Quick Guide for Suspected or Confirmed COVID-19
For Schools, Childcares, and Programs for Children and Youth
5/6/2021

This guidance was developed by the San Francisco Department of Public Health (SFDPH) for local use. It will be posted at http://sfcdcp.org/school

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
<th>Communication</th>
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<tbody>
<tr>
<td>Child or staff has symptoms of COVID-19</td>
<td>Send home. Request COVID-19 test. For children with symptoms, give the family “Parent Handout: Symptom and Exposure Check/Returning to School after Symptoms” Cohort remains OPEN.</td>
<td>None needed.</td>
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<tr>
<td>Child or staff had close contact with someone with confirmed COVID-19.</td>
<td>Send home with instructions to quarantine for 10 days after the last exposure. Request COVID-19 test (will not shorten quarantine). Cohort remains OPEN.</td>
<td>Optional notification letter to staff and families of children at the school or program.</td>
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| Child or staff has confirmed COVID-19 infection | Notify the SFDPH Schools/Childcare Hub at cases.schools@sfdph.org or (628) 217-7499. Send home with instructions to isolate at home for at least 10 days after symptoms started. Identify close contacts, likely including the entire cohort of the person with COVID-19. Send close contacts home to quarantine for 10 days after the last time the person with COVID-19 was at the school/program. Recommend testing for close contacts. Clean and disinfect spaces where the person with COVID-19 spent significant time. Cohort CLOSED for 10 days after last exposure. Non-exposed cohorts remain open. | Close contacts:  
- Inform staff and families of children who are close contacts in-person or by phone.  
- Close Contact Advisory-Under 18 Quarantine Instructions - Under 18, or Close Contact Advisory-Adult Quarantine Instructions  
All other staff and families:  
- General Exposure Advisory-Under 18 or General Exposure Advisory-Adult  
Translations online at sfcdcp.org/school and sfcdcp.org/i&q |
Definition of close contact
A close contact is anyone who

- Was within 6 feet of the person with COVID-19 for a total of 15 minutes or more in a 24 hour period, even if they were both wearing masks, while the person with COVID-19 was contagious.
- Attended or worked in the same cohort of children and youth under 18 as the person with COVID-19 while the person was contagious.

People with COVID-19 are contagious starting 2 days before their COVID-19 symptoms appear until at least 10 days after their symptoms started. If the person with COVID-19 didn’t have symptoms when they were tested, then they are considered contagious starting 2 days before their positive test was collected.

Definition of a cohort
A cohort is a stable group with fixed membership that stays together for all activities (e.g., lunch, recess, etc.) and avoids contact with other people or cohorts.

Steps to take for confirmed COVID-19 cases

All documents listed below are online at https://sfcdcp.org/school.

1. Use the Exposure and Investigation tool to collect the important details about the case BEFORE contacting the SFDPH Schools and Childcare COVID-19 Response Team.

2. If you can, obtain a copy of the lab report and attach it to Exposure and Investigation tool. If your school or program does not have the test result yet, please note the test results are pending. Send the lab report to the Schools/Childcare team when you receive it.

3. Report the case **within 1 hour** by emailing cases.schools@sfdph.org (please put SECURE: in the subject line) OR calling (628) 217-7499. An on-call public health professional will get back to you as soon as possible.

4. The Schools/Childcare team may ask you to identify people who had close contact with the COVID-19 case and may have been infected. When interviewing people to determine if they had close contact, and informing them that they may have been exposed, do not disclose the identity of the person with COVID-19, as required by law.

5. Use the List of Close Contacts template to collect details of any close contacts.

6. Email the List of Close Contacts to cases.schools@sfdph.org **within 24 hours**.

7. Communicate to your school community **within one business day** as indicated in the Quick Guide. SFDPH has developed standard notification letters for schools. Translations are at https://sfcdcp.org/CovidSchoolsChildcare.
   - Close Contact Advisory — Children and Youth under 18
   - Close Contact Advisory — Adult
   - General Exposure Advisory — Children and Youth under 18
   - General Exposure Advisory — Adult
   - Notification of a school member in quarantine for exposure to COVID-19