

# COVID-19 Guidance Packet

## for Schools, Childcare, and other Youth settings

Updated December 3, 2021

| COVID-19 Cases             |   |
|----------------------------|---|
| Defining a COVID-19 Case   | <p>A <b>Case</b> is defined as a person who has tested positive for COVID-19 (with or without symptoms)</p> <p><b>Note: Anyone who has COVID-19 symptoms (fever, runny nose, loss of smell and/or taste, etc.) but declines to test (and does not have an alternate diagnosis from a doctor) should be treated as a positive case.</b></p>  |
| Infectious Period          | <p>The Infectious period for COVID-19 <b>begins 2 days prior</b> to symptom onset (or 2 days prior to the testing date, if no symptoms). The individual will continue to be infectious for about <b>10 days after</b> symptom onset (or positive test date, if no symptoms develop), which will determine their isolation period (below). Any close contacts exposed to a Case during their infectious period must quarantine (with some exceptions). See the “Close Contacts” section below.</p> |
| Isolation Period           | <p>COVID-19 Cases must stay home and isolate for 10 full days (minimum) while infectious.</p> <p><b>Day 1</b> of their Isolation period is the day <b>after</b> the first symptoms began, or the day <b>after</b> their positive test specimen was collected if they developed no symptoms.</p> <p>They can be released from isolation when they meet the <b>Isolation Release Criteria</b> below.</p>  |
| Isolation Release Criteria | <p>A COVID-19 Case is deemed no longer infectious when they meet <b>all</b> of the following criteria:</p> <ul style="list-style-type: none"> <li>✓ Case has completed 10 full days of Isolation (see above)</li> <li>✓ Symptoms have improved (lingering cough and lingering loss of taste/smell are OK)</li> <li>✓ <b>AND</b> Case has not had a fever for 24+ hours without the use of fever-reducing medication</li> </ul>  |

| Close Contacts              |  |
|-----------------------------|--|
| Defining a Close Contact    | <p>You are considered a <b>close contact</b> if you were within 6 feet of a COVID-19 Case for a total of <b>15 minutes</b> (or more) over the course of a day.</p> <p>You are also considered a <b>close contact</b> if you did <b>any</b> of the following activities for any amount of time (<b>no 15 minute requirement</b>):</p> <ul style="list-style-type: none"> <li>○ You had direct physical contact with a COVID-19 Case (hugged, kissed, or played high-contact sports together)</li> <li>○ You provided direct care to someone who is sick with COVID-19</li> <li>○ A COVID-19 Case sneezed, coughed, or somehow got respiratory droplets on you</li> <li>○ You shared eating or drinking utensils with a COVID-19 Case</li> </ul> |
| Quarantining Close Contacts | <p>Close contacts who were exposed during the COVID-19 Case’s infectious period (see above) must quarantine based off of their <b>most recent exposure</b> (with some exemptions, below).</p> <p>The type and length of quarantine they are eligible for will depend on the nature of their COVID-19 exposure. Different scenarios to help determine this are outlined in our <b>Scenario-based Guidance</b>, to follow.</p>   |
| Quarantine Exemptions       | <p>The following are examples of those who are <b>not</b> required to quarantine:</p> <ul style="list-style-type: none"> <li>• Close contacts who were diagnosed with COVID-19 (and recovered) within the last 90 days. They must provide proof of previous positive test result.</li> <li>• Anyone who was fully-vaccinated (full two weeks past final dose of vaccine series) at the time of exposure.</li> </ul> <p><b>NOTE: If symptoms develop, they should get tested ASAP, and isolate in the meantime.</b></p>   |

# COVID-19 Scenario-based Guidance Isolation Protocol

| Scenario  | Action   | Communication   |
|---|--|---|
| Someone has symptoms of COVID-19                              | Should be tested ASAP and be isolated in the meantime while waiting for results, and until a determination can be made as to how to proceed, based on following scenarios.<br><br><b>Cohort remains OPEN</b>   | Reinforce importance of <b>hand hygiene</b> and <b>facial coverings</b>   |
| Someone has a negative test result after symptoms of COVID-19 | <b>To determine when they can return to campus</b> , follow your site's policy for non-COVID illnesses. Might include:<br><ul style="list-style-type: none"> <li>✓ No fever for 24 hours without use of fever-reducing medication</li> <li>✓ No vomiting or diarrhea for 24 hours</li> </ul> <b>If symptoms develop after negative test</b> , be isolated and test again   | <b>If they have symptoms specific to COVID (loss of taste or smell) and receive a negative antigen result</b> , consider testing by PCR.  |
| A symptomatic person declines to get tested                   | Must provide proof of <b>alternate diagnosis</b> from their healthcare provider (and meet site's illness policy criteria before returning) <b>OR</b> they should complete <b>10 days of isolation</b> (beginning the day after symptom onset) and meet <b>Isolation Release Criteria</b> (below) prior to returning.   | <b>Encourage testing to confirm COVID-19 status</b> , so that they may be exempt from future quarantine if exposed during the following 90 days <sup>1</sup>  |
| Someone has been confirmed positive for COVID-19              | <ul style="list-style-type: none"> <li>• Send home with instructions to <b>isolate for at least 10 days</b>, beginning the day after the first symptoms occurred, or beginning the day following their positive test was collected if they have no symptoms</li> <li>• They may return on Day 11 or later, when they meet the <b>Isolation Release Criteria</b>: <ul style="list-style-type: none"> <li>✓ Symptoms have improved</li> <li>✓ They have been fever-free for at least 24 hours, without using medication (such as Tylenol or Motrin)</li> </ul> </li> <li>• If the COVID-19 case was present on site within the last 24 hours, <b>clean and disinfect</b> spaces occupied by that person</li> <li>❖ Identify any individuals who may have been <b>close contacts</b><sup>2</sup> to the COVID-19 case while they were on site during their infectious period, including students, staff, or visitors</li> <li>❖ Follow the current quarantine guidelines for close contacts (next page) to determine who needs to <b>quarantine</b>, for how long, when they should get <b>tested</b><sup>3</sup>, and <b>when they can return</b> on site<sup>4</sup></li> </ul> | <p><b>Report confirmed COVID-19 case to Public Health:</b></p> <p>Send completed "Exposure/ Case Reporting form - Info Gathering Tool" form to:<br/><i>SoCo.Schools@sonoma-county.org</i></p> <p><b>Notify Close Contacts</b> about the exposure, using the applicable "Close Contact Advisory." Be sure to include details about when they should get tested, and when they may return on site.</p> <p><b>Recommended:</b> Notify all other staff and families of children in the class/school about the COVID-19 case using the "General Exposure Advisory"</p> |

<sup>1</sup> After testing positive for COVID-19, it is not advised for individuals to test again for the following 90 days. It is possible that they may continue to test positive as their bodies shed dead viral fragments, and some tests may pick up on this genetic material. Asymptomatic individuals can be exempt from quarantine for 90 days following recent infection.

<sup>2</sup> "Close contact" is generally defined as being within 6 feet of an infected individual for 15 minutes or more over the course of a day. People can be determined as close contacts in less than 15 minutes if they share eating utensils or drinks, or have direct physical contact with an infected individual (hugging, kissing, or playing moderate/high-contact sports together).

<sup>3</sup> In certain circumstances, it is strongly advised that close contacts to do an initial test immediately after exposure, especially if there are 3 or more positive cases identified. If negative, testing should be repeated later in the quarantine period, based on current quarantine guidelines and recommendations. A negative result on an early test does not guarantee that they will not develop COVID-19 later in their quarantine period.

<sup>4</sup> They must have developed no symptoms and test negative on/after the proper day to be released early from quarantine. Close contacts who are tested too soon (or not at all) after an exposure will not be released early from quarantine. They should continue to monitor for symptoms for the full 14 day period. If symptoms develop and no test is completed, an additional 10 days of isolation (beginning the day after symptom onset) must be completed before returning on site.

# COVID-19 Scenario-based Guidance

## Quarantine Protocol

| Fully-Vaccinated   | Guideline  |
|--|--|
| A <u>fully-vaccinated person</u> was in close contact with a COVID-19 case | <p><b>No quarantine required</b> - may continue returning to school and/or work as long as they remain asymptomatic. <b>Monitor for symptoms</b> for 14 days after last exposure.</p> <p><b>Recommended to test</b> 5-7 days after last exposure, or ASAP if symptoms develop.</p> |

| Unvaccinated (or partially-vaccinated)   | Guideline   |
|--|---|
| A person (not fully-vaccinated) was a close contact to a confirmed COVID-19 case while <u>outside of the K-12 school setting</u> (exposed at home, in the community, at sports practice, preschool, college, etc.)                                   | They must complete <b>at-home quarantine</b> .  |
| An employee/staff member (not fully-vaccinated) was in close contact with a confirmed COVID-19 case  | They must complete <b>at-home quarantine</b> .  |
| K-12 Student (not fully-vaccinated) was a close contact to a COVID-19 case in a K-12 school setting and both the case and contact were wearing masks during the exposure ("mask-on-mask" exposure)   | They qualify for <b>Modified Quarantine</b> .   |
| K-12 Student (not vaccinated) had close contact with a confirmed COVID-19 case while at school, but either the case or the contact were not wearing a mask for <u>any</u> portion of the exposure period ("unmasked" or "partially-masked" exposure) | <p>They <b>do not</b> qualify for Modified Quarantine.</p> <p><b>They must complete at-home quarantine.</b></p> |

| Type of Quarantine             | Protocol  |
|--------------------------------|---|
| Traditional At-home Quarantine | <p><b>Quarantine at home</b> for 7-10 days, Day zero being the date of <b>last exposure</b>.</p> <p><b>If they remain asymptomatic:</b></p> <ul style="list-style-type: none"> <li>• May discontinue quarantine after Day 7, <b>if tested negative on/after Day 5</b></li> <li>• May discontinue quarantine after Day 10, if declined testing on/after Day 5</li> </ul> <p><b>Monitor for symptoms</b> through Day 14</p> <p>➤ <b>If symptoms develop</b>, they should get tested and isolate in the meantime</p>   |
| Modified Quarantine            | <p><b>Must quarantine for 7-10 days</b> (following protocol above). May not participate in any extracurricular activities, including sports and all other community activities.</p> <ul style="list-style-type: none"> <li>• They may <b>continue returning to school for in-person instruction</b> if: <ul style="list-style-type: none"> <li>✓ They remain asymptomatic</li> <li>✓ They test 2x (PCR or antigen) during 10 day period</li> <li>✓ They continue to appropriately mask and use proper hand hygiene</li> </ul> </li> </ul> <p>➤ <b>If symptoms develop</b>, they should get tested and isolate in the meantime</p> |

## Scenario-based FAQ

| FAQ - Scenario  | Recommendation   |
|---|--|
| <p><b>Scenario A:</b></p> <p>A student at our school has a sibling who has been exposed to COVID-19 and is in quarantine.</p> <p>Can our student continue coming to school?</p>   | <p>It is best for the exposed sibling (Sibling A) to <b>separate</b> from others in the home (separate bedroom and bathroom), in case they become infectious during their quarantine. Regardless of whether or not they are able to separate, the student who is <b>not</b> quarantining (Sibling B) may continue coming to school.</p> <p><b>If Sibling A begins developing symptoms</b>, they should be tested ASAP. If Sibling A tests positive and has been in close contact with Sibling B (starting 2 days prior to their symptom onset, or starting 2 days prior to their positive test date if they had no symptoms), Sibling B must stay home and not return to school until after completing their <b>at-home quarantine</b>.</p>  |
| <p><b>Scenario B:</b></p> <p>A student at our school tested positive for COVID-19, and they were in multiple classes during their infectious period.</p> <p>Do all of the students in those classes need to quarantine?</p> | <p>Only the individuals who were in <b>close contact</b> to the COVID-19 case will be required to quarantine (if not vaccinated). This may not be the entire classroom if a strict classroom seating charts have been maintained (including at lunch tables, when 6-foot spacing cannot be maintained).</p> <p>The COVID Coordinator should work with the school to determine if they can <b>confidently confirm</b> who may have been a close contact. If this cannot be confidently confirmed (if the group does not use a seating chart), it may be best to consider the entire class as close contacts, as a precaution.</p>   |
| <p><b>Scenario C:</b></p> <p>A student received their 2nd vaccine dose one week ago but was just exposed to a positive case. Do they need to quarantine?</p>  | <p>People are considered fully-vaccinated when it has been two full weeks since they received their final dose of their COVID-19 vaccine series (1st dose for J&amp;J, 2nd dose for Pfizer or Moderna).</p> <p>If they are exposed before they reach the two-week mark, they are <b>not</b> considered fully-vaccinated and they must quarantine as directed.</p>  |
| <p><b>Scenario D:</b></p> <p>An athlete at our school tested positive for COVID-19, and was at practice all week.</p> <p>Does their entire team need to quarantine?</p>   | <p><b>Not necessarily.</b> Schools should consider the full definition of a "close contact" (see footnote<sup>2</sup> of page 2) when determining who needs to quarantine. Exposure can occur very quickly during direct physical contact, therefore, some activities don't require the 15 minutes to be considered close contact.</p> <p>Different sports carry different levels of risk depending on if they are played indoors or outdoors, and whether they are low contact or moderate-to-high contact activities.</p> <p>In moderate-to-high contact activities, such as football or basketball, the entire team may have had direct physical contact during play, and therefore are considered exposed. When investigating exposure, schools should consider if players congregated on sidelines, in locker rooms, or before/after practice. Any player(s) who meet the criteria to be considered a close contact should quarantine (at home) unless fully-vaccinated and asymptomatic.</p> |

## Scenario-based FAQ (2)

| FAQ - Scenario  | Recommendation   |
|---|--|
| <p><b>Scenario E:<br/>Preschool exposures</b></p> <p>A COVID-19 positive child at our preschool was present while infectious. Do all of the kids in their cohort need to quarantine?</p>                  | <p>In the <b>preschool setting</b>, proper mitigation measures (masking, distancing, etc.) and strict classroom seating charts are not always maintained.</p> <p>Because of the nature of the setting, it is not common for daycare/preschool sites to be able to <b>confidently confirm</b> who was and was not in close contact to the infectious case, unless the case is an infant or someone who was known to have minimal contact with others during the day. It may be best to consider the entire stable group as potential close contacts, as a precaution, specifically if indoors.</p>  |
| <p><b>Scenario F:<br/>Exposure in the home</b></p> <p>A student (not vaccinated) at our school/program has a household member who is positive for COVID-19.</p> <p>When can they come back to school?</p> | <p>If the student has had <b>close contact</b> to a positive household member, they must <b>quarantine at home</b> (they are NOT eligible for modified quarantine).</p> <p>If they <i>cannot</i> <b>separate completely</b> from the positive household member, and they are being <b>continually exposed</b> in the home, their quarantine "clock" may not begin until after their <b>final exposure</b> to the positive case. Final exposure may end up being the positive case's last day of their isolation/infectious period.</p> <p>If the student <b>can</b> completely separate, then their quarantine clock can begin the day <b>after</b> they completely separated (the day after last exposure).</p> <p><b>Complete separation in the home includes <u>all</u> of the following:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Separate bedroom</b> - or head of beds at opposite ends of room, 6+ feet apart</li> <li>✓ <b>Separate bathroom</b> - Alternatives: showering at separate times of day, wiping down high-touch surfaces after shower steam settles, keeping toothbrushes separated, etc.</li> <li>✓ Keeping at least <b>6 feet of distance</b> from others at all times</li> <li>✓ <b>AND</b> wearing <b>masks</b> when sharing common spaces (both the positive individual and the other household members)</li> </ul>  |
| <p><b>Scenario G:<br/>Allergy Symptoms</b></p> <p>A student at our site has sniffles or sneezing (mild symptoms).</p> <p>Do they need to be tested?</p> <p>When can they come back?</p>                   | <p>When addressing allergy-type symptoms, an informed decision about what warrants testing should be made on a <b>case-by-case basis</b>. This decision can be made by the school nurse, or COVID liaison, in conjunction with Public Health as needed.</p> <p>Schools should consider if the child in question has a <b>documented health history of allergies (alternate diagnosis)</b>, and that their current symptoms match their typical baseline symptoms for that diagnosis. If there is a change from their baseline symptoms, this would require follow up (and possibly testing).</p> <p>However, if the person has <b>any other COVID-19 symptoms</b> in addition to the runny nose/allergy symptom, a possible <b>recent exposure</b> to COVID-19, <b>or</b> if the nasal discharge is not clear - then it would be indicated that they <b>test right away</b> for COVID-19, and be isolated while waiting for results. Those who do not test (or do not receive an alternate diagnosis from a primary care provider) will need to complete a minimum 10 day isolation as described in the Isolation protocol section.</p> <p><b>Those who test negative</b> after symptom onset can return to their class/work when they meet the site's non-COVID illness policy criteria.</p> <p><b>Please note</b> that other certain infectious diseases (like <b>Norovirus</b>) still need to be reported to Sonoma County Department of Public Health.</p> <p><b>Please report all non-COVID infectious diseases to:</b><br/>PHNurse@sonoma-county.org</p> |



# EXPOSURE REPORTING FORM CASE INFORMATION GATHERING TOOL

Upon learning that a staff, student, or visitor has tested positive for COVID-19, and has exposed people on site (or was previously exposed on-site and is now positive), please use this form to report to Public Health.

1. Fill out the form below to help you collect and organize necessary information about the positive COVID-19 Case. Please gather and include as much information as you can before moving to step 2.
2. Email form to [SoCo.Schools@sonoma-county.org](mailto:SoCo.Schools@sonoma-county.org) to report the positive Case and exposure info. To help up process exposures, please include the **Site name** and Case's **initials** in the subject line, ie: "**Exposure at Apple Tree Elementary - Case ABC**"
3. After reporting to Public Health, notify close contacts of the exposure and instruct for them to begin applicable quarantine. See the *Scenario-based Guidance and sample exposure advisory letter templates*.

**Please note:** When notifying close contacts and discussing their COVID-19 exposure, **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).

|   |  |   |   |
|---|--|---|---|
| <b>School / Site / Location where exposure occurred:</b>  |  |   |   |
| <b>Name of positive COVID-19 Case:</b>  |  | <b>Date of Birth:</b>   | <b>Parent/Guardian Name (if applicable):</b>    |
| <input type="checkbox"/> Case is a <b>student/child/player</b> . <b>Grade/Classroom/Team:</b>   |  | <b>Case (or Parent/Guardian) Phone #:</b>   |   |
| <input type="checkbox"/> Case is a <b>staff member</b> . <b>Position:</b>   |  | <input type="checkbox"/> <b>Visitor/Other:</b>  | <b>Case (or Parent/Guardian) email address:</b> |
| <b>Fully-vaccinated?</b><br>Yes      No   | <b>Rc'd booster?</b><br>Y      N   | <b>Did they have a recent known exposure to COVID-19?</b> When, where, to whom?   |   |
| <b>First Day Symptoms Appeared:</b>   |  | <b>Last Day(s) on site:</b>   |   |
| <b>Type of Symptoms: (check all that apply)</b>   |  |   | NO SYMPTOMS                                     |
| <input type="checkbox"/> fever greater than 100.4 F/38 C<br><input type="checkbox"/> cough<br><input type="checkbox"/> sore throat<br><input type="checkbox"/> shortness of breath<br><input type="checkbox"/> chills | <input type="checkbox"/> headache<br><input type="checkbox"/> body aches<br><input type="checkbox"/> fatigue<br><input type="checkbox"/> loss of smell or taste<br><input type="checkbox"/> Other: | <input type="checkbox"/> nausea/vomiting<br><input type="checkbox"/> diarrhea<br><input type="checkbox"/> runny nose<br><input type="checkbox"/> congestion |   |
| <b>Location of the COVID-19 Test?</b>   | <b>Date of COVID-19 test?</b>  | <b>COVID-19 Test Results:</b><br>Positive      Negative<br>Presumptive      Pending   | PCR<br>Antigen                                  |
| <b>Appx how many "close contacts" were exposed?</b><br><br>Staff                      Students/Children   | Appx total for Modified Quarantine:<br><br>Appx total for at-home Quarantine:  | # of fully-vacc'd contacts:   |   |

**Additional notes about exposure:**

|  |                                    |              |
|--|------------------------------------|--------------|
| <b>Person Who Completed This Form:</b> | <b>Contact Info (phone/email):</b> | <b>Date:</b> |
|--|------------------------------------|--------------|