

## COVID-19 EXPOSURE MANAGEMENT PLAN GUIDANCE IN TK-12 SCHOOLS

Recent Updates: (Changes are highlighted in yellow)

9/29/2021:

- Added a requirement to report COVID-19 hospitalizations or deaths among students or staff to PPHD.
- Added the option for schools to implement modified quarantine after consultation with PPHD for TK-12 students who have verified mask-to mask exposure with a confirmed case at school during the exposure period. Modified quarantine may only be applied under specific circumstances outlined in this guidance.
- Updated requirement for quarantine for employees.

**NOTE:** This protocol document may be updated as additional information and resources become available. Check the Pasadena Public Health Department website: <https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols> for updates to this document.

Timely, effective efforts to contain COVID-19 exposures at a school level, by school staff, can help maximize the impact of the Pasadena Public Health Department (PPHD) COVID-19 response.

Primary and Secondary Schools serving students from transitional kindergarten through Grade 12 (K-12 Schools) are trusted community partners that can help PPHD improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP). Immediate implementation of an EMP when a single case of COVID-19 is identified at a school can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at TK-12 Schools are described below and summarized in Appendix A. Because TK-12 Schools will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management where school resources are sufficient. The requirements and recommendations presented are specific to TK-12 instructional and non-instructional facilities serving TK-12 Schools. For the purposes of this plan, the word “School” applies to both TK-12 instructional and non-instructional facilities. Check the PPHD website for additional resources and updates for schools <https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>.

### Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

- Required:* A designated School COVID-19 Compliance Lead who is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Lead who serves as a liaison to PPHD for sharing site-level information to facilitate necessary public health action.
- Required:** A plan to report all known or suspected COVID-19 hospitalizations and/or deaths among students or staff to PPHD immediately by email to [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).

- *Required:* A plan for all students, employees, and visitors who (1) have symptoms consistent with COVID-19, (2) are quarantined because of exposure to a confirmed case of COVID-19, or (3) are at a school with an active public health investigation to have access to testing or be tested for COVID-19 infection.
- *Recommended:* The school should implement a strategy for periodic testing for asymptomatic individuals with no known exposure particularly in the setting of [moderate, substantial, or high transmission](#) as recommended in the [CDPH K-12 Testing Strategies Considerations](#). When the community is experiencing higher rates of COVID-19 transmission, in light of evolving data on virus variants, PPHD recommends that periodic testing include fully vaccinated individuals, if resources allow.
- *Recommended:* Apply PPHD guidance on [Symptom and Exposure Screening Pathways for TK-12 Schools](#) for persons who screen positive for symptoms prior to school entry or while at school.

#### Exposure Management for 1 COVID-19 Case at School

- *Required:* After identifying one confirmed or suspected COVID-19 case (student, employee, or visitor), the School Compliance Lead instructs the case to follow [PPHD home isolation instructions for COVID-19](#). NOTE: A person is considered to be diagnosed with or likely to have COVID-19, based on one of more of the following criteria: a) They received a positive diagnostic (viral) test for COVID-19 and/or b) A healthcare provider clinically suspects that they have COVID-19.
- *Required:* School provide a copy of the [Health Officer Order for Case Isolation](#) to the case and informs the case that PPHD may contact the case directly to collect additional information and issue the Health Officer Order for Case Isolation.
- *Required:* The Compliance Lead works to identify all individuals in the School who have had an exposure to the confirmed positive case during their infectious period (close contacts).
  - A case is considered to be infectious from 2 days before symptoms first appeared until the time the case is no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduces fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before the test was taken until 10 days after the test.
  - Close Contact: A person is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met if they are one of the following:
    - An individual who was within 6 feet of the infected person for a cumulative 15 minutes or more over a 24-hour period, even if a face mask was worn;
    - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
    - Exposures will be reviewed by PPHD to assess which persons need to quarantine **based on the definition of a close contact and the school's ability to identify specific contacts. Schools are encouraged to maintain small cohorts and utilize assigned**

seating to reduce the need to quarantine all individuals in the same grade or classroom as an infected person. If the program cannot determine who is a close contact to a person with confirmed COVID-19 at school, they should contact Public Health immediately for technical assistance. It is a possibility that all individuals in the same cohort or classroom as an infected person will need to be quarantined if exposures cannot be ruled out for the entire group. NOTE: Exposures associated with extracurricular activities including youth sports programs will be reviewed by Public Health to confirm which persons need to quarantine, including the possibility of quarantining all individuals on the same team with an infected person (or individuals on an opposing team who were playing against a team with an infected person), if exposures cannot be ruled out. Refer to the [Exposure Management Plan for Youth Recreational Sport Programs](#) for more information.

- *Required:* School Compliance Lead must notify PPHD of (1) employees, students, and visitors with confirmed or suspected COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons on campus who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms, or for an asymptomatic case, the swab date of the positive COVID-19 test.
  - The School Compliance Lead submits this information to PPHD using the [COVID-19 Case and Contact Line List for the Educational Sector](#) within 1 day of notification of a case. If needed, additional time may be requested. Secure (encrypted) online email via [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) is the preferred method for notifying PPHD of COVID-19 exposures.
  
- *Required:* All persons identified to have had an exposure to a COVID-19 positive case at school are notified by the School Compliance Lead of the exposure through a letter or other communication strategies. A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:
  - PPHD is working with the school to provide guidance on case investigation, contact tracing, testing isolation and quarantine requirements.
  - Employees with a campus exposure should follow guidance outlined in the [Cal/OSHA COVID-19 Emergency Temporary Standards \(ETS\)](#). Pasadena [Health Officer Order for Quarantine](#) permits employees to return to work upon fulfillment of quarantine requirements stated in the order.
  - All students, employees, and visitors with an exposure to the case should test for COVID-19, whether or not they have symptoms, on day 4 or 5 regardless of vaccination status and inform the school of test results. This will determine the extent of COVID-19 spread at the school and serve as a basis for further control measures. Testing resources include: employee/occupational health services, the school's student health center, personal healthcare providers, community testing sites, see <https://www.cityofpasadena.net/public-health/covid-19-testing-info/>.
  - Exposed students, employees, and visitors must self-quarantine (stay in their home or another residence, separate from others) as outlined in the [Health Officer Order for Quarantine](#) and [Quarantine Order Flyer](#), unless they are fully vaccinated or have recovered from laboratory-confirmed COVID-19 in the last 90 days. Quarantine may end:
    - On Day 11 after the last date of exposure if the person remains asymptomatic, but the person must continue to monitor for symptoms and adhere to COVID-19 prevention

- precautions through Day 14.
- On Day 8 after the last date of exposure if the person remains asymptomatic, if a diagnostic specimen is collected on or after Day 5 from the date of last exposure and is negative. The test must be an FDA-authorized PCR COVID-19 test performed in a healthcare setting or at a certified testing site. These people are allowed to leave self-quarantine on day 8 provided they (1) are asymptomatic, (2) continue to appropriately mask, as required, and (3) continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14.
- NOTE: Asymptomatic persons who are fully vaccinated AND who are a close contact to a confirmed case are recommended to test for COVID-19 on day 4 or 5 after their exposure, but are not required to quarantine. However, they should monitor for symptoms of COVID-19 for 14 days following an exposure.
- NOTE: Persons who have recovered from laboratory-confirmed COVID-19 within the last 90 days AND who are a close contact to a confirmed case are not required to quarantine or test for COVID-19 if they remain asymptomatic or do not develop new symptoms.
- The COVID-19 Compliance Lead should provide the PPHD [Order for Quarantine](#).
- PPHD may contact students and employees directly to collect additional information and issue the Health Officer [Order for Quarantine](#).
- *Optional Modified Quarantine for TK-12 students*  
 Currently, no modified quarantine options are approved or recommended by the US Centers for Disease Control and Prevention (CDC). However, the CA Department of Public Health (CDPH) has TK-12 guidance to enable schools to consider modified quarantine. Modified quarantine may be considered by schools and implemented only after consultation with PPHD. With modified quarantine, asymptomatic unvaccinated students exposed to COVID-19 in school may continue in-person instruction only if extra measures including testing are utilized. These students may not participate in any extracurricular activities at school, including sports, or activities in the community setting, and must maintain home-quarantine except for in-school academic instruction.

Students are only eligible for modified quarantine if they meet ALL of the following criteria:

- School has consulted with the PPHD Schools Technical Assistance Team prior to implementing modified quarantine.
- The exposure was to a person infectious with COVID-19 in a school setting where students are closely supervised by school staff (indoors, outdoors, or on school buses) during academic instruction (does not include sports team practice or games).
- The school conducts symptom screening at least once per day (preferably twice) and documents in writing that the exposed student remains asymptomatic. School must provide this to PPHD upon request.
- The exposed student AND the person with COVID-19 must have each worn a mask consistently and correctly during the entire exposure period. This includes any outdoor exposures. Prior to implementing modified quarantine, verification is required that the exposure occurred “mask-to-mask,” when both people were properly masked. School administrators must keep records of this verification and provide it to PPHD upon request.
- The exposed student is not part of an outbreak at the school or otherwise concerning pattern of COVID-19 cases as determined by PPHD.

- Student follows the [Health Officer Quarantine Order](#) for all activities other than in-school academic instruction, and must stay at home for the duration of quarantine (7 days from last exposure to the person with COVID-19 if a PCR test taken on or after day 5 is negative such that activities resume on day 8, or 10 days without a test such that activities resume on day 11).
- Student must wear a mask BOTH indoors and outdoors on school buses and while at school, except while actively eating and drinking outdoors, at least 6 feet from others. The student on modified quarantine may not participate in any other activities that require removal of the mask, such as playing a musical instrument.
- Student should be tested daily with an FDA-authorized antigen test AND must test on day 5 with a PCR test in order to end modified quarantine on day 8. This strategy is called “test and stay” and is one of the strategies being implemented in schools and being studied by the CDC. This is the strategy recommended by PPHD for schools choosing to implement modified quarantine.
- Alternatively, the exposed student must be tested twice weekly with a PCR or antigen test, including a PCR test on or after day 5 to exit quarantine on day 8. CDPH guidance recommends testing immediately after being exposed and then continue testing every 3 days, at least.
- It is strongly recommended that unvaccinated, asymptomatic individuals who are NOT identified as close contacts, but who were present in a school classroom or school activity with a confirmed case, be tested weekly for two weeks (14 days) following the date of last exposure in the classroom/activity. If capacity allows, also test asymptomatic, fully vaccinated individuals who were present in the school classroom/activity with a confirmed case but were not close contacts.

- *Recommended:* School Compliance Lead will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

#### Exposure Management for 2 COVID-19 Cases at School within a 14-day Period

- *Required:* After identifying 2 confirmed cases (students and/or employees) within a 14-day period, the school follows the *required* steps for 1 case.
- *Recommended:* School Compliance Lead determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.\*

*\*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., 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). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education](#)



[Sector](#). For technical assistance on how to assess for epidemiological links, please contact [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).

- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

#### Exposure Management for $\geq 3$ COVID-19 Cases at School within a 14-day Period

*Required:* If the school identifies a cluster of 3 or more linked cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:

- Report the cluster to PPHD within 1 business day via secure email at: [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) or by calling (626) 744-6089.
- Complete the *Line List for Cases and Contacts*, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit via secure email to [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net). For technical assistance on how to complete the line list contact [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).
- PPHD will review the *Line List for Cases and Contacts* to determine whether the outbreak criteria have been met. PPHD will contact the school within 1 business day to advise on next steps. Outbreak Criteria: At least 3-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group\* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. \*School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.
- If outbreak criteria are not met, PPHD may advise the school to continue with routine exposure management.
- If outbreak criteria are met, PPHD will initiate an outbreak investigation.
- PPHD will coordinate with the school on outbreak management for the duration of the outbreak investigation.
- The School Compliance Lead will submit requested information, including updates to the *Line List for Cases and Contacts*, to the investigator until the outbreak is resolved (i.e., no new cases at least 14 days since the last confirmed case).

COVID-19 Exposure Management Plan (EMP) Contact Information

I, \_\_\_\_\_ (Head of School/Superintendent), attest that my school, \_\_\_\_\_ (name of school), has prepared our exposure management plan, designated staff for the COVID-19 School Compliance Team, and the members of that team have completed training on:

- Schools and School-Based Programs TK-12 – Public Health Reopening Protocol
- Exposure Management Plan Guidance for Schools TK-12
- COVID-19 Case and Contact Line List for the Educational Sector
- COVID-19 Exposure Investigation Worksheet for the Education Sector
- COVID-19 Template Notification Letters for Education Settings

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>PERSON RESPONSIBLE FOR IMPLEMENTING EMP</b>
Person in Charge (COVID-19 School Compliance Lead): <input type="text"/>
Title: <input type="text"/>
Phone Number: <input type="text"/>

## Appendix A: Steps for Managing Exposures to COVID-19 Cases at School

<p style="text-align: center;"><b>1 Confirmed Case</b></p>	<ol style="list-style-type: none"> <li>1) <i>Required:</i> School instructs the case to follow <a href="#">COVID-19 home isolation instructions</a>.</li> <li>2) <i>Required:</i> School informs the case that PPHD may contact the case directly to collect additional information and issue Health Officer Order for Isolation.</li> <li>3) <i>Required:</i> School works with the case to identify school contacts.</li> <li>4) <i>Required:</i> School notifies* school contacts of exposure and instructs them to <a href="#">quarantine at home</a> and test for COVID-19 on or after day 5 from exposure. Individuals must continue to quarantine until day 8, regardless of test results. They must continue to monitor for symptoms and adhere to COVID-19 prevention precautions through Day 14. <b>Students who are approved for modified quarantine may continue in-person academic instruction that are part of the regular school curriculum and provided during school hours, but must otherwise follow the <a href="#">Health Officer Quarantine Order</a> and may not participate in extracurricular activities at school, including sports, and activities in the community setting while in quarantine.</b></li> </ol> <p>NOTE: Persons who are <b>fully vaccinated</b> AND have an exposure should be tested 3-5 days after exposure but are not required to quarantine if they remain asymptomatic. Persons who have recovered from laboratory-confirmed COVID-19 within the last 90 days AND who are a close contact to a confirmed case are not required to quarantine or test for COVID-19.</p> <ol style="list-style-type: none"> <li>5) <i>Required:</i> School informs school contacts that PPHD may contact them directly to collect additional information and issue Health Officer Order for Quarantine.</li> <li>6) <i>Required:</i> School submits contact information for case and contacts using the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> and sends to PPHD by secure email: <a href="mailto:nursing@cityofpasadena.net">nursing@cityofpasadena.net</a></li> <li>7) <i>Recommended:</i> School sends general notification* to inform the wider school community of the school exposure and precautions taken to prevent spread.</li> </ol> <p>*Templates for contact notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings</a>.</p>
<p style="text-align: center;"><b>2 Confirmed Cases</b></p>	<ol style="list-style-type: none"> <li>1) <i>Required:</i> Follow required steps for 1 confirmed case.</li> <li>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links.** A <a href="#">COVID-19 Exposure Investigation Worksheet for the Education Sector</a> tool is available to help assess for epi links.</li> </ol> <p>**Epi links <u>do not</u> exist: School continues with routine exposure management. Epi links <u>exist</u>: School implements additional infection control measures.</p>
<p style="text-align: center;"><b>3+ Confirmed Cases</b></p>	<ol style="list-style-type: none"> <li>1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school notifies PPHD at: <a href="mailto:nursing@cityofpasadena.net">nursing@cityofpasadena.net</a> or (626) 744-6089, option 2. PPHD, with information gathered by the school, determines whether the cases have epi links. If epi links <u>do not</u> exist, the school continues with routine exposure management.</li> <li>2) <i>Required:</i> PPHD requests that the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> be completed by the school to determine if outbreak criteria have been met. If outbreak criteria are met, PPHD outbreak investigation will be initiated.</li> <li>3) <i>Required:</i> School provides updates to the PPHD investigator until the outbreak is resolved (at least 14 days since last confirmed case).</li> </ol>