Quick Guide for Suspected or Confirmed COVID-19
For Schools, Childcares, and Programs for Children and Youth
11/4/2021

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

<table>
<thead>
<tr>
<th>Summary of Changes from the 10/26/2021 Version</th>
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<tbody>
<tr>
<td>• Updated testing recommendations for vaccinated individuals exposed to COVID-19 to reflect change from 3-5 days to 5-7 days after exposure.</td>
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<tr>
<th>Summary of Changes from the 10/01/2021 Version</th>
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<tr>
<td>• Updated testing requirements for modified quarantine to reflect testing immediately after exposure and once more on or after 5 days from last close contact.</td>
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<tr>
<td>• Schools and programs no longer need to automatically submit a list of close contacts after identification of positive COVID-19 case and will only need to submit the list if requested by SFDPH.</td>
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</tbody>
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<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child or staff has symptoms of COVID-19</td>
<td>Send home. Recommend COVID-19 test or documentation from a healthcare provider. For children with symptoms, give the family “Parent Handout: Symptom and Exposure Check/Returning to School after Symptoms”.</td>
<td>None needed.</td>
</tr>
<tr>
<td>Child or staff had close contact with someone with confirmed COVID-19.</td>
<td>Child or staff not fully-vaccinated for COVID-19:</td>
<td>Optional notification letter to staff and families of children at the school or program.</td>
</tr>
<tr>
<td></td>
<td>Send home if at school, with Home Quarantine Instructions for Children Under 18 (children) or Isolation and Quarantine Guidelines (all ages). Can consider testing right away. Recommend testing 5 days after the last close contact OR immediately if symptoms develop.</td>
<td></td>
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<tr>
<td></td>
<td>Fully-vaccinated child or staff:</td>
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<tr>
<td></td>
<td>Monitor for symptoms for 14 days, should get tested 5-7 days following exposure. Do not need to quarantine if no symptoms develop. If new symptoms of COVID-19 develop they should be sent home with instructions to test</td>
<td></td>
</tr>
</tbody>
</table>
### Child or Staff had COVID-19 in the last 3 months:

- Monitor for symptoms for 14 days, consult a doctor about need for testing.
- Do not need to quarantine if no symptoms develop.
- If new symptoms of COVID-19 develop they should be sent home with instructions to test.

### Child or Staff has confirmed COVID-19 infection:

- Send infected person home, if at school, with [Isolation and Quarantine Guidelines](https://sfcdcp.org/school).
- Notify the SFPDH Schools/Childcare COVID-19 Response team at [cases.schools@sfdph.org](mailto:cases.schools@sfdph.org) or (628) 217-7499. Follow step-by-step instructions in [Steps to take for a confirmed COVID-19 case](https://sfcdcp.org/school).
- For fully vaccinated close contacts, should get testing on day 5-7.
- Send unvaccinated persons with known* close contact home to quarantine. See above recommendations on testing.

### 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 Isolation and Quarantine Guidelines

All other staff and families:

- [General Exposure Advisory-Under 18](https://sfcdcp.org/school) or [General Exposure Advisory-Adult](https://sfcdcp.org/school)

Translations online at [sfcdcp.org/school](https://sfcdcp.org/school) and [sfcdcp.org/i&q](https://sfcdcp.org/i&q)

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**Definition of close contact for schools, childcare, and programs for children and youth**

A close contact is anyone who stayed within 6 feet of someone with COVID-19 for a total of 15 minutes over the course of a day, even if both people were wearing masks. An infected person can spread COVID-19 starting 2 days before they have any symptoms or test positive.

*In schools, childcare programs for children, it may be difficult to know who has had close contact. People should be considered close contacts when the program is reasonably sure that they spent at least 15 minutes within 6 feet of the infected person during the course of a day. People are not considered close contacts simply because they were in the same group or cohort. If the program cannot determine this or does not know, the person should not be considered a close contact.*
Quarantine: When people can return, exceptions and special situations

When people in quarantine can return to school, childcare, and other programs

People who are not fully vaccinated for COVID-19 and have not had COVID-19 in the last 3 months must quarantine until one of the following:

- They have a negative test, collected on or after day 5, AND no symptoms for 7 days after their last* close contact (the day of the last close contact is day 0).
- They have no symptoms for 10 days after their last* close contact, if they didn’t get tested on or after day 5.

They should keep watching for COVID-19 symptoms for 14 days after the last close contact regardless of whether they have returned to activities/school. If they develop symptoms, they should isolate and get tested right away.

Certain outdoor exposures (ex. recess)

If the close contact is only outdoors at a school, childcare, or other supervised program, unvaccinated children and youth do not have to quarantine in most situations. They must quarantine only if the total time spent within 6 feet of the infected person was at least 15 minutes, regardless of the duration of the activity, and EITHER:

- The outdoor close contact happened while the child and infected person were unmasked and stationary (i.e., sitting or standing), such as eating together or singing in a group, OR

- The outdoor close contact happened during high-contact sports or dance. High-contact sports and dance are activities with frequent or sustained contact. Examples include football, basketball, soccer, water polo, and partner dancing.

Unvaccinated students exposed to COVID-19 in school (modified quarantine):

Students in TK-12 schools who are not fully vaccinated for COVID-19 and have close contact in a supervised school setting can leave quarantine to attend school if both the student and the infected person were wearing face masks consistently and correctly at the time. They can also ride school buses and public transportation to go to and from school.

This "modified quarantine" applies only to students who were exposed to COVID-19 at school, because of the low risk of transmission between students in school classrooms. It does not apply to students who were exposed to COVID-19 at home, outside of school, or during extracurricular activities like school sports.

To attend school during quarantine, the student must:

- Get tested for COVID-19 twice: once as soon as possible AND again on or after 5 days from date of exposure.
- Remain free of any COVID-19 symptoms during this time.
- Wear a face mask in school, except to eat.
During modified quarantine, students must not participate in activities outside of school or extracurricular activities at school, including sports. They also must not play wind instruments in class. Quarantine can end on day 8 if a test collected on or after day 5 is negative (the last close contact is day 0).

Considerations for vaccinated individuals

If a close contact is fully vaccinated for COVID-19, they don’t have to quarantine as long as they don’t have symptoms.

- They should get tested 5-7 days after their last close contact. CDC and SFPDH now recommend this because the delta variant can sometimes infect fully vaccinated people.
- They should self-monitor for symptoms for the 14 days after their close contact. If they develop symptoms, they should get tested and stay at home until they get the test result.

Quarantine summary for unvaccinated individuals

<table>
<thead>
<tr>
<th>TK-12 School</th>
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<tbody>
<tr>
<td>Student</td>
</tr>
<tr>
<td>Case and Contact wore masks for duration of exposure time.</td>
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<tr>
<td>Case OR Contact were unmasked during exposure (i.e., lunch).</td>
</tr>
<tr>
<td>Staff</td>
</tr>
<tr>
<td>10-day quarantine (return on day 11) if no symptoms during quarantine. Option for 7-day quarantine (return on day 8) with a negative test collected on or after day 5, and no symptoms during quarantine.</td>
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<th>All other schools, childcares, and programs for children and youth</th>
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<td>10-day quarantine (return on day 11) if no symptoms during quarantine. Option for 7-day quarantine (return on day 8) with a negative test collected on or after day 5, and no symptoms during quarantine.</td>
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Calculating quarantine: The last day of exposure is considered day 0. Return to school for 10-day quarantine is on day 11. Return to school for 7-day quarantine is on day 8.

Continue to monitor for symptoms for 14 days total in all close contact scenarios.
Steps to take for confirmed COVID-19 cases

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

1. Use the Exposure and Investigation tool to collect the important details about the case BEFORE contacting the Schools/Childcare 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 Response Team when you receive it.

3. Report the case **within 1 hour** by entering in CDPH School and Shared Portal for Outbreak Tracking (SPOT) or emailing cases.schools@sfdph.org. An on-call public health professional will get back to you as soon as possible. Non-English-speaking sites may call (628) 217-7499 and leave a voicemail.

4. Identify and notify people known to have close contact with the COVID-19 case, starting 2 days before they started having symptoms (or if they had no symptoms, 2 days before they tested positive). When informing people 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 and be prepared to submit list to SFDPH if requested.

6. Communicate to your school community **within one business day** as indicated in the table above. SFDPH has developed standard notification letters for schools. Translations are available at [https://www.sfdph.org/dph/COVID-19/Schools](https://www.sfdph.org/dph/COVID-19/Schools).
   - [Close Contact Advisory — Children and Youth under 18](https://www.sfdph.org/dph/COVID-19/Schools)
   - [Close Contact Advisory — Adult](https://www.sfdph.org/dph/COVID-19/Schools)
   - [General Exposure Advisory — Children and Youth under 18](https://www.sfdph.org/dph/COVID-19/Schools)
   - [General Exposure Advisory — Adult](https://www.sfdph.org/dph/COVID-19/Schools)
   - [Notification of a school member in quarantine for exposure to COVID-19](https://www.sfdph.org/dph/COVID-19/Schools)