

## PUBLIC HEALTH GUIDANCE FOR REPORTING COVID-19 POSITIVE CASES AND EXPOSURES

*The following guidance is provided to prevent the spread of COVID-19 in childcare and schools.*

Local guidance was developed to assist Imperial County childcare facilities, public schools (traditional and charter), private schools (including nonpublic nonsectarian schools), school districts, and county offices of education, herein referred to as schools, with reporting of COVID-19 cases, exposures and outbreaks to the Imperial County Public Health Department.

### DEFINITIONS

**Potential Exposure:** [Exposure](#) is defined as being less than 6 feet from an infectious case for a cumulative total of 15 minutes or longer over a 24-hour period. Cases are considered infectious for 48 hours before symptoms start, or if they have no symptoms, for 48 hours before the date of the positive test.

**Positive case:** An individual who has received laboratory confirmation (PCR testing) of SARS-Cov-2.

**Outbreak:** Three or more COVID-19 cases who may have had exposure in a classroom, before or after school program, meeting, training or other community settings within 14 days.

### REPORTING COVID-19 POSITIVE CASE EXPOSURES

Schools are required to notify the Imperial County Public Health Department immediately of any positive case of COVID-19 among students, school employees and visitors to the campus, and notify any exposed staff, families and visitors, as relevant, while maintaining confidentiality as required by state and federal laws. Staff include, but are not limited to, teachers, aides, administrative, janitorial, maintenance, food service, transportation and health-care personnel. A visitor may include, but is not limited to, parents, agency representatives, and vendors. Notification must also be made to any visitor to the campus who may have been exposed to a positive COVID-19 case while on site. Additionally, schools are to implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH guidelines](#). Schools are to investigate the COVID-19 illness and exposures and determine if any work-related [factors](#) could have contributed to risk of infection. Information related to the assessment of risk factors can be found [here](#). Finally, schools are to document and track incidents of possible exposure and notify the Imperial County Public Health Department, as well as staff and families, immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under the Family Educational Rights and Privacy Act (FERPA), Americans with Disabilities Act (ADA) and state law related to privacy of educational records. Exposure letter templates can be found in the appendix.

What follows are steps to reporting COVID-19 positive cases, exposures and/or outbreaks.

- I. Reporting a COVID-19 Positive Case and Exposures:**
  - Report all positive cases of COVID-19 and anyone who may have been exposed to the case via the Imperial County Public Health Department's [Childcare and School Reporting portal](#). You can also access the portal at: <http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/guidance-and-resources/schools-and-childcare/>.
  - For cases with more than 10 exposures, complete the attached Exposure Line List included in the appendix. Send the list to the Imperial County Public Health Department either by email to [phepireport@co.imperial.ca.us](mailto:phepireport@co.imperial.ca.us) or by faxing to (442) 265-1477.
  - Notify parents/guardians and staff about the potential exposure. Exposure Letter Templates are included in the appendix.
  
- II. Reporting a COVID-19 Outbreak:**
  - In the event anyone who was exposed to the case is diagnosed as positive for COVID-19, report the new cases electronically to the Imperial County Public Health Department. For any questions, contact the Public Health Department via email at [phepireport@co.imperial.ca.us](mailto:phepireport@co.imperial.ca.us) or by calling Vanessa Caldera at (442) 265-1378.

The CDPH guidelines, [Responding to COVID-19 in the Workplace](#), contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

## COMMUNICATION

Schools must designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify the Imperial County Public Health Department, staff and families in a prompt and responsible manner. Additional information about contact tracing training is below. Additionally, schools are to maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Exposure letter templates can be found in the appendix section.

## CLEANING & DISINFECTING

Refer to the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools \(PDF\)](#) for guidance on cleaning & disinfecting. The appropriate school official should ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including

the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.

If there are any questions related to cleaning & disinfecting, call the Imperial County Public Health Department's Division of Environmental Health at (442) 265-1888.

### **TRAINING**

Training in how to identify contacts is available at [CDC Contact Tracing Training](#). For more information, contact the Imperial County Public Health Department's Epidemiology Unit at (442) 265-1464.

### **RESOURCES**

State of California Department of Public Health

- [COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs](#)
- [Responding to COVID-19 in the Workplace](#)

State of California Department of Education

- [Coronavirus Response and School Reopening Guidance](#)

American Academy of Pediatrics

- [COVID-19 Planning Considerations: Guidance for School Re-entry](#)

### **APPENDIX**

- A. Child and School Reporting of COVID-19 Positive Case and Exposure Form Guide. *(Form must be completed online through the electronically available [Childcare and School Reporting Form](#))*
- B. Exposure Line List
- C. Exposure Letter Template English
- D. Exposure Letter Template Spanish

**APPENDIX A  
Childcare and School Reporting of  
COVID-19 Positive Case and Exposure Form Guide**

This form must be completed online. Visit <http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/guidance-and-resources/schools-and-childcare/> to complete the Childcare and Schools Reporting of COVID-19 Positive Case and Exposure form.

For additional information or guidance, contact Vanessa Caldera at (442) 265-1378.

FACILITY INFORMATION	
Type: <input type="checkbox"/> Childcare <input type="checkbox"/> School <input type="checkbox"/> Other: _____	
Facility Name:	
Facility Address:	
Point of Contact:	
Point of Contact Phone #:	
Point of Contact Email:	
CONFIRMED COVID-19 CASE INFORMATION	
<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other _____	
Name:	DOB:
Address:	Gender:
Last Day of Attendance:	Phone:
If Student, Parent/Guardian Name:	Grade Level:      Room #:
E-mail:	
Extracurricular Activities:	
Relevant Case Notes:	
What measures were taken to prevent the spread of COVID-19? <input type="checkbox"/> Confirmed case is in isolation and not in attendance <input type="checkbox"/> Increased education provided on personal hygiene (respiratory and hand washing) <input type="checkbox"/> Close contact(s) have been informed/notified of exposure <input type="checkbox"/> Close contacts/cohort of student/staff were sent home to complete quarantine <input type="checkbox"/> Environmental measures (cleaning & disinfecting).	

CONFIRMED COVID-19 - CLINICAL INFORMATION	
Symptoms at the time: <input type="checkbox"/> No <input type="checkbox"/> Yes: _____	
Symptom Resolution Date:	First Day of Symptoms:
Testing Facility or Provider/Doctor's Information (Name and Phone Number):	

COVID-19 EXPOSURE
Did reported COVID-19 Case expose others in the facility: <input type="checkbox"/> Yes <input type="checkbox"/> No, end form.
Will you be reporting more than 10 individual exposures? <input type="checkbox"/> Yes (Please e-mail exposure list to <a href="mailto:phepireport@co.imperial.ca.us">phepireport@co.imperial.ca.us</a> ) <input type="checkbox"/> No, complete form electronically

LIST OF EXPOSED			
	Name of Person Exposed	DOB	Student/Teacher/Administrator
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

## APPENDIX B Exposure Line List

*Complete the following form to report individual COVID-19 exposures in schools or childcare facilities.*

*Please email or fax. Use additional sheets, if necessary.*

Email: [phepireport@co.imperial.ca.us](mailto:phepireport@co.imperial.ca.us) Fax: (442) 265-1477

GENERAL INFORMATION	
Outbreak Setting: <input type="checkbox"/> Classroom <input type="checkbox"/> Cafeteria/Kitchen <input type="checkbox"/> Office <input type="checkbox"/> Other _____	
Number of Confirmed COVID-19 cases: _____ Students    _____ Staff	Grade Level(s):
Classroom/Cafeteria/Office Room #:	Teacher Name:
Total # of people (including positives) in classroom, cafeteria &/or office: _____ Classroom    _____ Cafeteria/Kitchen    _____ Office    _____ Other	Exposure date:
Number of staff Confirmed COVID-19:	Number of staff exposed:

Line List of Student/Staff Exposed		
Last Name, First Name	DOB	Student/Staff
<b>For Public Health Only</b>		
Reviewed By:	Date reviewed:        /        /	
CalREDIE Outbreak Incident ID:		

## APPENDIX C

## Exposure Letter Template

### Close Contact in a School or Childcare Setting

*English Version*

To be used when a student or school staff member that lives with a person or has been in close contact<sup>1</sup> with a person who has tested positive for COVID-19.

***Please Note:** These templates should be used immediately upon learning of the exposure and communication should not be delayed while awaiting consultation with the Imperial County Public Health Department. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

*At this time, in-person instruction is not allowed in Imperial County since it is currently in Tier 1 of California's Blueprint for a Safer Economy. However, the guidance related to cohorts of children and youth sets minimum guidelines for providing specialized, targeted support services, necessary in-person child supervision and limited instruction, and facilitation of distance learning in small group environments in ways that maintain the focus on health and safety to minimize transmission. This guidance enables schools to provide specialized services for students with disabilities and English learners, and in-person support for at-risk and high-need students.*

#### Actions and Communications

- If a student or staff member is a close contact to a case, the student's parent/guardian or staff member is expected to report this to the site administrator immediately, and the student or staff is excluded from the cohort/classroom.
- If the student or staff member has a household member who is COVID-19 positive, all household members of the COVID-19 case should quarantine, monitor symptoms, and contact their health-care providers to schedule testing. If there are household members who attend other schools/programs, they must be excluded from the school/program, and the other school/programs should be notified by the site administrator.
- The site administrator should gather information regarding any other individuals on campus who the student or staff member was in close contact with and forward this information to the Imperial County Public Health Department (by emailing [phepireport@co.imperial.ca.us](mailto:phepireport@co.imperial.ca.us) or faxing (442) 265-1477).
- The Imperial County Public Health Department will advise of any additional next steps.

<sup>1</sup> A close contact is someone who has been within 6 feet of the positive person while they were infectious for 15 minutes or more, even if one or both people were wearing face coverings. COVID-19 positive persons are considered infectious from 48 hours before their symptoms began (or 48 hours before they were tested for COVID if they never had symptoms).

## LETTER TO CLOSE CONTACT

[Date]

Dear Parent/Guardian or Staff:

Based on information reported to us, we understand that [your child is/you are] a close contact to a confirmed COVID-19 case. You may receive additional notification by the Public Health Department that will include options for supportive services and monitoring. In the meantime, the Public Health Department directs that [your child/you] immediately quarantine, even if [your child doesn't/you don't] have symptoms. If the COVID-19 case that [your child has/you have] been exposed to is a member of your household, then all other people living in your household will also need to quarantine.

Instructions on how to quarantine can be found at <http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/home-isolation-&-quarantine>. If [your child is/you are] unable to remain separated from the confirmed COVID-19 case (for example, a parent with COVID-19 infection who must actively care for a child), then the quarantine will end 14 days after the case finishes isolating.

If [your child develops/you develop] COVID-like symptoms or [your child becomes/you become] sick, you should contact a health-care provider so that [your child/you] can be evaluated and get tested immediately.

If [your child does not/you do not] have symptoms and [your child remains/you remain] well, please work with your health-care provider to schedule testing around 7 days after the last exposure to the case. If [your child is/you are] unable to remain separated from the confirmed COVID-19 case, then testing should be done 7 days after the case finishes isolating.

If [your child does not/you do not] have a health-care provider, additional testing resources are available through the Public Health Department at <http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/covid-19-testing/>. Be sure to let the provider know that [your child is/you are] a close contact to a confirmed COVID-19 case. After receiving test results, we require you to share the results with us so that we can ensure appropriate safety measures are being taken on campus.

We will be notifying the other parents, students, and staff in [your child's/your] cohort immediately that a member of the cohort is being quarantined, while keeping [your child's/your] identity confidential. While [your child/you] are quarantined, the cohort will remain open for in-person instruction/activity. If [your child/you] ends up testing positive for COVID-19, we may need to quarantine the cohort ONLY IF [your child/you] exposed the cohort to COVID-19 during [your child's/your] infectious period.

[Information related to distance learning/participation to be completed by district/school/program]

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Sincerely,

[Site Administrator]  
[School/Program Name]



## LETTER TO MEMBERS

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's [cohort, school or childcare] has reported that he/she has been in close contact with a person who has tested positive for COVID-19.

The affected individual has been directed to quarantine, monitor for COVID-19 symptoms, and work with their health-care provider to get tested as directed by the Imperial County Public Health Department.

**In accordance with Public Health Department guidance, the [cohort, school or childcare] will remain open for in-person instruction.** If the student or staff member who was in close contact with a COVID-19 case subsequently tests positive for COVID-19, the Public Health Department will provide guidance on whether additional action is needed by our childcare, school, staff, or families.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [your child/yourself] for symptoms of illness every day, and [have your child stay home if he/she is sick/stay home if you are sick]. Please contact your health-care provider if [your child/you] develop symptoms or if you have any additional questions or concerns. Please notify the school if any symptoms develop.

Sincerely,

[Site Administrator]

[School/Program Name]

## APPENDIX D

## Carta de Exposición Contacto Cercano en un Entorno de Escuela o Estancia de Cuidado Infantil

### *Versión en español*

Úsese cuando un estudiante o miembro del personal conviva o haya estado en contacto cercano<sup>2</sup> con alguien que dio positivo a COVID-19.

***Nota:** Estas plantillas deben usarse en cuanto se tenga conocimiento de la exposición; la comunicación debe realizarse sin demora mientras se espera la consulta con el Departamento de Salud Pública del Condado de Imperial. La plantilla se actualizará a medida que cambie la guía de salud pública, y debe personalizarse para satisfacer las necesidades únicas de su escuela / distrito.*

*En este momento, la instrucción en persona no está permitida en el Condado de Imperial ya que actualmente se encuentra en el Nivel 1 del Plan de California. Sin embargo, la orientación relacionada con las cohortes de niños y jóvenes establece pautas mínimas para proporcionar servicios de apoyo especializados y específicos, la supervisión infantil en persona necesaria e instrucción limitada, y la facilitación del aprendizaje a distancia en entornos de grupos pequeños de manera que se mantenga el enfoque en la salud y seguridad para minimizar la transmisión. Esta guía permite a las escuelas brindar servicios especializados para estudiantes con discapacidades y aprendices de inglés, y apoyo en persona para estudiantes en riesgo y con grandes necesidades.*

#### Acciones y Comunicaciones

- Si un estudiante o miembro del personal es un contacto cercano a un caso, los padres / tutores del estudiante o el miembro del personal deben informar inmediatamente al administrador del sitio, y el estudiante o el miembro del personal deben excluirse de la cohorte o la clase.
- Si el estudiante o miembro del personal comparte vivienda con alguien que dio positivo por COVID-19, todas las personas de la vivienda del caso de COVID-19 deben ponerse en cuarentena, estar atentas a posibles síntomas y comunicarse con sus proveedores de atención médica para concertar una prueba. Si hay personas en la vivienda que asisten a otras escuelas / programas, deben ser excluidas de la escuela / programa, y el administrador del sitio debe notificar a las otras escuelas / programas.
- El administrador del sitio debe recopilar información sobre cualquier otra persona en el campus con la que el estudiante o miembro del personal estuvo en contacto cercano, y enviarla al Departamento de Salud Pública del Condado de Imperial (por correo electrónico a [phepireport@co.imperial.ca.us](mailto:phepireport@co.imperial.ca.us) o por fax al (442) 265-1477).
- El Departamento de Salud Pública le informará sobre los siguientes pasos, si corresponden.

<sup>2</sup>Un contacto cercano es alguien que estuvo a menos de 6 pies de la persona mientras esta fue contagiosa, durante 15 minutos o más (incluso si una o ambas personas usaron cubrebocas). Los casos positivos de COVID-19 se consideran contagiosos desde las 48 anteriores al inicio de los síntomas (o 48 horas anteriores a hacerse la prueba de COVID si nunca tuvieron síntomas).

## CARTA AL CONTACTO CERCANO

[Fecha]

Estimado padre / tutor o miembro del personal:

Según se nos informó, entendemos que [su hijo(a) / usted] es un contacto cercano de un caso confirmado de COVID-19. Es posible que reciba otra notificación del Departamento de Salud Pública, con opciones de servicios de apoyo y seguimiento. Mientras tanto, el Departamento de Salud Pública señala que [su hijo / usted] debe ponerse inmediatamente en cuarentena, incluso si no tiene síntomas. Si el caso de COVID-19 al que [su hijo / usted] ha estado expuesto(a) comparte residencia con usted, todas las demás personas de su casa también deberán ponerse en cuarentena.

Encontrará instrucciones para ponerse en cuarentena en <http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/home-isolation-&-quarantine/>. Si [su hijo(a)/ usted] no puede permanecer separado(a) del caso confirmado de COVID-19 (por ejemplo, un padre infectado de COVID-19 que debe cuidar activamente de un niño), la cuarentena finalizará 14 días después de que termine el periodo de aislamiento del caso.

Si [su hijo(a) / usted] desarrolla síntomas similares a COVID o [su hijo(a) / usted] enferma, debe comunicarse con un proveedor de atención médica para que [su hijo(a) / usted] sea evaluado(a) y se le haga la prueba de inmediato.

Si [su hijo(a)/ usted] no tiene síntomas y permanece bien, trabaje con su proveedor de atención médica para programar una prueba 7 días después de la última exposición al caso. Si [su hijo(a) / usted] NO PUEDE permanecer separado(a) del caso confirmado de COVID-19, la prueba debe realizarse 7 días después de que termine el periodo de aislamiento del caso.

Si [su hijo(a) / usted] no tiene proveedor de atención médica, hay otros recursos de pruebas disponibles a través del Departamento de Salud Pública, en <http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/covid-19-testing/>. Asegúrese de informar al proveedor que [su hijo(a) / usted] es un contacto cercano de un caso confirmado de COVID-19. Cuando reciba los resultados de las pruebas, debe usted compartirlos con nosotros para garantizar que se tomen las medidas de seguridad adecuadas en el campus.

Notificaremos inmediatamente a los demás padres, estudiantes y al personal de la cohorte [de su hijo(a) / de usted] de que un miembro de la cohorte está en cuarentena, manteniendo la confidencialidad de su identidad. Mientras [su hijo(a) / usted] esté en cuarentena, la cohorte seguirá abierta para instrucción / actividades en persona. Si [su hijo / usted] termina dando positivo por COVID-19, es posible que debamos poner en cuarentena a la cohorte, pero SOLO SI [su hijo / usted] expuso la cohorte a COVID-19 durante su período infeccioso.

[La información relativa a la enseñanza / participación a distancia será completada por el distrito / escuela / programa]

Nos pondremos en contacto con usted para obtener o proporcionarle información adicional, según corresponda.

Atentamente,

[Administrador del Sitio]

[Nombre de la Escuela / Programa]

## CARTA A LOS MIEMBROS

[Fecha]

Estimado padre / tutor o miembro del personal:

La salud y seguridad de nuestros estudiantes y personal es nuestra principal prioridad. Le enviamos esta carta para informarle de que un estudiante o miembro del personal de la [cohorte, escuela o estancia de cuidado] de su hijo nos ha informado de que ha estado en contacto cercano con una persona que dio positivo por COVID-19.

Se ha pedido a la persona afectada que se ponga en cuarentena, esté atenta a posibles síntomas de COVID-19 y colabore con su proveedor de atención médica para hacerse la prueba siguiendo las instrucciones del Departamento de Salud Pública del Condado de Imperial.

**En acuerdo con la guía del Departamento de Salud Pública, la [cohorte, escuela o estancia de cuidado] seguirá abierta para instrucción en persona.** Si el estudiante o miembro del personal que estuvo en contacto cercano con un caso de COVID-19 posteriormente da positivo por COVID-19, el Departamento de Salud Pública proporcionará orientación sobre si nuestra escuela, personal o familias necesitan tomar medidas adicionales.

Le enviaremos cualquier nueva información pertinente en cuanto la recibamos. Por favor, siga vigilando [la salud de su hijo(a) / su salud] para detectar síntomas de enfermedad todos los días y [haga que su hijo(a) se quede en casa si está enfermo(a) / quédese en casa si está enfermo(a)]. Comuníquese con su proveedor de atención médica si [su hijo(a) / usted] desarrolla síntomas o si tiene alguna pregunta o inquietud. Se debe comunicarse con la escuela si desarrolla síntomas.

Atentamente,

[Administrador del Sitio]

[Nombre de la Escuela / Programa]