

COVID-19 Exposure Management Plan: Protocol for K-12 Schools

APPENDIX X2

NOTE: This protocol document may be updated as additional information and resources become available. Check the City of Long Beach Department of Health and Human Services COVID-19 website: www.longbeach.gov/covid19 for updates to this document.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Long Beach COVID-19 response.

Primary and Secondary Schools serving students from Kindergarten through Grade 12 (K-12 Schools) are trusted community partners that can help the Long Beach Health Department improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP) when notified of COVID-19 cases and clusters at school. The School EMP can be implemented before COVID-19 cases are reported to the Health Department, thereby accelerating the ability to contain spread of COVID-19 and prevent school outbreaks from happening.

The steps for exposure management of 1, 2, and 3 or more COVID-19 cases at K-12 Schools are described below and summarized in Table A. Because K-12 Schools will vary in the level of resources for COVID-19 exposure management, required steps are the minimum required elements that should be included in the School EMP. Recommended steps include elements for localized management of exposures where school resources are available.

Exposure Management Planning Prior to One COVID-19 Case at School

- Required:** A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to the Health Department in the event of a COVID-19 cluster or outbreak at the setting.
- Required:** A plan for all students and employees who are suspected to have COVID-19 or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19.

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Exposure Management for One COVID-19 Case at School

- **Required:** If school is notified of 1 confirmed case (student or employee), School Compliance Task Force requests that the case follow [Home Isolation Instructions for COVID-19](#).
- **Required:** School Compliance Task Force works with the case to generate a list of students and employees with exposure to the case during the infectious period using the [COVID-19 Case Worksheet](#). School Compliance Officer provides the Long Beach Health Department with the completed worksheet within 1 business day of notification of a confirmed case.
 - A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND systems have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
 - A person is considered to have been exposed if they are one of the following:
 - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- **Required:** Students and employees who are identified to have an exposure to the case are notified by the School Compliance Task Force through a letter or other communication strategies (e.g., telephone, text, Robo-Calls). A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification should include the following elements:
 - Recommendations for students and employees with an exposure to the case to test for COVID-19, ideally 10 days after their quarantine period began, whether or not they have symptoms, and inform the school of test results if positive. If the person tests negative during their quarantine period, they must still remain quarantined for the entire 14-day period. This will determine the extent of disease spread at school and serve as a basis for further control measures.
 - Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers,

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Community Testing Sites. Individuals who need assistance finding a medical provider can call the Medi-Cal Outreach Program at 562.570.7979.

- Instruct exposed students and employees to quarantine for 14 days since last exposure to the case while infectious, even if they receive a negative test result during their quarantine period. A person who tests negative during the incubation period (i.e. time period between exposure to disease onset) may subsequently develop disease, with or without symptoms. Follow directions for Home Quarantine Guidance for COVID-19.
- **Recommended:** School Compliance Task Force will determine whether additional notification is needed to inform wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

Exposure Management for Two COVID-19 Cases at School within a 14-day Period

- **Required:** If the school is notified of 2 confirmed cases (students and/or employees) within a 14-day period, school follows required steps for 1 confirmed case.
- **Recommended:** School Compliance Task Force assesses whether the 2 confirmed cases have epidemiological links (i.e., present at the same place and time during the infectious period*).

**A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND systems have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#).

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- If epidemiological links do not exist, school continues with routine COVID-19 exposure monitoring.
- If epidemiological links exist, school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

Exposure Management for More than Three COVID-19 Cases at School within a 14-day Period

- **Required:** If the school is notified of a cluster of 3 or more confirmed cases (students and/or employees) within a 14-day period, the school proceeds with the following steps:
 - Report cluster to Long Beach Health Department’s Communicable Disease Control Program within 1 business day of notification of the cluster at: 562.570.4302.
 - Complete Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit to COVID19Edu@longbeach.gov.
 - The Health Department’s COVID-19 School Team will review Line List for Cases and Contacts to determine whether the outbreak criteria have been met.
 - If it is determined that outbreak criteria are not met, continue with routine COVID-19 exposure monitoring.
 - If it is determined that outbreak criteria are met, the Health Department will consult with the school on outbreak investigation and management.
 - School Compliance Task Force will submit requested information, including updates to the [Education Line List for Cases and Contacts](#) to the OMB Investigator until the outbreak is resolved (at least 14 days since the last confirmed case).
- **Recommended:** Prior to reporting cluster, School Compliance Task Force will assess whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#).

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COVID-19 Outbreak Criteria for K-12 Schools

School Cluster

At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period in group(s)* that are epidemiologically linked.

**Groups include persons that share common membership, e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation.*

Table A: Steps for Managing Exposures to 1, 2, and ≥ 3 COVID-19 Cases at School

1 Case	<ol style="list-style-type: none"> 1. School receives notification of 1 confirmed case at school. 2. <i>Required:</i> School requests that case follow Home Isolation Instructions for COVID-19 (a). 3. <i>Required:</i> School works with case to determine contacts that were exposed to case at school while infectious. 4. <i>Required:</i> School notifies contacts of school exposure. Contacts must immediately quarantine at home for 14 days after last exposure (b). 5. <i>Recommended:</i> School can send general notification to inform the wider school community (recipients determined by school) of the exposure and precautions taken to prevent spread. 6. Note: Template letters for exposure notification and general notification are available at: COVID-19 Template Notification Letters for Education Settings
2 Cases	<ol style="list-style-type: none"> 1. <i>Required:</i> Follow steps for 1 confirmed case. 2. <i>Recommended:</i> If cases occurred within 14 days of each other, school determines whether epidemiological (epi) links exist (cases present in the same setting during the same time period while infectious). A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links. <p>*Epi links <u>do not exist</u> → continue with routine exposure monitoring. *Epi links <u>exist</u> → School reinforces messages to students and employees on precautions taken to prevent spread; implement site-specific interventions, as needed, to reduce transmission.</p>

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**3+
Cases**

1. *Required:* If a cluster of 3 or more cases occurred within 14 days of each other, school notifies [Communicable](#) Disease Control Program at 562.570.4302.
2. *Recommended:* Prior to notifying Health Department of cluster, school assesses whether epi links exist for ≥ 3 cases.
3. *Required:* Complete the [COVID-19 Case and Contact Line List for the Educational Sector](#) to determine if outbreak criteria have been met.
*Outbreak criteria not met \rightarrow school continues with routine exposure monitoring.
*Outbreak criteria met \rightarrow Communicable Disease Control Program will assist with outbreak control
4. *Required:* During the outbreak investigation, school provides regular updates to Health Department until outbreak is resolved (at least 14 days since last confirmed case).

- (a) Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. <http://longbeach.gov/globalassets/health/media-library/documents/diseases-and-condition/information-on/novel-coronavirus/health-orders/isolation-health-order>
- (b) Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious. <http://longbeach.gov/globalassets/health/media-library/documents/diseases-and-condition/information-on/novel-coronavirus/health-orders/quarantine-order>

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