

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

Recent Updates: (Changes are highlighted in yellow)

9/16/2021:

- Updated quarantine timeline and testing recommendations for close contacts to match CA Department of Public Health updated guidance.

**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 that 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 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 including the possibility of quarantining all individuals in the same cohort or classroom as an infected person 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.

- *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:
  - Students, employees, and visitors with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: <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) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above). If they remain asymptomatic, quarantine can end after Day 10 from the last date of exposure without testing but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14.
  - Quarantine may end on Day 8 for students who remain asymptomatic, if a diagnostic specimen is collected **on or after Day 5** from the date of last exposure and is negative. These students 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 three to five days after their exposure but are not required to quarantine. However, they should monitor for symptoms of COVID-19 for 14 days following an exposure. **The COVID-19 Compliance Lead should provide the PPHD [Order for Quarantine](#).**
    - 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](#).
- *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 ≥ 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 quarantine at home and test for COVID-19 <b>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> 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.</li> <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>