

Scenario-based COVID-19 Guidance for Schools, Childcare, and Programs for Children and Youth

Updated March 2021

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home and recommend testing ASAP. Cohort¹ remains OPEN.	Reinforce importance of social distancing, hand hygiene, facial coverings, and symptom checks.
Child or staff has had close contact ² with someone with confirmed COVID-19.	Send home, instruct to quarantine for 10 days starting the day after last exposure. Monitor for symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop). ³ Cohort remains OPEN.	Consider notifying staff and families of children in the cohort. See “Contact of Contact Advisory” template
Child or staff has confirmed COVID-19 infection	Notify Sonoma County Public Health (complete “Site Information Gathering Tool” prior): <i>Call (707) 565-4566 or e-mail to: Phnurse@sonoma-county.org</i> <ul style="list-style-type: none"> • Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for >24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved. <ul style="list-style-type: none"> • If no symptoms, keep home for 10 days since the day they were tested. • Identify close contacts, which likely includes the entire cohort of the person with COVID-19. <ul style="list-style-type: none"> • Instruct to quarantine for 10 days after the last exposure. • It is strongly recommended⁴ that exposed persons get tested for COVID-19 8-10 days after the last exposure, or sooner if symptoms develop. • Clean and disinfect spaces where the person with COVID-19 spent significant time. Cohort should be CLOSED for 10 days after last exposure. Non-exposed cohorts may remain open.	Notify staff and families of children who are close contacts using the “Close Contact Advisory” template. Notify all other staff and families of children about the COVID-19 case using the “General Exposure Advisory” template.

1 A cohort is defined as a stable group with fixed membership that stays together for all activities (e.g., lunch, recess) and avoids close contact with other persons or cohorts.

2 See CDC definition of “close contact”: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

3 When possible, it is strongly advised to do an initial test for child or staff as soon as a close COVID contact is identified to prevent further spread within the cohort. If negative, testing needs to be repeated at Day 8-10 of 10d quarantine. A negative result on an early test does not exempt someone from testing on/after Day 8.

4 They must have no symptoms upon returning and test negative on/after Day 8. Students or staff who are tested too soon/not at all after an exposure are released from quarantine 14 days after the exposure given they have no symptoms of COVID-19. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.

Return-to-school criteria for children and staff in schools, childcares, and other programs serving youth after COVID-19 symptoms, close contact, or confirmed COVID-19

Scenario	Criteria
<p>Child or staff has a negative test after symptoms of COVID-19 OR an alternate diagnosis has been made by a healthcare provider</p>	<p>Follow facility illness policy for non-COVID illnesses, e.g.:</p> <ul style="list-style-type: none"> • No fever for 24-72 hours without use of fever-reducing medication • No nausea, vomiting, or diarrhea for 24-72 hours without the use of anti-nausea or anti-diarrhea medication • Well enough to participate in routine activities • Other criteria as determined by site <p>Follow any additional criteria determined by the patient’s healthcare provider, if applicable</p>
<p>Child or staff has symptoms of COVID-19, has not been tested for COVID-19, and has not received an alternate diagnosis from a medical provider</p>	<p>Stay home until:</p> <ul style="list-style-type: none"> • 10 days have passed since the onset of symptoms, AND • The person has had no fever for 24 hours without the use of fever-reducing medications, AND • Symptoms have improved
<p>Child or staff has symptoms of COVID-19 and was tested but is still waiting for the test result</p>	<p>Stay home until the person has received their test result and a determination can be made as to how to proceed.</p>
<p>Child or staff had a positive test/ confirmed COVID-19 (with or without symptoms)</p>	<p>Stay home until:</p> <ul style="list-style-type: none"> • 10 days have passed since the onset of symptoms, AND • The person has had no fever for 24 hours without the use of fever-reducing medications, AND • Symptoms have improved • If no symptoms, stay home until 10 days have passed since the date of the test. <p>A doctor’s note does <u>not</u> override these criteria.</p>
<p>Child or staff had close contact with someone with confirmed COVID-19.</p>	<p>Stay home for 10 days after last exposure. They must have no symptoms upon returning <u>and test negative on/after Day 8</u>. If not tested, must complete 14 day quarantine with no symptoms. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.</p> <p>If the person has ongoing close contact with the person with COVID-19 (ie: a parent or sibling), the person must quarantine for 10 days <u>after</u> the person with COVID-19 is no longer infectious. In most cases, this is a total of 20 days after the person with COVID-19 first developed symptoms or had a positive test.</p>

SITE INFORMATION GATHERING TOOL

When Staff or Student Tests Positive For COVID-19

The purpose of this form is to gather information to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student, or visitor has tested positive for COVID-19:

1. Call Sonoma County Public Health at (707) 565-4566, or email phnurse@sonoma-county.org.
The form below may help you organize necessary information BEFORE calling and seeking consultation.
2. AFTER consulting with Sonoma County Public Health, you may be asked to help identify close contacts.
See the sample letter templates below.

*When conducting interviews with possible close contacts, and explaining that they may have been exposed to COVID-19, **do not disclose the identity of the person who tested positive**, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA).*

Name of Person Who Tested Positive or Suspected Case:		Date of Birth:
Person is a: <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Visitor		
School/Site and Address:		School/Site Phone #:
Role/Position: (if not a student)	School/Office/Department:	
First Day Symptoms Appeared:		
Type of Symptoms: (check all that apply)		<input type="checkbox"/> CHECK IF NO SYMPTOMS
<input type="checkbox"/> fever greater than 100.4 F/38 C <input type="checkbox"/> cough <input type="checkbox"/> sore throat <input type="checkbox"/> shortness of breath <input type="checkbox"/> chills	<input type="checkbox"/> headache <input type="checkbox"/> body aches <input type="checkbox"/> fatigue <input type="checkbox"/> loss of smell or taste <input type="checkbox"/> Other:	<input type="checkbox"/> nausea/vomiting <input type="checkbox"/> diarrhea <input type="checkbox"/> runny nose <input type="checkbox"/> congestion
Last Day(s) onsite at School/Work:		
Location of the COVID-19 Test?	Date of COVID-19 test?	COVID-19 Test Results: _ Positive (PCR) _ Negative _ Pending/Suspected (Rapid)

Person Who Completed This Form/Position:	Contact Info (phone/email):	Date:
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"CLOSE CONTACT" EXPOSURE ADVISORY SAMPLE LETTER

Send to Staff and families of children in CLOSED cohorts
(who are "close contacts" to positive COVID-19 case)

Date:

Dear parents, guardians and staff of classroom _____,

A person at _____ has recently tested positive for COVID-19. You or your child has been identified as someone who was in close contact with this person and is at risk for developing COVID-19.

COVID-19 is an illness caused by a virus that can be transmitted to other people when an infected person coughs, sneezes, or is in close contact with others. Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms started, or if they don't have symptoms, 10 days after the day they tested positive. It can take up to two weeks after exposure to develop COVID-19. People who were exposed to COVID-19 should stay quarantined and not attend school or work for 10 days after the last time they were exposed, and should continue monitoring for symptoms for the following 4 days.

For more information on what it means to be quarantined, visit: www.socoemergency.org

As a precautionary measure, we have temporarily closed the affected classroom(s) for a period of at least 10 days following the last possible exposure, and will be reopening no sooner than MM-DD-YYYY. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur. **You and/or your child may not go to a different day care, school, camp, or program until you/your child has completed their 10-day quarantine.**

If you or anyone in your household is currently showing symptoms of COVID-19: Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, please visit: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

If no one in your household has symptoms of COVID-19: We strongly recommend that you or your child be tested for COVID-19 8-10 days after the most recent exposure. Testing done too soon after an exposure may not be reliable, and a negative test during this time does not mean that the person won't develop COVID-19 later during their quarantine period. Because some people with COVID-19 have no symptoms, testing done too early (or not at all) increases the risk that a person may finish their quarantine but have become contagious without knowing it. Appropriate timing of testing is essential to be sure that when we reopen your classroom, there will be minimal risk to students and staff.

Thank you for your patience and understanding as we work together to keep our community safe.

Sincerely,

School/Childcare/Preschool Site

GENERAL EXPOSURE ADVISORY SAMPLE LETTER
Send to all other staff and families in OPEN cohorts
(who were not close contacts)

Date:

Dear parents, guardians, and staff:

A person with COVID-19 was recently identified at _____. **At this time we do not believe that you or your child were exposed.** We will notify you immediately should this change. While the affected classroom(s) will be closed for 10 days as a precautionary measure, your/your child's classroom will remain open.

While you or your child may have not had any known exposures to COVID-19, it is still present in our community and we encourage you to continue to take steps to keep you and those around you safe. These steps include practicing social distancing from people who do not live in your household, washing your hands often, and wearing a mask or facial covering when in public.

We also encourage you to be aware of the symptoms of COVID-19 and check yourself or your child for COVID-19 symptoms before coming to work or school. Symptoms of COVID-19 include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

If your child or anyone in your home is experiencing any of these symptoms, please keep the household home and do not come to school or work. Contact your healthcare provider and request a test for COVID-19.

Thank you for helping to keep our community safe.

Sincerely,

Childcare/Preschool/School Site

"CONTACT OF A CONTACT" ADVISORY SAMPLE LETTER
When a student/staff member is quarantining due to exposure off campus
and there is no on-campus exposure
students/staff are only "contacts of a contact"

Date,

Dear Parents/Guardians and Staff of classroom _____:

We want students and staff to stay safe. A student or staff member in your child's class has been in contact with a person who has tested positive for COVID-19. That student or staff member has been instructed to stay home until they are safe to come back to school. We have not identified any risk to you or your child at this time.

Your child's classroom will stay open. **You or your child can still come to school.** We will update you if anything changes. Please keep checking your child for symptoms and stay home if anyone in your home is sick.

Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Please contact your healthcare provider for any other questions.

Thank you for helping to keep our school and community safe.

Sincerely,

School/Childcare/Preschool Site



What does it mean to be isolated?



Stay at home except to get medical care.

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.

Separate yourself from other people in your home.

As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.



Wear a facemask.

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes.

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.



Clean your hands.



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



Monitor your symptoms.



Seek prompt medical attention if your symptoms worsen. Before seeking care, call your healthcare provider and tell them that you have, or may have, novel coronavirus infection. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Sonoma County Public Health Department (707-565-4566). **If you need emergency medical care call 911** and tell them you have, or may have, novel coronavirus infection.

If you have questions or are having difficulty maintaining your isolation, please contact the Sonoma County Public Health Department at 707-565-4566.



What does it mean to be quarantined?



Stay at home except to get medical care.

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.

Monitor for symptoms.

Seek prompt medical attention if you develop symptoms including fever of 100.0° F or above, feeling feverish, cough, or difficulty breathing. Before seeking care, call your healthcare provider and tell them that you are under quarantine for potential exposure to novel coronavirus (COVID-19). Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Sonoma County Public Health Department (707) 565-4566. **If you need emergency medical care call 911** and be sure to tell them you may have been exposed to COVID-19.



Clean your hands.



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water are best if your hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



Cover your coughs and sneezes.



Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

If you have questions or are having difficulty maintaining your quarantine, please contact the Sonoma County Public Health Department at (707) 565-4566.