phone to report the high temperature: #7777
Nurse (in PPE) will report to classroom of person of concern (POC) and will notify the divisional secretary.

- Nurse will escort POC to Quarantine area.
- Nursing team and the Division administration will advise classroom teacher if any subsequent action is necessary.

Nurse in Quarantine Area with POC

- Quarantine nurse isolates the POC in the quarantine room and checks POC’s vital signs to establish baseline, including travel and epidemiological history. *Vital signs checked every 15 minutes.*
  - If T <37.3°C (99°F) with no apparent symptoms, student permitted to enter school.
  - If T <37.3°C (99°F) yet POC presents symptoms of concern: parents are contacted, and student is permitted to be sent home by private car. If appropriate, further medical attention is advised by the nurses to the parent.
  - If T >=37.3°C and without epidemiological history of concern (with or without symptoms), parents are contacted. Parents are informed that they are required to take child to fever clinic. Parents are permitted to transport child by private car or request that school transport in designated school vehicle.
  - If T >= 37.3 °C with epidemiological history and/or symptoms of concern, nurse informs parents and calls 120.
    - Contacts Divisional Secretary
      - Divisional Secretary notifies Divisional Leadership, Carol Zhou, Coco Chen
      - Coco Chen calls Sodexo, Rebecca Xu to disinfect the affected area(s).
      - Nursing Team engages with the SEC, Ms. Ge and CDC, Ms. Huang for notification and any necessary advisement.

Post Incident

- Divisional nurse will document incident accurately, in a timely manner, and submit PowerSchool Incident Report (with translation) to divisional Administration, Government Liaison, Operational Risk Manager, Head of Campus/School.
- Nursing team will follow up with parents/guardian of POC regarding current health status.
- Return to school will be determined by nurse based on POC’s progress and SEC guidelines.

Scenario 3: Student, Faculty, or Staff Unwell at Home

- Divisional Admin Assistant establishes any students/parents/faculty/staff unwell and at home:
  - Nurse follows up with students/parents/faculty/staff immediately to inquire into symptoms and epidemiological history of POC, including household family members.
  - If POC has no fever, temperature < 37.3°C, and has no suspected epidemiological history, the divisional nurse will follow up daily until POC returns to school.
  - If POC/family member has a temperature >= 37.3 °C, other related symptoms and/or suspected epidemiological history, the divisional nurse will inform faculty, staff, or parents of POC that they are required to contact fever clinic immediately.

Scenario 4: Positive Test not Currently on Campus

Informed that someone previously on campus has tested positive for Covid-19.

- Government Liaison (Sandy Hong) SAS will immediately report to SEC.
- The Nurse will report to the CDC as soon as possible and follow directive from SEC and CDC guidelines as to how to handle close contacts, including additional tests and quarantine.
- Nursing team to inform Divisional Administration:
  - Coco Chen informs Sodexo to perform appropriate disinfection in all the contaminated areas the individual may have contact with previously, including classrooms, toilet, school bus, cafeteria, etc. per SAS, CDC and SEC guidelines.
- CDC will establish those deemed as being in close contact with the identified POC with the support of the school’s administration.
APPENDIX 1:

GATE TRIAGE MEDICAL RESPONSE FLOWCHART

Recorded temperature at Temp Scanner

(T) >= 37.3°C

Guards transport student with recorded temperature T >=37.3°C to the Holding Area.

Nurse Validates T >=37.3°C and completes Triage Questionnaire

Nurse informs parents/guardian and calls 120 if the following conditions are established:
1. T >=37.3°C
2. Epidemiological History of concern
3. With or without Symptoms

Nurse will follow the incident reporting flow chart for reporting to SEC and CDC (see Appendix 2).
-Inform Division: Report to division admin and services manager.

Quarantine Nurse Validates T <37.3°C (99°F) yet POC presents symptoms of concern:
1. Parents contacted
2. Student sent home by private car
3. If appropriate, further medical attention is advised

If T >=37.3°C and without epidemiological history of concern (with or without symptoms),
1. Parents contacted
2. Parents informed that they are required to take child to fever clinic
3. Parents may collect child by private car or request that school transport in designated school vehicle.

-Nurse will document incident per requirements.
-Report to divisional admin and support services manager.

Nurse Validates T <37.3°C (99°F) with no apparent symptoms. Student permitted to enter school.

Symptoms: Shortness of breath, cough and other respiratory symptoms, runny nose, sore throat, chills, fatigue, conjunctive congestion, stomachache, vomiting, diarrhea, etc.
APPENDIX 2:

FEVER MEDICAL RESPONSE FLOWCHART
Recorded temperature (T) $\geq 37.3^\circ$C
(or) Suspected Fever

Notify Nurse (#7777)

- Nurse will transfer POC to the Quarantine Area.
- Quarantine Nurse Validates T $\geq 37.3^\circ$C, symptoms, epidemiological history of concern.
- Quarantine Nurse Validates T $< 37.3^\circ$C (99$^\circ$F) yet POC presents symptoms of concern:
  4. Parents contacted
  5. Student sent home by private car
  6. If appropriate, further medical attention is advised

Quarantine Nurse Validates T $< 37.3^\circ$C (99$^\circ$F) with no apparent symptoms. Student returns to class. Divisional nurse informed.

Nurse will inform parents/guardian and call 120 if the following conditions are established:
  4. T $\geq 37.3^\circ$C
  5. Epidemiological History of concern
  6. With or without Symptoms

If T $\geq 37.3^\circ$C and without epidemiological history of concern (with or without symptoms),
  4. Parents contacted
  5. Parents informed that they are required to take child to fever clinic
  6. Parents may collect child by private car or request that school transport in designated vehicle

-Nurse will document incident per requirements.
-Report to divisional admin and support services manager.

Symptoms: Shortness of breath, cough and other respiratory symptoms, runny nose, sore throat, chills, fatigue, conjunctive congestion, stomachache, vomiting, diarrhea, etc.
APPENDIX 3:

Incident Reporting Flow Chart for Communication

Faculty or staff determine that medical incident has occurred that requires nurse notification. Call #7777

Report made to Head Nurse
- Anna Tian, ext. 3359.
- (Backup) Eileen Zhang, ext. 3309

Head Nurse will respond and evaluate Person of Concern (POC) and validate medical concern.

Nurse will contact the Divisional Secretary to respond to quarantine room and contact Carol Zhou to support in report to CDC.

There is no concern and person can be released to normal activity at school.

Medical concern is valid and reporting is needed to SEC and CDC.

Divisional Secretary will report to division admin and support staff supervisor for any further required followup.

HOC Secretary will report details to Manager of Government and Legal Liaison:
- Sandy Hong, ext. 2113.
Government Liaison will provide initial notification to SEC.

Nurse will receive any feedback from SEC or CDC. Nurse will collect all vital and relevant information to this incident, and will prepare a detailed report on any medical incident on campus. Detail report will be sent to SEC and CDC by Manager of Government and Legal Liaison:
- Sandy Hong, ext. 2113.
APPENDIX 4:

Triage questionnaire for communicable disease.

Full Name: __________________ Grade: ________ Date: __________

1. Please check the symptom(s) you have had in the past 14 days:
   - Fever (>=37.3°C) ☐
   - Cough ☐
   - Congested or runny nose ☐
   - Headache or body ache ☐
   - Sore throat ☐

   Indicate any other symptoms you have:
   - Chest discomfort or shortness of breath ☐
   - Fatigue or generally not feeling well ☐
   - Vomiting or Diarrhea ☐
   - Stomachache ☐

2. Does any household member (e.g. Family member, Ayi, Driver, etc.) have fever or above symptoms?  Yes ☐ No ☐

3. Have you or any of your household member traveled in the past 14 days?  Yes ☐ No ☐
   Please remark the travel history (List the name of the cities and date)

4. Have you or any household member completed or in a process of home or centered quarantine? Yes ☐ No ☐

5. Have you contacted with any person from Hubei Province or from the other Epidemic Areas? (Yes ☐ No ☐

6. Have you contacted with any person who has been confirmed or suspected having Coronavirus disease? Yes ☐ No ☐

7. Do you take any fever or pain reliever medication? When was the last time you take the medication?