



## Alameda County Public Health Department: Confirmed Positive COVID-19 Process for Schools, Childcare Programs and Extracurricular Programs Updated September 25, 2020

- 1. Preparedness Guidance: Assign staff within your district, school, childcare or extracurricular program to track and report positive COVID-19 cases. This assigned staff will be your COVID Liaisons to the Public Health Department** (i.e. school nurse(s) or student service(s) staff). Develop a communication protocol for COVID Liaisons to notify the pertinent program, school, and district staff. Prepare a letter and communicate this information to your school, childcare programs', extracurricular programs' community. When developing your communication, be mindful of:
  - Confidentiality when releasing details about the case. Balancing privacy with transparency is critical.
  - Preparing a template notification letter that can be easily tailored to different incidents and have the template letter translated into languages based on the identified need of each school site, district-wide, childcare programs, extracurricular programs.
  - Messaging for different audiences - message to those at impacted sites may differ somewhat from public message
  - Avoiding messages that stigmatize a site or group of people
  - Intentionality about "concentric circles" of information, i.e., whom and when you will inform them and in what order:
    - District Senior Leadership team
    - Board Members
    - Union leadership (if applicable)
    - The staff of the impacted site
    - Families of the impacted site
    - District community via letter (Template provided)
    - Social media
- 2. Confirmation**
  - Obtain documentation that a COVID-19 case has occurred



### 3. Internal notification

- School, childcare program, extracurricular program and partner organization staff immediately notify COVID-19 Liaisons
  - Advise school staff, childcare program staff, extracurricular program staff and partner organizations, to immediately report positive COVID-19 cases to the COVID Liaisons
- COVID Liaisons notify the pertinent childcare program, extracurricular program, school, and district staff
  - The School Superintendent should also be notified

### 4. Notification to ACPHD

- COVID Liaisons notify ACPHD (email, phone) Monday-Friday 8:30-5:00
  - Advise COVID Liaisons, to contact [safelearning@acgov.org](mailto:safelearning@acgov.org); (510) 268-2101 if the district, school, childcare program or extracurricular program is made aware of a confirmed COVID-19 case.
  - ACPHD will provide guidance and will answer any questions you may have about the ACPHD COVID-19 contact investigation process.
  - Please use this form to report a confirmed or suspected COVID-19 case in a children and youth setting (school, childcare, organization, etc.), and any associated contacts <https://veoci.com/veoci/p/form/matpj7dvdzvs#tab=entryForm>
  - Please complete a separate form for each confirmed or suspected COVID-19 case. Before completing this form be sure to have a list of the COVID-19 case close contacts ready to either input into the form or to upload. **In accordance with [HIPAA Privacy and Security Rules](#), all information you provide in this form will remain confidential; the information you provide will not impact immigration status**



**5. Identify exposed cohort and group(s) that must receive contact notification.**

- Refer to the *Protocols for the Onset of Symptoms, Close Contact with an Individual Testing Positive for COVID-19 in a School, Childcare Setting or Extracurricular Setting on page 3 of this document.*
- Identify the dates that the case was at school, program facility while infectious. Cases are infectious from 2 days before through 10 days after the date that symptoms began. If a case did not have any symptoms, they are infectious from 2 days before through 10 days after the date that they had a specimen collected (usually a swab) for COVID testing.
- Determine when the quarantine period begins for contacts.
  - It begins the day after the last exposure to the case while the case was infectious.

**6. Prepare exposure letter to send to parents and staff. Provide the date that the quarantine period begins (see Appendix A).**



## Alameda County Public Health Department Protocols for the Onset of Symptoms, Close Contact with an Individual Testing Positive for COVID-19 in a School, Childcare Setting or Extracurricular Setting

### Table 1. Definition of Frequently Used Terms

#### A Medical Evaluator is defined as a Physician, Nurse Practitioner, or Certified Physician Assistant

**Exposed Group:** The exposed group includes all members of the COVID-19 positive case (“Case”) stable cohort(\*) (children, students and staff) and any additional individuals known to have been in close contact( \*\*) with the case (within 6 feet for  $\geq 15$  minutes) during the case’s infectious period.

**\*A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.**

**\*\*Close contact:** Close contacts are people who stayed within 6 feet of a COVID-19 infected person for more than 15 minutes after that person was diagnosed or up to two days before they first developed symptoms. This applies even if both people are wearing a face covering, mask, or a N95 respirator. Close contact can also take place during brief interactions where there is unprotected direct contact with the COVID-19 infected person’s body secretions (sneezing, coughing, sharing utensils, saliva). Cumulative exposures that add up to 15 minutes within a day may be considered close contact depending on intensity of exposure (e.g., did the person have multiple interactions in a confined space with a symptomatic COVID-19 infected person). In some school situations, it may be challenging to determine whether individuals have met this criterion, and an entire cohort, classroom, or other groups may need to be considered exposed, particularly if people have spent time together indoors.



**Alameda County Health Care Services Agency  
Public Health Department**

[www.acphd.org](http://www.acphd.org)

Public Health Department: Main Line (510) 267-8000

COVID-19 Information: (510) 268-2101

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**Isolation** separates sick people with a contagious disease from people who are not sick. (Centers for Disease Control and Prevention, “CDC” definition)

**Quarantine** is used to keep someone *who might have been exposed to COVID-19* away from others. (Centers for Disease Control and Prevention, “CDC” definition)

**+Note** [Release from Isolation instructions](#) changed by CDC on 7.20.2020



| Table 2. Protocols  |   |  |
|---|---|--|
|   | Action  | Cohort/School remains  |
| <p><b>Scenario 1:</b><br/>           A child, student or staff member exhibits COVID-19 symptoms, answers yes to a health screening question, or has a temperature of 100 or above.</p> | <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Send the child, student or staff member home.</li> <li>• Isolate child, student or staff member in a separate room or designated area, away from other children, students and staff, pending pick up at the facility.</li> <li>• Advise child, student or staff member to contact their healthcare provider and consider COVID-19 testing.</li> <li>• Advise child, student or staff member to share the test results with the school administrator as soon as possible:               <ul style="list-style-type: none"> <li>○ If positive: follow Actions in Scenario 3</li> <li>○ If negative: follow Actions in Scenario 4</li> </ul> </li> <li>• Advise symptomatic staff or parent of symptomatic child, student to <u><a href="#">Follow isolation instructions unless COVID-19 is ruled out by a health care provider.</a></u></li> <li>• <u><a href="#">Refer symptomatic individuals to find community testing resources here</a></u></li> </ul> | <p><b>OPEN</b></p> <p><b>Communication:</b><br/> <b>No action needed</b></p> |



| Table 2. Protocols   |  |   |
|--|--|---|
|  | Action   | Cohort/School remains   |
| <p><b>Scenario 2:</b><br/>           A household member or someone in close contact with child, student or staff member tests positive for COVID-19.</p> | <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Send the child, student or staff member home.</li> <li>• Advise child, student or staff member to follow quarantine instructions for a minimum of 14 days.</li> <li>• Advise child, student or staff member to contact their healthcare provider and consider COVID-19 testing.</li> <li>• Advise staff or parent of the child, student to follow <a href="#">quarantine instructions</a></li> <li>• Refer individuals to <a href="#">find community testing resources here</a></li> </ul>  | <p><b>OPEN</b></p> <p><b>Communication:</b><br/> <b>No action needed</b></p>  |
| <p><b>Scenario 3:</b><br/>           A child, student or staff member tests positive for COVID-19.</p>   | <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Contact the Alameda County Public Health Department: <a href="mailto:safelearning@acgov.org">safelearning@acgov.org</a> or <b>510-268-2101</b></li> <li>• Advise cohort members and/or close contacts of the COVID-19 positive child, student or staff member to follow <a href="#">quarantine instructions</a>, contact their healthcare provider and consider testing.</li> <li>• Advise household contacts of COVID-19 positive student, child or staff member to follow <a href="#">quarantine instructions</a>, contact their healthcare provider and consider testing.</li> </ul> | <p><b>*Cohort QUARANTINE for 14 days from the date of last exposure.</b></p> <p><b>*Close contacts quarantine for 14 days from last exposure.</b></p> <p><b>School/Program remains open</b></p> |



| Table 2. Protocols  |  |  |
|---|--|--|
|   | Action   | Cohort/School remains  |
|   | <ul style="list-style-type: none"> <li>• <a href="#">Find community testing resources here</a></li> <li>• <a href="#">Clean and disinfect classroom and primary spaces</a> where the COVID-19 positive student or staff member spent significant time &gt;15 minutes.</li> </ul>   | <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Complete and send <b>template exposure letter</b> to cohort*(see Appendix A)</li> <li>• Consider school wide or program notification of a known case (<b>see process document page 1</b>)</li> </ul> |
| <p><b>Scenario 4:</b><br/>         While a child, student or staff member has been isolated because of symptoms, they receive a negative test result for COVID-19 and want to return to school, program before 10 days have passed.</p> | <ul style="list-style-type: none"> <li>• <a href="#">Follow isolation instructions</a></li> <li>• If <b>COVID-19 test is negative</b>, the staff member, student or child can return after:             <ul style="list-style-type: none"> <li>• They are feeling better. (The symptoms do not have to be completely resolved.)</li> <li>• They have been at least 24 hours with no fever without taking medicines to lower temperature, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin).</li> <li>• Must show a medical evaluator note to verify that the symptoms are not due to COVID-19, and the test for COVID-19 is negative. ***</li> </ul> </li> </ul> | <p><b>Open Communication:</b><br/> <b>No action needed</b></p>   |





| Table 2. Protocols  |  |   |
|---|--|---|
|   | Action   | Cohort/School remains   |
| <p><b>Scenario 5:</b><br/>           Child, student or staff member has been isolated because of symptoms and want to return to school, program before 10 days have passed without a COVID-19 test.</p> | <ul style="list-style-type: none"> <li>• <b>If No COVID-19 test</b>, the staff member, child or student can return after:</li> <li>• They are feeling better. (The symptoms do not have to be completely resolved.)</li> <li>• They have been at least 24 hours with no fever without taking medicines to lower temperature, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin).</li> <li>• Must show a medical evaluator note to verify that an alternative diagnosis has been made, and the symptoms are not due to COVID-19.</li> </ul>  | <p><b>Open Communication:<br/>           No action needed</b></p> |
| <p><b>Scenario 6:</b><br/>           While a child, student or staff member is placed in quarantine following exposure to a case, they receive a negative test result for COVID-19.</p>                 | <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Follow <a href="#">quarantine instructions</a></li> </ul> <p><b>If the staff member, child or student has never had symptoms, gets tested, and the COVID-19 test is negative:</b></p> <ul style="list-style-type: none"> <li>• They must still remain in quarantine for 14 days, because they may develop symptoms and/or become infectious to others at any time during the 14 days. <a href="#">quarantine infographic</a></li> </ul> <p><b>Note:</b><br/> <b>For those who do not develop symptoms:</b><br/>           For children and students:</p> | <p><b>Open Communication:<br/>           No action needed</b></p> |



| Table 2. Protocols |  |                       |
|--------------------|--|-----------------------|
|                    | Action   | Cohort/School remains |
|                    | <ul style="list-style-type: none"> <li>Testing is advisable but not required. Parents should discuss the pros and cons of testing with the child’s healthcare provider.</li> </ul> <p>For teachers and staff:</p> <ul style="list-style-type: none"> <li>ACPHD recommends testing 4-10 days after the last exposure to the COVID-19 case.</li> </ul> |                       |

**Frequently Asked Questions**

**What should a school, childcare program or extracurricular program do while an ill staff, child or student is waiting for COVID-19 test results?**

In this situation, a cohort should only be closed if there is strong clinical suspicion that the person undergoing testing has COVID-19. For example, if the person is symptomatic following exposure to a confirmed case, or if the symptoms are highly specific for COVID-19 (e.g., loss of taste and smell), the cohort should be closed while awaiting test results. This decision should be made in consultation with ACPHD. Members of the cohort should be told to self-quarantine until test results are available.

\*\*\* The requirement for the medical evaluators note is included in order to verify the reliability of the COVID -19 test because of the variable sensitivities of the currently available tests, and to ensure that the symptoms have an explanation other than COVID-19.

**Exposure Letter Template: Included below as Appendix A.**



## Appendix A:

### Template Letter for STAFF, PARENT or GUARDIAN of student or child: To be placed on school/facility/program letterhead

Date:

Dear: **Insert staff name, or name of child, student's parent or guardian here**

**Insert <You or Your child here>** may have been exposed to a person with COVID-19 who was present at **insert school, childcare program or extracurricular program name here** from **date** to **date**. We are working closely with the Alameda County Public Health Department (ACPHD).

#### **WHAT YOU SHOULD DO**

- **Stay home and do not have any visitors. You or insert child** will be under home quarantine through **date**, which is 14 days after the date of exposure at school, childcare program or extracurricular program. See ACPHD quarantine instructions at <http://www.acphd.org/2019-ncov/resources-residents/quarantine-and-isolation.aspx>.
- Monitor **yourself or insert child** for fever or COVID-19 symptoms through **date**:
  - Fever ( $\geq 37.8^{\circ}\text{C}/100^{\circ}\text{F}$ )
  - Cough
  - Shortness of breath
  - Any other symptoms such as chills, body aches, fatigue, sore throat, headache, runny nose or nasal congestion, loss of taste or smell, nausea, vomiting or diarrhea. For more information about symptoms, see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- **If insert <you or your child>** become sick, have a fever, or develop any of the symptoms listed, contact your healthcare provider to see if testing for COVID-19 is recommended.
- Even if you develop no symptoms, ACPHD recommends that teachers, school, or program staff obtain COVID-19 testing 4-10 days following exposure.



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- If you test **NEGATIVE** for COVID-19, you must still stay in home quarantine through **date**.
- If you test **POSITIVE** for COVID-19, stay home and away from others for 10 days with at least 24 hours of symptom improvement.
- For more information about what to do if you get sick with COVID-19 symptoms, see <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>
- Parents and Guardians of children, students are advised to discuss the pros and cons of testing with the child's healthcare provider.
- **If <insert you or your child>** require urgent medical attention, please call the healthcare facility where you will be seen **BEFORE** you leave home and tell them that you may have been exposed to COVID-19. If you have a medical emergency and you need to call 911, notify the dispatcher that you may have been exposed to COVID-19.

#### **PEOPLE AT HIGHER RISK OF SEVERE COVID-19 INFECTION**

- Older adults and people with **serious medical conditions like heart disease, diabetes, lung disease, or a weakened immune system** may become seriously ill with COVID-19.
- If **insert< you are or your child is>** in a **higher risk group**, please see: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

**If you have questions, please call the Alameda County Public Health Department at 510-268-2101.**