

# RECOMMENDED COVID-19 PROTOCOLS FOR SCHOOLS

ADDRESSING POTENTIAL EXPOSURE AND/OR COVID-19 POSITIVE  
STUDENTS, TEACHERS, AND STAFF AT SCHOOL AND IN THE WORKPLACE



SEPTEMBER 17,  
2020

SACRAMENTO COUNTY PUBLIC HEALTH



SACRAMENTO COUNTY



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# RECOMMENDED COVID-19 PROTOCOLS FOR SCHOOLS

SACRAMENTO COUNTY PUBLIC HEALTH

## INTRODUCTION

Sacramento County Public Health (SCPH) is providing the following guidance to schools for how to appropriately address situations where students and/or staff test positive for COVID-19 or are potentially exposed to someone infected with COVID-19. This document includes several scenarios for school settings (teachers, staff, and students on campus) and for office settings (district offices or schools with staff, but no students on campus). This document also includes templates for communicating with staff and/or parents about the variety of scenarios that may impact school sites. **SCPH continues to recommend routine COVID-19 surveillance testing and testing for those potentially exposed to someone infected with COVID-19 and/or those experiencing symptoms.**

Recommendations within this document are based on the latest guidance from the Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH). Guidance can change frequently and this document will be updated as CDC and CDPH guidance changes. Schools and school districts should ensure they are using the most recent version of this document to guide their decisions. In the event that your school or district office is experiencing a scenario that is not covered in this document, contact Sacramento County Public Health for guidance on your specific situation.

## CONTACTS

Sacramento County Public Health (SCPH) has a team ready to assist you. If you have questions or concerns, call the SCPH Schools Line at (916) 661-7331 or e-mail [COVID-19@saccounty.net](mailto:COVID-19@saccounty.net).

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## SCHOOL/COHORT SETTING SCENARIOS

### SCHOOL SETTINGS WITH STUDENTS PRESENT (IN-PERSON LEARNING)

Scenario 1	Recommended Actions and Communications
<p>A student or staff member responds <b>“yes” to one of the health screening questions</b>, has a <b>temperature of 100.4 or above</b>, and/or <b>exhibits symptoms</b> of COVID-19.</p>	<ul style="list-style-type: none"> <li>● The cohort remains open.</li> <li>● The student or staff member should not enter the building, should be sent home, and self-isolate until symptoms have resolved for 72 hours.</li> <li>● The student or staff member should contact their healthcare provider to determine if testing is advised.</li> <li>● <b>Sacramento County Public Health (916) 661-7331</b></li> </ul>
Scenario 2	Recommended Actions and Communications
<p>A student or staff member <b>lives with</b> or has been <b>in close contact with</b> a person who has tested <b>positive</b> for COVID-19.</p>	<ul style="list-style-type: none"> <li>● The cohort remains open.</li> <li>● The student or staff member is expected to report this to the site administrator immediately, is excluded from the cohort, and they and all household members should quarantine, monitor symptoms, and contact their health provider to schedule testing.</li> <li>● The site administrator should gather any additional information regarding details of known contact and share this information with SCPH.</li> <li>● SCPH will advise of any additional next steps including support of expedited testing if advised.</li> <li>● If the student or staff member has siblings, family or household members at other school sites with possible exposure they should be excused from school and SCPH contacted to assess exposure risk and determine disposition (e.g. exclude from cohort).</li> <li>● All families of students and staff members of the cohort should be notified that a student or staff member has a household member that has tested positive for COVID-19.</li> <li>● <b>Sacramento County Public Health (916) 661-7331</b></li> <li>● <a href="#">Communication Template (Sample Letter)</a></li> </ul>
Scenario 3	Recommended Actions and Communications
<p>A student or staff member of a cohort <b>tests positive</b> for COVID-19.</p>	<ul style="list-style-type: none"> <li>● The cohort will be closed for 14 days from last known exposure.</li> <li>● All families of students and staff members of the cohort should be notified with a phone call followed by a letter that a student or staff member in the cohort has tested positive. Students and staff should be quarantined for 14 days from date of last known contact.</li> <li>● The entire cohort of staff and students should be tested working</li> </ul>

	<p>directly with their healthcare providers and/or SCPH.</p> <ul style="list-style-type: none"> <li>● Further testing of family members may be advised based on cohort test member results.</li> <li>● <b>Sacramento County Public Health (916) 661-7331</b></li> <li>● <a href="#">Communication Template (Sample Letter)</a></li> </ul>
<b>Scenario 4</b>	<b>Recommended Actions and Communications</b>
<p>A student or staff member who has quarantined or isolated for any of the reasons in scenarios one, two or three and is tested - and <b>tests negative</b>.</p>	<ul style="list-style-type: none"> <li>● The cohort remains open.</li> <li>● Even though the student or staff member has tested negative, if the student or staff member has had close contact with an individual that has tested positive for COVID-19, they must remain in quarantine or isolation for 14 days from last known contact with the individual.</li> <li>● All families of students and staff members of the cohort should be notified that the student or staff member tested negative.</li> <li>● <b>Sacramento County Public Health (916) 661-7331</b></li> <li>● <a href="#">Communication Template (Sample Letter)</a></li> </ul>

## OFFICE SETTING SCENARIOS

DISTRICT OFFICES OR SCHOOL SETTINGS WITH NO STUDENTS PRESENT (DISTANCE LEARNING)

Scenario 1	Recommended Actions and Communications
<p>A staff member has a temperature of <b>100.4 or above, and/or exhibits symptoms</b> of COVID-19.</p>	<ul style="list-style-type: none"> <li>● The staff member is expected to stay home and isolate until symptom free for 72 hours, notify their supervisor, and seek guidance from their healthcare provider.</li> <li>● If tested for COVID-19, the staff member is expected to notify their supervisor.</li> </ul>
Scenario 2	Recommended Actions and Communications
<p>A staff member <b>lives with</b> or has been <b>in close contact with</b> a person who has tested <b>positive</b> for COVID-19.</p>	<ul style="list-style-type: none"> <li>● The staff member is expected to report details and timing of contact to their supervisor immediately, quarantine and work remotely if possible, monitor symptoms, and seek guidance from their healthcare provider, and/or SCPH.</li> <li>● If unable to work remotely, work with supervisor and personnel on available leave options.</li> <li>● If tested for COVID-19, the staff member is expected to notify their supervisor of results as soon as possible.</li> <li>● <a href="#">Communication Template (Sample Letter)</a></li> </ul>
Scenario 3	Recommended Actions and Communications
<p>A staff member <b>tests positive</b>.</p>	<ul style="list-style-type: none"> <li>● The staff member is required to immediately notify their supervisor or the personnel department as well as SCPH.</li> <li>● The staff member is required to work with SCPH to assess potential worksite exposure, any recommended additional testing or steps, including quarantine or isolation instructions.</li> <li>● The staff member will isolate, work remotely if possible, monitor symptoms, and seek guidance from their healthcare provider.</li> <li>● Individuals who test positive and never develop symptoms must isolate for 10 days from the date of the test.</li> <li>● <a href="#">Communication Template (Sample Letter)</a></li> </ul>
Scenario 4	Recommended Actions and Communications
<p>A staff member who has quarantined or isolated for any of the reasons described above and is tested - and <b>tests negative</b>.</p>	<ul style="list-style-type: none"> <li>● Even though the staff member has tested negative, if they had close contact with an individual that has tested positive for COVID-19, they should remain in quarantine for 14 days from last known close contact with the individual.</li> </ul>
Scenario 5	Recommended Actions and Communications
<p>A staff member has been <b>in close contact with someone</b></p>	<ul style="list-style-type: none"> <li>● The staff member is asked to provide details of timing and duration of contact, continue to monitor health, follow all health</li> </ul>

<p><b>who is symptomatic and is scheduled to be tested.</b></p>	<p>and safety protocols, and is provided information on testing for essential workers.</p> <ul style="list-style-type: none"><li>● If close contact tests positive go to Scenario #2.</li><li>● If tested for COVID-19, the staff member is expected to notify their supervisor of test results as soon as possible.</li><li>● <a href="#">Communication Template (Sample Letter)</a></li></ul>
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## COMMUNICATIONS TEMPLATES

The following pages include sample letters for communicating with parents and/or staff regarding the scenarios described in the previous section. Note that every scenario is unique and these templates are provided only as guides. Schools and school districts should tailor their communications for their specific situations. In the event that a district experiences a scenario that is not described in this document, contact Sacramento County Public Health for guidance.

When communicating with parents and/or staff, it may be useful to share some or all of the resources contained on the resources page of this document.

### SAMPLE LETTER

#### **SCENARIO 2 IN A SCHOOL, COHORT, OR OFFICE SETTING**

*To be utilized when a student or staff member lives with a person or has been in close contact with a person who has tested positive for COVID-19.*

Date

Dear [XXX School/Classroom] Parents/Guardians and 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 [lives with/has been in close contact with] a person who has tested positive for COVID-19.

Sacramento County Public Health (SCPH) has been notified and is taking further steps. In accordance with SCPH guidance, the classroom cohort will continue to operate. The individual and their immediate family/household members have been quarantined, are monitoring symptoms, and are working with their healthcare providers for additional steps, including testing if advised.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [yourself/your student] for symptoms and stay home if you are experiencing influenza-like illness. Please contact your healthcare provider if you have any additional questions or concerns.

Sincerely,

[XXX Site Administrator/Teacher]  
[School Name]



## SAMPLE LETTER

### SCENARIO 3 IN A SCHOOL OR COHORT SETTING

*To be utilized when a student or staff member of a cohort tests positive for COVID-19.*

Date

Dear [XXX School/Classroom] Parents/Guardians and 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 at [XXX School] has tested positive for COVID-19. The last date of known exposure to the classroom cohort was [XXX date].

You may be contacted by Sacramento County Public Health (SCPH). In the meantime, SCPH advises that your child or you immediately quarantine to the greatest extent possible, even if you are asymptomatic. We will work with SCPH to schedule testing for your child. You may also work with your healthcare provider to schedule testing as soon as possible. Be sure to let the provider know that you or your child has had a direct exposure through this classroom cohort.

The classroom cohort will be closed through at least [date] to allow students and staff to be tested and to avoid further spread of the virus. [Information related to distance learning to be completed by district/school] If you have any health-related questions, please contact your healthcare provider. Thank you for your prompt response to this matter.

Sincerely,

[XXX Site Administrator/Teacher]

[School Name]

## SAMPLE LETTER

### SCENARIO 4 IN A SCHOOL OR COHORT SETTING

*To be utilized when a student or staff member who has quarantined or isolated for any of the reasons in scenarios 1, 2, or 3 and is tested – and tests negative.*

Date

Dear [XXX School/Classroom] Parents and Guardians,

The health and safety of our students and staff are our top priority. This letter is to inform you that the student or staff member who had [exhibited symptoms and/or been in close contact with an individual who tested positive for COVID-19] has tested negative.

In accordance with Sacramento County Public Health guidance, the classroom cohort will continue to operate. We will update you with any additional pertinent information. Please let us know if you have any questions and contact your healthcare provider if you have any additional questions or concerns.

Sincerely,

[XXX Site Administrator/Teacher]

[School Name]

## SAMPLE LETTER

### SCENARIO 2 IN AN OFFICE SETTING

*To be utilized when a staff member **lives with** a person or has been in **close contact** with a person who has **tested positive** for COVID-19.*

Date

Dear [XXX Office] Staff,

The health and safety of our (students and) staff is/are our top priority. This letter is to inform you that a staff member at [XXX Office] [lives with/has been in close contact with] a person who has tested positive for COVID-19 and is following Sacramento County Public Health (SCPH) direction for quarantine and testing.

**In accordance with SCPH guidance, the office will continue to operate.**

Please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Contact your healthcare provider if you have additional concerns. Free Testing for Essential Workers (including school staff) is available if you would like to be tested.

We will update you with any additional pertinent information, and we appreciate all that you are doing to support the needs of our students.

Sincerely,

[XXX Site Administrator/Teacher]

[School Name]

## SAMPLE LETTER

### SCENARIO 3 IN AN OFFICE SETTING

*To be utilized when a staff member in an office tests positive for COVID-19. This also applies to schools where staff are working from campus, but no students are present.*

Dear [Office Staff],

We want you to be aware that a staff member at [Office] has tested positive for COVID-19. We have protocols in place for a situation such as this and we are following them with the assistance of our public health partners, who are closely guiding our response. We are currently working with Sacramento County Public Health (SCPH) to support contact tracing efforts. Any staff members who may have had close contact with the individual will be contacted by SCPH and provided with guidance related to any potential quarantining or testing. SCPH will also be monitoring any [Office] staff with symptoms or who may have been in close contact with the staff member who has tested positive. As this monitoring continues, any [Office] staff potentially impacted will be contacted by SCPH.

We will update you with any additional pertinent information when we receive it. It is our responsibility to keep the name of the individual confidential, but I know we all send our colleague our very best wishes. As always, please remember to follow all protocols for your safety and the safety of others, and, most especially, thanks for all of the great work you are all doing in support of so many during these challenging times.

Sincerely,  
[Office Administrator]

### ALTERNATE OPTION:

Dear [Office] Staff,

A member of our [Office] Office Team has tested positive for COVID-19 and is now in isolation. Sacramento County Public Health (SCPH) is working closely with the individual to assess and determine any potential worksite exposure and close contact they may have had with any other members of our team. You may be contacted by a SCPH representative if you may have had close contact.

The office remains open unless otherwise directed by SCPH. Please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Please contact your healthcare provider if you have further questions or concerns.

Thank you for all that you do to support the learning and success of students in Sacramento County and the health and wellbeing of our team.

Sincerely,  
[Superintendent]

## SAMPLE LETTER

### SCENARIO 5 IN AN OFFICE SETTING

*To be utilized when a staff member has been in close contact with someone outside of work who is symptomatic and is scheduled to be tested.*

Dear [Staff Member Name],

Thank you for the information and we hope that your [friend or family member] is OK. For the time being, until [s/he] receives test results, please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Contact your healthcare provider if you have additional concerns. Free Testing is available if you would like to be tested.

If your [friend or family member] tests positive for COVID-19 please contact your supervisor right away. Protocols are in place that will guide next steps.

Please let us know if you have any questions. Most importantly, please know how much we appreciate your bringing this forward. It truly shows your care and concern for your Lattice colleagues.

Sincerely,  
[Supervisor Name]

## RESOURCES

### COVID-19 GENERAL INFORMATION

[Exposure Risk \(CDC\)](#)

[Glossary of Key Terms \(CDC\)](#)

[Symptoms \(CDC\)](#)

### SACRAMENTO COUNTY INFORMATION AND RESOURCES

[COVID-19 Dashboards \(SCPH\)](#)

[COVID-19 Community Testing Sites in Sacramento County](#)

[Sacramento County COVID-19 Website](#)

[Sacramento County COVID-19 Schools Page](#)

[Sacramento County Public Health Orders](#)

### ISOLATION AND QUARANTINE

[Home Isolation for People with COVID-19 \(SCPH\)](#)

[Home Quarantine Guidance for Close Contacts to COVID-19 \(SCPH\)](#)

[Quarantine vs. Isolation \(CDC\)](#)

[Sacramento County Public Health General Quarantine Orders](#)

[Sacramento County Public Health General Isolation Orders](#)

### QUESTIONS?

**Sacramento County Public Health**

(916) 661-7331

COVID19@saccounty.net

## SAMPLE COVID-19 SCREENING TOOL FOR ADULTS

Before coming to campus each day, adults should screen themselves for symptoms of illness by answering the following questions.

- Do you have a fever (100.4° F or greater) without having taken any fever-reducing medications?
- Do you have a loss of smell or taste?
- Do you have a cough?
- Do you have muscle aches?
- Do you have a sore throat?
- Do you have congestion or a runny nose?
- Do you have shortness of breath?
- Do you have chills?
- Do you have a headache?
- Have you experienced any new gastrointestinal symptoms such as nausea, vomiting, diarrhea, or loss of appetite in the last few days?
- Have you, or anyone you have been in close contact with, been diagnosed with COVID-19 or placed in quarantine for possible exposure to COVID-19 within the last two weeks?
- Have you been asked to isolate or quarantine by a medical professional or a local public health official in the last two weeks?

## SAMPLE COVID-19 SCREENING TOOL FOR CHILDREN

Before coming to campus each day, children should be screened for symptoms of illness by answering the following questions.

- Does the child have a fever (100.4° F or greater) without having taken any fever-reducing medications?
- Does the child have a sore throat?
- Does the child have a new uncontrolled cough that causes difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)?
- Does the child have diarrhea, vomiting, or abdominal pain?
- Does the child have new onset of severe headache, especially with a fever?



**COVID-19 SCHOOL REPORTING FORM**

Schools (including daycare, childcare, and K-12) should:

- Report cases of confirmed COVID-19 in students or staff to Sacramento County Public Health by using this reporting form OR by submitting a line list (if there are multiple cases and it is easier for the school)
- Follow Sacramento County Public Health guidance after identification of a student or staff with confirmed COVID-19

**SCHOOL INFORMATION**

<b>School Name:</b>	<b>School Address:</b>
<b>School Point-of-Contact #1:</b>	<b>Phone Number for Point-of-Contact #1:</b>
<b>School Point-of-Contact #2:</b>	<b>Phone Number for Point-of-Contact #2:</b>

**STUDENT/STAFF INFORMATION**

<b>Student/Staff Name:</b> (Last, First)	<b>Date of Birth:</b>	<b>Sex:</b>
		<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Home Address:</b>	<b>City</b>	<b>Zip Code:</b>
<b>Race:</b>	<b>Ethnicity:</b>	<b>Teacher(s):</b>
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/> Unknown	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	
<b>Date of Illness Onset:</b>	<b>Date of Last Attendance:</b>	<b>COVID-19 + Test Date:</b>
		<b>Parent Phone #:</b>

**REPORTING DETAILS**

<b>Have exposed parties/cohort been notified?</b>	<b>Was distance learning triggered?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Additional Information:</b>	