

COVID-19 CASE & EXPOSURE REPORTING

October 2, 2020



Agenda

- Guidance for Reporting COVID-19 Positive Cases and Exposures
- Live Demonstration
- Resources



Guidance for Reporting COVID-19 Cases and Exposures

Purpose: assist Imperial County schools with reporting of COVID-19 cases, exposures and outbreaks to the Imperial County Public Health Department, as required by state [guidance for schools and school-based programs](#).

DEFINITIONS

- **Potential Exposure:** [Exposure](#) is defined as being less than 6 feet from an infectious* case for 15 minutes or longer.
- **Positive case:** An individual who has received laboratory confirmation (PCR testing) of SARS-Cov-2.
- **Outbreak:** Three or more COVID-19 cases in a classroom, before or after school program, meeting, training, or other community setting within 14 day.

*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.

Guidance Continued

REPORTING COVID-19 POSITIVE CASE EXPOSURES

- **Report** (immediately) positive cases to the Public Health Department
- **Notify** exposed staff and families, always maintaining confidentiality
- **Investigate** the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
- **Document and track** incidents of possible exposure
- **Implement** processes/protocols for when a school has an outbreak
- Refer to the Family Educational Rights and Privacy Act (FERPA) and state law related to privacy of educational records
- Exposure letter templates available

Guidance Continued

Steps to reporting 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 Public Health Department's [Childcare and School Reporting portal](https://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/guidance-and-resources/schools-and-childcare/).
<http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/guidance-and-resources/schools-and-childcare/>.
- **Complete** the **Exposure Line List** form for cases with more than 10 exposures
 - Send list phepireport@co.imperial.ca.us or by faxing to (442) 265-1477
- **Notify** parents/guardians and staff about the potential exposure

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 Public Health Department. For any questions, call Vanessa Caldera at (442) 265-1378.

Guidance Continued

COMMUNICATION

- Designate **staff liaison(s)** respond to/report COVID-19 concerns
- **Train** staff (i.e., documentation, tracking of possible exposure, notification, etc.)
 - [CDC Contact Tracing](#) Training
- Maintain **communication systems**
 - Staff and families to self-report symptoms
 - Send prompt notifications of exposures and closures
- Sample **exposure letters** included in the guidance document

CLEANING & DISINFECTING

- Appropriate staff should ensure [cleaning](#) and whether any additional intervention is warranted
- [Guidance for the school industry](#) and [checklist for schools](#)
- Public Health Department's Division of Environmental Health (442)-265-1888.

**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"/> Teacher <input type="checkbox"/> Student <input type="checkbox"/> Administrator <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 phepireport@co.imperial.ca.us) <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 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 contact¹ 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
<ul style="list-style-type: none"> • 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 or faxing (442) 265-1477). • The Imperial County Public Health Department will advise of any additional next steps.

¹ 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/yourself] 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]

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 cercano² 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 o por fax al (442 265-1477).
- El Departamento de Salud Pública le informará sobre los siguientes pasos, si corresponden.

²Un 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.

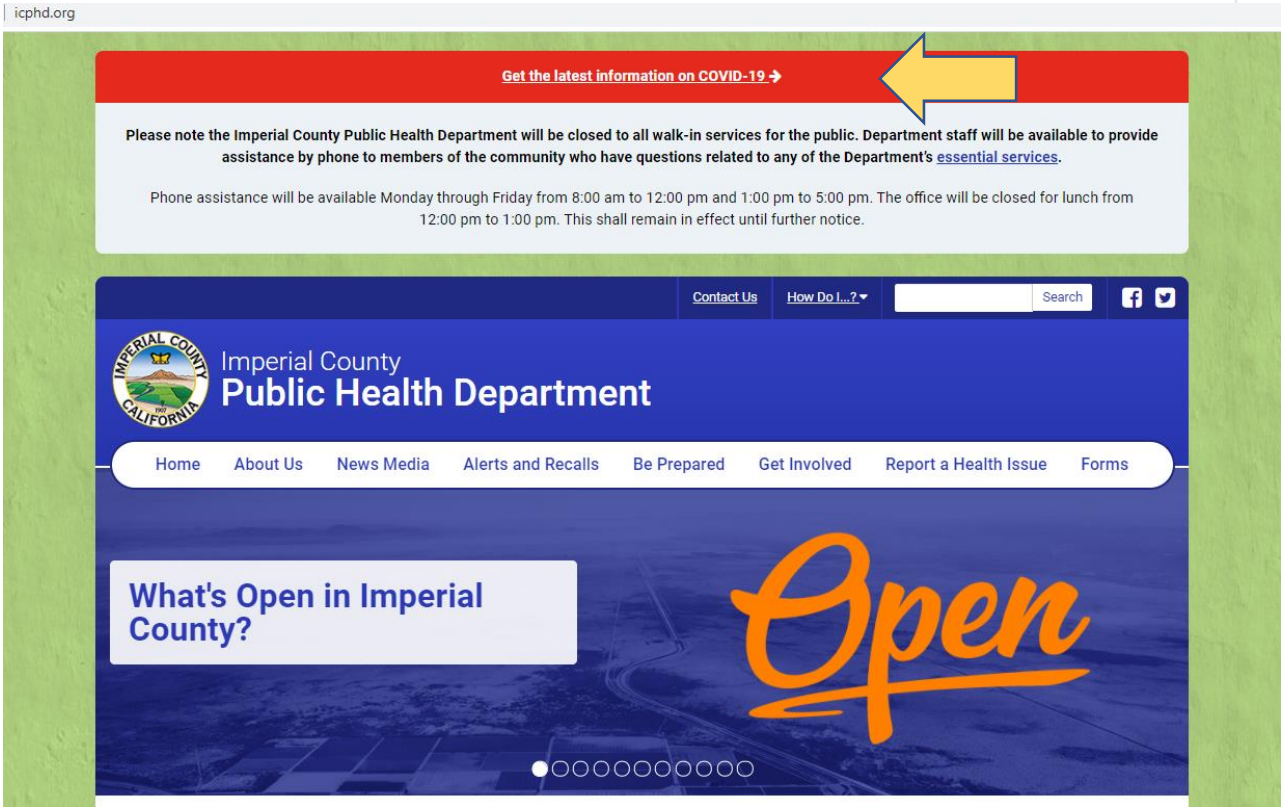
Le enviaremos cualquier nueva información pertinente en cuanto la recibamos. Por favor, siga vigilando [la salud de su hijo(a) / su salud] para detectar síntomas de enfermedad todos los días y [haga que su hijo(a) se quede en casa si está enfermo(a) / quédese en casa si está enfermo(a)]. Comuníquese 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]

Reporting Portal



<http://www.icphd.org/>

Guidance & Resources



News & Press Release
[Guidance & Resources](#)



State & County Orders
[Guidance & Resources](#)



Faith Based Organizations
[Guidance & Resources](#)



Higher Risk & Special Population
[Guidance & Resources](#)



Businesses
[Guidance & Resources](#)



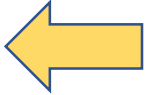
Schools and Childcare
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Healthcare Professionals
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COVID19 Confidential Morbidity Report
[Morbidity Reports](#)



Live Demonstration

Schools and Childcare

Select language: [English](#) ▼

Reporting COVID-19 Positive Cases and Exposures

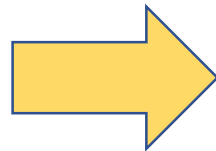
Childcare providers and schools are required to notify the Imperial County Public Health Department immediately of any positive case of COVID-19 and exposed staff and students. The full Public Health Guidance on Reporting COVID-19 Positive Cases and Exposures can be found in the [Guidance's section](#) of this page.

Following, are steps for childcare providers and schools when reporting a COVID-19 positive case and/or an exposure:

Step 1: Before completing the required form, you will need to collect a list of people that were exposed to the COVID-19 positive case, as well as some general information on the COVID-19 positive case. You can download a questionnaire [HERE](#) before starting your electronic form submission. **Please note that if you are submitting more than 10 exposures, you will need to e-mail your exposure list to phepireport@co.imperial.ca.us.**

Step 2: Complete the electronic [Childcare and School Reporting of COVID-19 Positive Case and Exposure form](#) linked below. **Please note that you will need to submit all relevant information at once. Once you start filling out the form, you will need to complete the submission.**

Step 3: For additional information or guidance, contact Vanessa Caldera at (442) 265-1378.



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

<http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/guidance-and-resources/schools-and-childcare/>

Industry guidance to reduce risk

Last updated September 17, 2020 at 8:31 AM

Schools —

Find information for [your school district](#).

Follow this [guidance for schools and school-based programs](#) to create a safer environment for your students, families, and staff. This guidance applies to in-person learning and distance learning.

- Review the guidance, prepare a plan, and post the [checklist for schools](#) in your facility to show students, families, and staff that you've taken steps to mitigate COVID-19 spread.
- Check the answers to [frequently asked questions](#) about guidance for schools.
- Follow the [guidance related to cohorts](#) of children and youth.
- See the [California Interscholastic Federation statement](#) for information about seasonal sports.

Some schools may have reopened based on the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools](#). These schools should follow the guidance on school closure provided in that framework when determining whether to close due to COVID-19 spread.

Other Resources

- California COVID-19 Website: <https://covid19.ca.gov/>
- California Blueprint to a Safer Economy: <https://covid19.ca.gov/safer-economy/>
- California State Health Officer Order: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/8-28-20_Order-Plan-Reducing-COVID19-Adjusting-Permitted-Sectors-Signed.pdf
- Imperial County Health Officer Order: www.icphd.org
- California Industry Guidance: <https://covid19.ca.gov/industry-guidance/>
- Imperial County Public Health Department Information Line: (442) 265-6700

Public Health Department Direct Contact

Vanessa Caldera, Administrative Analyst

(442) 265-1378

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Questions?



Thank you!

