

## PROTOCOL FOR COVID-19 EXPOSURE MANAGEMENT PLAN IN K-12 SCHOOLS

**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 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 K-12 Schools are described below and summarized in Appendix A. Because K-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.

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

- Required:* A designated School COVID-19 Compliance Task Force 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 Officer who serves as a liaison to PPHD in the event of a COVID-19 cluster or outbreak at the setting.
- Required:* A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to any case(s) to have access to testing or be tested for COVID-19 infection.

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

- Required:* After identifying 1 laboratory confirmed COVID-19 case (student or employee), the School Compliance Task Force instructs the case to follow US Centers for Disease Control and Prevention (CDC) home isolation instructions for COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).
- Required:* School Compliance Task Force informs the case that PPHD will contact the case directly to collect additional information and issue the Health Officer Order for Case Isolation.
- Required:* School Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. The School Compliance Officer

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 confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).

- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are 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 their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
  - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering 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).

*Required:* Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force 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 and employees with an exposure to the case should receive a test (a PCR nasal swab test, not a blood test or a rapid nasal swab antigen 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, and community testing sites: <https://covid19.lacounty.gov/testing/> and [covid19.pasadena/testing](https://covid19.pasadena/testing/). Individuals who need assistance with health insurance enrollment or finding a medical provider can call 626-744-6068 or 211.
- Exposed students and employees are required to quarantine for 14 days since the last exposure to the case while the case was infectious (as defined above). Those exposed must maintain a full 14-day quarantine, regardless of any test results. Test results (even a negative result) CANNOT shorten a quarantine period to fewer than 14 days. At any time after the test, until day 14, the person may subsequently develop disease, with or without symptoms. Home Quarantine Guidance for COVID-19 is available at: <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>.
- PPHD will contact exposed students and employees directly to collect additional information and issue the Health Officer Order for Quarantine.

*Recommended:* School Compliance Task Force 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 laboratory confirmed cases (students and/or employees) within a 14-day period, the school follows the *required* steps for 1 confirmed case.
- Recommended:* School Compliance Task Force 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 laboratory confirmed 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 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 it 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.
  - If outbreak criteria are not met, the school continues with routine exposure management.
  - If outbreak criteria are met, an outbreak investigation is initiated.
  - PPHD will coordinate with the school on outbreak management for the duration of the outbreak investigation.
  - School Compliance Task Force will submit requested information, including updates to the *Line List for Cases and Contacts*, to the investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).

□ *Recommended:* Prior to reporting a cluster to the PPHD, the School Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links. 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 between at least 3 cases in the cluster, the school continues with routine exposure management.
- If epidemiological links exist between at least 3 cases in the cluster, the school reports the cluster to PPHD at [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) or by calling (626) 744-6089.

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#### COVID-19 Outbreak Criteria for K-12 Schools

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At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period within a school group that is epidemiologically linked.\*

*\*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.*

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 K-12 – Public Health Reopening Protocol
- Exposure Management Plan for Schools K-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 Officer): <input type="text"/>
Title: <input type="text"/>
Phone Number: <input type="text"/>

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

<p><b>1 Confirmed Case</b></p>	<ol style="list-style-type: none"> <li>1) <i>Required:</i> School instructs the case to follow COVID-19 home isolation instructions (a), below.</li> <li>2) <i>Required:</i> School informs the case that PPHD will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a), below.</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.</li> <li>5) <i>Required:</i> School informs school contacts that PPHD will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b), below.</li> <li>6) <i>Required:</i> School submits contact information for case and site contacts using the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> and sends to PPHD by emailing: <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><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 exist</u>: School continues with routine exposure management. Epi links <u>exist</u>: School implements additional infection control measures.</p>
<p><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.</li> <li>2) <i>Recommended:</i> Prior to notifying PPHD of the cluster, the school determines whether at least 3 cases have epi links. If epi links <u>do not exist</u>, the school continues with routine exposure management.</li> <li>3) <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.***</li> </ol> <p>***Outbreak criteria <u>not met</u>: School continues with routine exposure management. Outbreak criteria <u>met</u>: PPHD outbreak investigation will be initiated.</p> <ol style="list-style-type: none"> <li>4) <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>
<p>(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. <a href="https://www.cityofpasadena.net/Pasadena-Health-Officer-Blanket-Isolation-Order">https://www.cityofpasadena.net/Pasadena-Health-Officer-Blanket-Isolation-Order</a></p> <p>(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. <a href="https://www.cityofpasadena.net/Pasadena-Health-Officer-Blanket-Quarantine-Order">https://www.cityofpasadena.net/Pasadena-Health-Officer-Blanket-Quarantine-Order</a></p>	