

Appendix A: Steps for Managing Exposures to 1, 2, and 3 or More COVID-19 Cases at School

1 Confirmed Case

- 1) *Required:* School instructs the case to follow COVID-19 home isolation instructions (a), below.
- 2) *Required:* School informs the case that PPHD will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a), below.
- 3) *Required:* School works with the case to identify school contacts.
- 4) *Required:* School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19.
- 5) *Required:* School informs school contacts that PPHD will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b), below.
- 6) *Required:* School submits contact information for case and site contacts using the [COVID-19 Case and Contact Line List for the Educational Sector](#) and sends to PPHD by emailing: nursing@cityofpasadena.net
- 7) *Recommended:* School sends general notification* to inform the wider school community of the school exposure and precautions taken to prevent spread.

*Templates for contact notification and general notification are available at: [COVID-19 Template Notification Letters for Education Settings](#).

2 Confirmed Cases

- 1) *Required:* Follow required steps for 1 confirmed case.
- 2) *Recommended:* If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links.** A [COVID-19 Exposure Investigation Worksheet for the Education Sector](#) tool is available to help assess for epi links.

**Epi links do not exist: School continues with routine exposure management.
Epi links exist: School implements additional infection control measures.

3+ Confirmed Cases

- 1) *Required:* If a cluster of 3 or more cases occurred within 14 days of each other, school notifies PPHD at: nursing@cityofpasadena.net or (626) 744-6089.
- 2) *Recommended:* Prior to notifying PPHD of the cluster, the school determines whether at least 3 cases have epi links. If epi links do not exist, the school continues with routine exposure management.
- 3) *Required:* PPHD requests that the [COVID-19 Case and Contact Line List for the Educational Sector](#) be completed by the school to determine if outbreak criteria have been met.***
***Outbreak criteria not met: School continues with routine exposure management.
Outbreak criteria met: PPHD outbreak investigation will be initiated.
- 4) *Required:* School provides updates to the PPHD investigator until the outbreak is resolved (at least 14 days since last confirmed case).

(a) Health Officer Order - cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. <https://www.cityofpasadena.net/Pasadena-Health-Officer-Blanket-Isolation-Order>

(b) Health Officer Order - contacts directed to quarantine for 14 days since date of last exposure to case while infectious, completing a full 14 days regardless of any test results.
<https://www.cityofpasadena.net/Pasadena-Health-Officer-Blanket-Quarantine-Order>