

PROCEDURES FOR COVID-19 CASES OR EXPOSURES

When a student or staff member is sick, is a close contact to someone with COVID-19, or tests positive for COVID-19, action must be taken immediately to keep the individual away from school or work to limit the risk of exposure to others. Sac City Unified Health Services will be supporting SCPH and meeting employer mandates by conducting COVID-19 contact tracing/communicable disease follow-up within the district. Below are the action guidelines followed when a person within the district becomes ill with suspected or confirmed COVID-19 illness. Community contact tracing, including follow-up with family, friends and contacts outside of the district, is conducted by and is the role of the Sacramento County Public Health county department.

Definitions

Case

Someone who has tested positive for COVID-19 (SARS-CoV-2)

Close Contact

Someone who has been within 6-feet for 15 minutes, or more, of a person with COVID-19 during the time the person is infectious (with or without wearing a face covering.) In some school situations, it may be difficult to determine whether individuals have met these criteria. An entire cohort, classroom, or other group may be considered close contacts, particularly if people have spent time together indoors.

Individuals who have contact with the Close Contact (contact of a contact) are not required to quarantine and may continue to come to work.

Cohort or Stable Group

A stable group with fixed membership that stays or works together and has limited contact with other persons or groups.

Communication

Statements that advise the community of known exposure cases when a case has been physically present at the work site. These communications serve to advise the community about potential risks, inform the community about the district's actions, provide contact information for Health Services, and reinforce public health guidance.



Procedures for COVID-19 Cases or Exposures (continued)

Contact Tracing/Communicable Disease Follow-Up

Contact tracing is a process that slows the spread of infectious diseases, including COVID-19. Laboratories and medical providers send the names of people who have recently been diagnosed with COVID-19 to their local health department. The health department asks each person diagnosed with COVID-19 about people with whom they've recently had close contact. These individuals are then alerted that they may have been exposed to the COVID-19 virus, and they are advised to quarantine. The contact tracing process should remain anonymous and confidential, therefore the name of the person who may have exposed them is not shared. The sooner health officials can alert close contacts, the lower the risk of the COVID-19 virus spreading further. Employers and schools are required to respond to cases of Covid-19 in order to prevent spread at school/work sites. School district staff perform contact tracing as it related to exposures at the school/work sites. See below District Contact Tracing Procedures.

California residents are advised to sign up for the [CA Notify](#) alert system, California's cell phone exposure notification system to get COVID-19 exposure alerts and to protect those around you.

COVID-19 Symptoms

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Infectious Period

The time the person is infectious is 2 days before their symptoms began, through the end of their illness and/or isolation period.

Isolation

A period of time a person with suspected or confirmed COVID-19 infection must stay home, separate from others and follow other precautions. The isolation ends after the person's symptoms are improving, at least 24 hours free of fever, and at least 10 days from the day their symptoms began. Refer to Sacramento County Home Isolation Order and Guidance.

Outbreak

CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically-linked in the school, are from different households, and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

Quarantine

A period of time from the date of last exposure that the person must stay home, separate from others, and follow other precautions. Refer to Sacramento County Home Quarantine [Order](#) and Guidance.



PROCEDURES FOR REPORTING AND MANAGING COVID-19 REPORTS

*including for community partners or contractors working at a district facility

1. When a student or staff member has one or more Covid-19 symptoms they must follow the Screening and Stay at Home Requirements (Appendix B). If an individual has symptoms on site follow guidance in Taking Care of a Sick Person at School (Appendix F).
2. **When a student or staff member is diagnosed with or tests positive for COVID-19 or is a close contact of someone with Covid-19 they must report to the Site Covid Response Team Lead or site administrator.** Advise the person to stay home until further advised by Health Services.

The Site COVID Response Team Lead will immediately contact Student Support and Health Services via email and/or cell phone:

- Lisa Musser, RN, Health Services Coordinator II (916) 826-4863 (district cell)
email: Lisa-Musser@scusd.edu
- Paula Kuhlman, RN Lead School Nurse — (916) 320-1538 (district cell)
email: paula-kuhlman@scusd.edu
- Victoria Flores, Director III, Student Support and Health Services (916) 752-3643 (district cell)
email: victoria-flores@scusd.edu
- Rebecca Wall, Health Services Technician — (916) 643-7963; cell (916) 826-3513
email: rebecca-wall@scusd.edu
- Health Services Main Line — (916) 643-9412

3. Health Services staff will contact the individual. After explaining contact tracing requirements and confidentiality requirements, they will gather information about the illness or exposure to determine onset date, infectious period, isolation or quarantine periods, and potential exposures to other staff or students. They will provide information and guidance for self care and return to work. **The following chart details actions taken for each of the possible scenarios.**

SCENARIO #1	ACTION	COMMUNICATION
<p>An individual (i.e. employee or student) who has 1 or more COVID-19 symptoms</p> <ul style="list-style-type: none"> • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea 	<ul style="list-style-type: none"> • Send the person home immediately if at the work/school site. If working/learning remotely, advise them to remain home • Recommend testing as soon as possible after first symptoms. <ul style="list-style-type: none"> » If the test is positive notify Health Services and follow steps outlined in #3 • Refer them to Stay at Home and Return to School Requirements • If 10% of a classroom or 25% of a school (or a cohort of employees) is experiencing similar symptoms SCPH will be consulted and SCUSD will follow any guidance provided • The work/site/classroom remains open <p>RETURN TO WORK/SCHOOL SITE</p> <ul style="list-style-type: none"> • The person may return to the school/work site when: <ul style="list-style-type: none"> » at least 24 hours with no fever and symptoms have improved AND » a COVID-19 test is negative OR » at least 10 days since symptoms first appeared OR » Their healthcare provider provides documentation that the symptoms are from an underlying chronic condition or other disease process • The workplace/school/classroom remains open 	<p>No communication needed</p> <p>In the event of a suspected illness outbreak, SCPH will be consulted and a communication may be issued based on their guidance</p>



SCENARIO #2	ACTION	COMMUNICATION
<p>A Close Contact: An individual who has come in close contact with a confirmed COVID-19 case</p>	<ul style="list-style-type: none"> • Send the person home immediately if at a school/work site. If distance learning or working remotely, advise them to remain home • The person must self-quarantine. Provide quarantine Guidance • Refer for COVID-19 testing 5-7 days from the date of exposure or immediately if symptoms develop. Negative test results do not shorten the 14-day quarantine period. • The workplace/school/classroom remains open • If a close contact has tested positive for Covid-19 within the past 90 days they do not need to test or quarantine with a new exposure. <p>RETURN TO WORK</p> <ul style="list-style-type: none"> • The person may return to the school/work site 14 days from the last day they were in close contact with the case given that they do not develop symptoms nor test positive. <ul style="list-style-type: none"> » No other individuals need to quarantine - only Close Contacts must quarantine. Contacts of contacts do not need to quarantine » If the person is a caregiver or is unable to quarantine from the case, they need to quarantine for 14 days after the case ends their home isolation. For example, if an employee’s child is the case the employee must quarantine after their child recovers and is released from isolation, plus an additional 14 days which could be 20 days or more • Send the individual home immediately if physically present. If learning/working remotely, advise them to remain home. • Notify Health Services Director, Coordinator II and Lead School Nurse via email and provide employee/student name and contact information. • The individual must self-isolate for 14 days from symptom onset date, or if asymptomatic 14 days from test date. • Provide isolation Guidance • If the individual was on site during the infectious period, ensure the primary spaces where the individual spent significant time is disinfected. • Provide documentation of the positive test to Human Resources. 	<p>No communication needed if exposure did not happen in school setting</p> <p>If the exposure was the result of a case who was physically present at the work/school site - a communication will be sent about the COVID case and any known close contacts (see #3)</p>



SCENARIO #3	ACTION (CONTINUED)	COMMUNICATION
<p>A case: an individual who has confirmed COVID-19</p>	<ul style="list-style-type: none"> • Health Services will report positive case to SCPH • Identify school Close Contacts within SCUSD • Call all Individuals who had close contact and instruct them to follow the process under, “#2. An individual who is a Close Contact” <ul style="list-style-type: none"> » In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors • The worksite/school may usually remain open • The decision to close classrooms, cohorts, schools, or workplaces depends on the factors unique to each case and the level of infection in the community, and will be made in conjunction with Sacramento County Public Health <p>RETURN TO WORK/SCHOOL</p> <ul style="list-style-type: none"> • If the individual experiences symptoms the earliest they may return to the school/work site <ul style="list-style-type: none"> » at least 10 days have passed since the date tested AND » at least 24 hours with no fever AND » symptoms have improved • If the individual DID NOT experience symptoms the earliest they may return to school/work site <ul style="list-style-type: none"> » at least 10 days have passed since the date tested AND » they did not develop symptoms since the date tested 	<p>No communication needed if exposure did not happen in school setting</p> <p>If the exposure was the result of a case who was physically present at the work/school site - a communication will be sent about the COVID case and any known close contacts (see #3)</p>

Resources

- Schools and SchoolBased Programs COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, CDPH, July 17, 2020
- CoCOVICOVID-19 INDUSTRY GUIDANCE: Schools and SchoolBased Programs, CDPH, July 17, 2020.
- [Sacramento Health Alerts and Advisory](#)
- [Sac County Self-Isolation Order](#) [Sac County Self-quarantine Order](#)
- [Sacramento County Home Isolation Guidance](#)
- [Sacramento County Home Quarantine Guidance](#)

