

SAS Medical Response Protocols for Fevers (Puxi)

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 ≥ 37.3 °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 ≥ 37.3 °C. Any non-SAS faculty, -staff, or -student will be turned away at the gate.

- Faculty, staff, and students of SAS with temperature ≥ 37.3 °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 ≥ 37.3 °C to the *Holding Area*.
- Nurse validates Temperature (Tympanic Thermometer) ≥ 37.3 °C, completes Triage Questionnaire, and assesses symptoms.
 - 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 $T \geq 37.3$ °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 $T \geq 37.3$ °C with epidemiological history and/or symptoms of concern, nurse informs parents and calls 120.
 - Contacts Divisional Secretary
 - Divisional Secretary notifies Divisional principals: Scott Mimnaugh (Ext 2516/(21)6221-1445); John Ashenden (Ext 2453(21)6221-1445); Kathy Falkner (Ext 2412/(21)6221-1445)
 - Emmanuel Bonin (Ext 3520/21(6221-1445)
 - Marcel Gauthier
 - Inform Sodexo, Rita Pan to disinfect the affected area(s).
 - Call Yvonne Zhu (Ext 2301/(21)6221-1445) for back up
 - Nursing Team engages with the SEC, Ms. Chen 335-942 (Huacao town) and CDC, Zhang Yi; Dr. Shen Yan 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 ≥ 37.3 °C at mid-day temperature screening.

Student/Faculty/Staff found to have a temperature ≥ 37.3 °C at mid-day temperature screening:

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- 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: # 6666
- 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 $T < 37.3^{\circ}\text{C}$ (99°F) with no apparent symptoms, student permitted to enter school.
 - If $T < 37.3^{\circ}\text{C}$ (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 $T \geq 37.3^{\circ}\text{C}$ 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 $T \geq 37.3^{\circ}\text{C}$ with epidemiological history and/or symptoms of concern, nurse informs parents and calls 120.
 - Contacts Divisional Secretary
 - Divisional Secretary notifies Divisional principals Scott Mimnaugh (Ext 2516/(21)6221-1445); John Ashenden (Ext 2453(21)6221-1445); Kathy Falkner (Ext 2412/(21)6221-1445)
 - Emmanuel Bonin (Ext 3520/21(6221-1445)
 - Marcel Gauthier
 - Inform Sodexo, Rita Pan to disinfect the affected area(s).
 - Call Yvonne Zhu (Ext 2301/(21)6221-1445) for back up
 - Nursing Team engages with the SEC, Ms. Chen 335-942 (Huacao town) and CDC, Zhang Yi; Dr. Shen Yan for notification and any necessary advisement.
 - Contact parents of students who had come into contact with POC, and will keep parents informed with relevant medical concerns.

Post Incident

- 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:

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- 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 $< 37.3^{\circ}\text{C}$, 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 $\geq 37.3^{\circ}\text{C}$, 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:
 - Divisional Secretary notifies
 - i. Divisional principals Scott Mimnaugh (Ext 2516/(21)6221-1445); John Ashenden (Ext 2453(21)6221-1445); Kathy Falkner (Ext 2412/(21)6221-1445)
 - 1. Emmanuel Bonin (Ext 3520/21(6221-1445)
 - a. Marcel Gauthier
 - ii. Inform Sodexo, Rita Pan to disinfect all the contaminated areas the individual may have contact with previously, including classrooms, toilet, school bus, cafeteria, etc. per SAS, CDC and SEC guidelines.
 - 1. Call Yvonne Zhu (Ext 2301/(21)6221-1445) for back up

APPENDIX 1:

GATE TRIAGE MEDICAL RESPONSE FLOWCHART Recorded temperature at Temp Scanner (T) $\geq 37.3^{\circ}\text{C}$

Guards transport student with recorded temperature $T \geq 37.3^{\circ}\text{C}$ to the Holding Area.

Nurse Validates $T \geq 37.3^{\circ}\text{C}$ and completes Triage Questionnaire

Nurse informs parents/guardian and calls 120 if the following conditions are established:

1. $T \geq 37.3^{\circ}\text{C}$
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 3).
-Inform Division: Report to division admin and services manager.

Nurse Validates $T < 37.3^{\circ}\text{C}$ (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 $T \geq 37.3^{\circ}\text{C}$ 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 Validates $T < 37.3^{\circ}\text{C}$ (99°F) with no epidemiological history of concern and no apparent symptoms. Student permitted to enter school.

-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 2:

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

Notify Nurse (#6666)

Nurse will transfer POC to the
Quarantine Area.

Quarantine Nurse Validates
 $T \geq 37.3^{\circ}\text{C}$, symptoms,
epidemiological history of concern.

Quarantine Nurse Validates
 $T < 37.3^{\circ}\text{C}$ (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

Quarantine Nurse
Validates
 $T < 37.3^{\circ}\text{C}$ (99°F) with
no epidemiological
history of concern and
no apparent symptoms.
Student returns to
class. Divisional nurse
informed.

Nurse will inform
parents/guardian and call 120
if the following conditions are
established:

1. $T \geq 37.3^{\circ}\text{C}$
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 3).
-Inform Division: Report to
division admin and services
manager.

If $T \geq 37.3^{\circ}\text{C}$ and without
epidemiological history of
concern (with or without
symptoms),

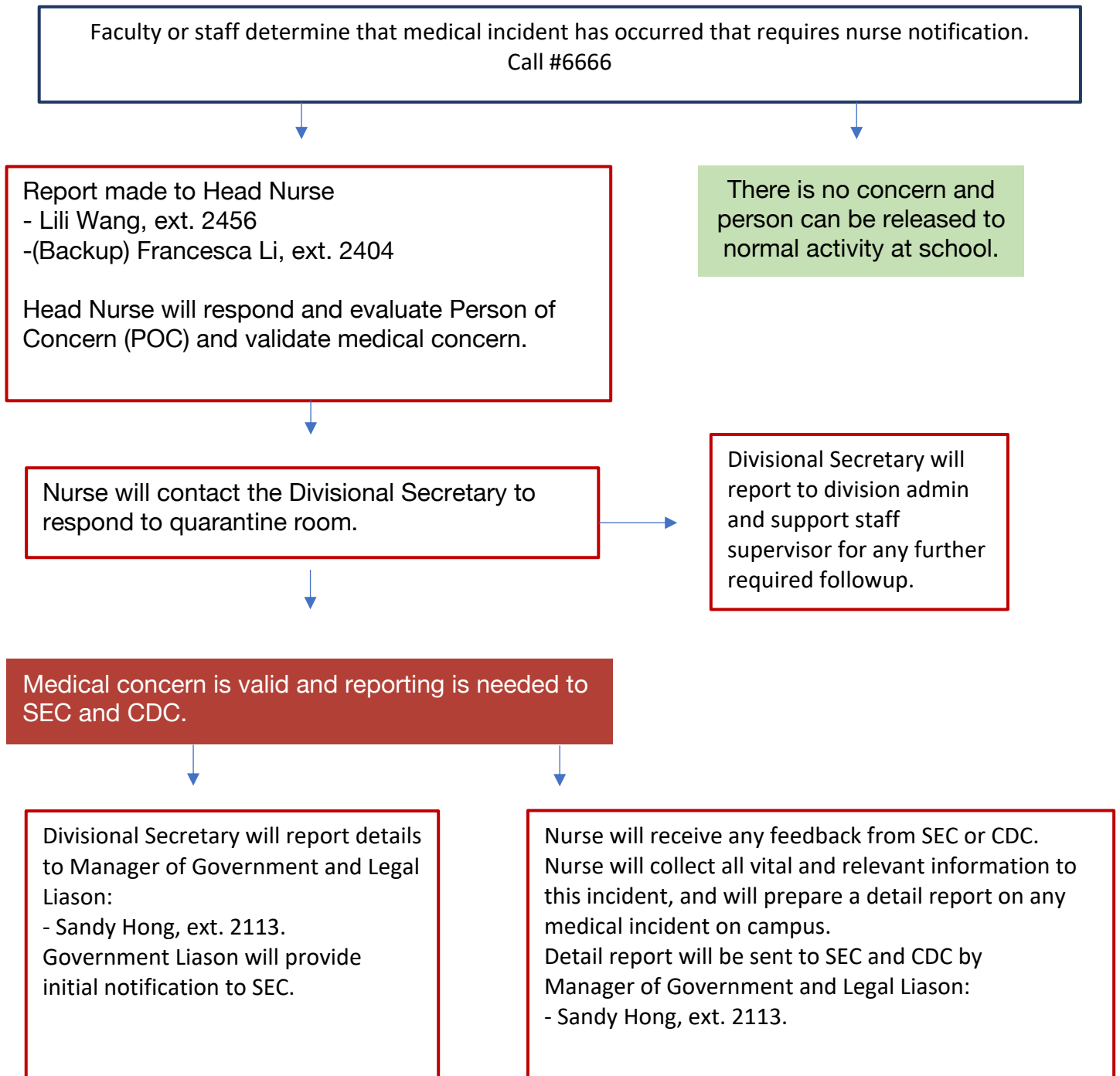
1. Parents contacted
2. Parents informed that they are required to take child to fever clinic
3. Parents may collect child by private car or request that school transport in designated

-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



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 ($\geq 37.3C$) <input type="checkbox"/> | Chest discomfort or shortness of breath <input type="checkbox"/> |
| Cough <input type="checkbox"/> | Fatigue or generally not feeling well <input type="checkbox"/> |
| Congested or runny nose <input type="checkbox"/> | Vomiting or Diarrhea <input type="checkbox"/> |
| Headache or body ache <input type="checkbox"/> | Stomachache <input type="checkbox"/> |
| Sore throat <input type="checkbox"/> | |

Indicate any other symptoms you have:

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 medium or high risk areas? Yes No

6. Have you contacted with any person who has been confirmed or suspected having COVID-19? Yes No

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