

1	SCENARIO	ACTION	COMMUNICATION
	<p>A student or staff member either exhibits COVID-19 symptoms while at school or within two days of being at school</p>	<ul style="list-style-type: none"> ▶ Administration: <ul style="list-style-type: none"> ▶ Consult with School Nurse ▶ Consult with Public Health as needed ▶ Student/staff: <ul style="list-style-type: none"> ▶ Person(s) with symptoms should be sent home/ stay home to isolate ▶ Contact healthcare provider/Public Health for recommended testing and symptom care ▶ Student/staff member may return to school with a health care provider's note ▶ School/Classroom OPEN pending test results of symptomatic individual <ul style="list-style-type: none"> ▶ If COVID-19 test is positive, see Scenario 3 ▶ If COVID-19 test is negative, see Scenario 4 	<p>No communication is needed.</p>
2	SCENARIO	ACTION	COMMUNICATION
	<p>A student/staff member is in close contact/exposed to someone who tests positive for COVID-19</p> <p>- or -</p> <p>A person at home is ill and being tested for COVID-19</p>	<ul style="list-style-type: none"> ▶ Administration <ul style="list-style-type: none"> ▶ Consult with Public Health for verification of positive test result before taking further action ▶ Consult with School Nurse ▶ If determined not to be a true case, no letter needs to be sent, and individual may return to school. ▶ If confirmed, Public Health will direct to stay home to start 14-day quarantine and will determine whether further action is needed. ▶ Student/staff <ul style="list-style-type: none"> ▶ Send/stay home to isolate ▶ Expect to be contacted by Public Health ▶ Consult with healthcare provider to get tested ▶ Self-quarantine for 14 days from last exposure to COVID-19 ▶ Report information to administration ▶ Testing is encouraged between day 7 and 10 of quarantine for those under age 18 ▶ Negative test during quarantine does not shorten quarantine ▶ School/Classroom OPEN 	<p>To: Student Families and Staff**</p> <p>Template Letter: <u>Scenario Two - In a School or Cohort Setting</u></p>

3	SCENARIO	ACTION	COMMUNICATION
	<p>A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> ▶ Administration: <ul style="list-style-type: none"> ▶ Consult with School Nurse ▶ Send family members of student/staff home to quarantine ▶ Consult Public Health for guidance on whether any students, staff or teachers need to quarantine, be tested, or whether the school/classroom needs to be closed ▶ Identify close contacts of infected individual ▶ Close off/clean areas used by individual suspected of infection. (See CDC guidance on disinfecting buildings.) ▶ Student/staff: <ul style="list-style-type: none"> ▶ Send home to isolate ▶ Report information to administration 	<p>To: Student Families and Staff**</p> <p>Phone Call to Potential Close Contacts</p> <p>— AND —</p> <p>Template Letter: Scenario Three - In a School or Cohort Setting</p> <p>— AND —</p> <p>Admin notification to claims administrator SB 1159</p>
4	SCENARIO	ACTION	COMMUNICATION
	<p>A student or staff member tests negative for COVID-19 after symptoms (and was not exposed to a COVID-19 case)</p>	<ul style="list-style-type: none"> ▶ Student or Staff: may return to school after symptoms resolve and fever-free for at least 24 hours without fever-reducing medications. (Consult Public Health for guidance on whether any students, staff or teachers may end their quarantines) ▶ Provide doctor's note or verification of negative test ▶ School/Classroom OPEN 	<p>To: Student Families and Staff**</p> <p>Template Letter: Scenario Four - In a School or Cohort Setting</p>
5	SCENARIO	ACTION	COMMUNICATION
	<p>A student/staff member was in close contact/exposed (within 6 feet for 15 minutes or more) to someone exhibiting symptoms</p>	<ul style="list-style-type: none"> ▶ Administration: <ul style="list-style-type: none"> ▶ Consult with Public Health as needed ▶ Consult with School Nurse ▶ Student/staff: <ul style="list-style-type: none"> ▶ Unless in contact with a known case, continue with school/work duties as planned ▶ Practice Physical Distancing ▶ Wash Hands Frequently ▶ Wear a Mask ▶ Continue to self-check for COVID-19 symptoms ▶ If close contact's COVID-19 test is positive, see Scenario 3 ▶ If close contact's COVID-19 test is negative, see Scenario 4 ▶ School/Classroom OPEN 	<p>No communication is needed until results of COVID-19 tests are known. If test is positive, see Scenario 2 or 3.</p> <p>For more information contact the joint information center for COVID-19 response at (707) 441-5000.</p>

*Please see [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools](#) for specific details.

**Maintain confidentiality as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).



