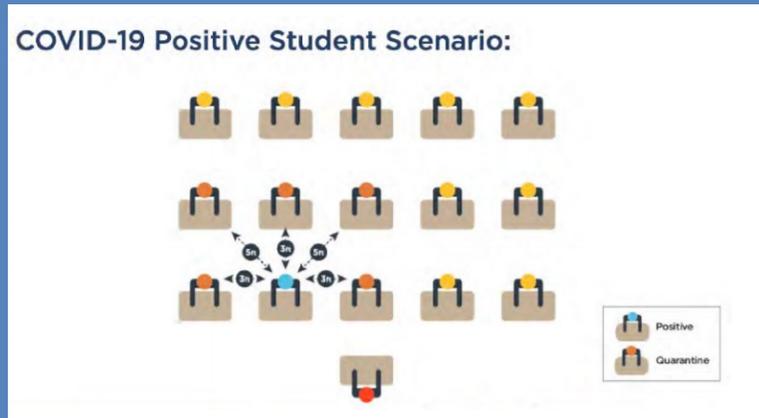


Best practices for notifying students during the school day who need to quarantine.



Step 1: Identify students who will need to quarantine due to a positive case (see visual above).

Step 2: Notify students and parents of quarantine.

Best practices:

- Make parent/guardian contact.
- Email students to notify them, and request that they come to the office as soon as possible.
- Send an “appointment” pass to students’ class to ensure privacy of students.
- During class-wide transitions (e.g., passing periods, transition to specials or lunch) ask students that will need to be quarantined to stay back in the classroom and then send them to the nurse/office (if timing is appropriate).
- Call down to the classroom for student to come to the office for an appointment.

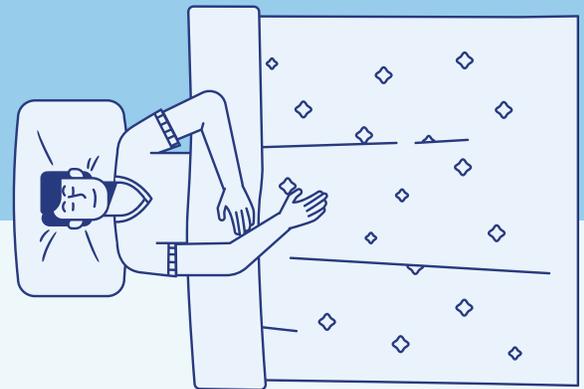
Practices to avoid:

- Announcing students' names via loudspeaker of morning announcements.
- Sending an office team to the classroom to remove students from class.
- COVID-19 shaming of students.

Step 3: Things to remember

1. Student privacy (FERPA/HIPAA)
2. Be sensitive to students feelings and emotions
3. Reassure students of their safety
4. Local and state [health department guidelines](#)

Step 4: Identify designated staff member to check in with the student during and after quarantine to provide support.



SOURCE:

INDIANA DEPARTMENT OF EDUCATION