**Letter Template Scenario 2: Close Contact in a Cohort Setting**

***English Version***

To be utilized when a student or staff member in a cohort lives with a person or has been in close contact[[1]](#footnote-2) with a person who has tested positive for COVID-19

*Note:. These templates should be used immediately upon learning of the exposure and communication should not be delayed while awaiting consultation with the County of Santa Clara 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.*

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| **Actions and Communications** |
| * 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.
* Any individual who has completed their COVID-19 vaccination does not need to quarantine2 if they meet ALL the conditions listed below:
	+ Are fully vaccinated (2 weeks have passed after the last dose in the full series),
	+ Do not have symptoms of COVID-19 since the current exposure, (If an individual has COVID-19 symptoms, they should isolate and get tested immediately.)
	+ Are not an inpatient or resident in a healthcare setting or facility.
* The cohort remains open for in-person instruction.
* If the unvaccinated student or staff member has a household member who is COVID-19 positive, all household members of the COVID-19 case must 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.
* All families of students and staff members of the cohort should be notified that a student or staff member has a household member or other close contact that has tested positive for COVID-19.
* 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 County of Santa Clara Public Health Department (by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214).
* The Public Health Department will advise of any additional next steps.
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| **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. Individuals who are fully vaccinated may not need to quarantine if they meet certain conditions. For more information visit [sccstayhome.org](https://www.sccgov.org/sites/covid19/Pages/contact-tracing.aspx).

Instructions on how to quarantine can be found [here](https://www.sccgov.org/sites/phd-p/Diseases/novel-coronavirus/Documents/Home-Isolation-Quarantine-Guidelines.pdf) and at <http://sccstayhome.org>. 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 10 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 healthcare provider so that [your child/you] can be evaluated and get tested immediately. You need to get tested regardless of whether you had COVID-19 vaccination or not.

If [your child does not/you do not] have symptoms and [your child remains/you remain] well, please work with your healthcare provider to schedule testing around 6 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 6 days after the case finishes isolating. [your child/you] should still quarantine for 10 days and continue monitoring for symptoms for a full 14 days from last exposure to the confirmed COVID-19 case.

If [your child does not/you do not] have a healthcare provider, additional testing resources are available through the Public Health Department at <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>. 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 request that you 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]

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| **LETTER TO COHORT 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 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 healthcare provider to get tested as directed by the County of Santa Clara Public Health Department.

**In accordance with Public Health Department guidance, the cohort 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 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 healthcare provider if [your child/yourself] develop symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]

[School/Program Name]

1. A close contact is someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive. Close contacts include people who had 15 minutes of continuous contact with the infected person, as well as people who had repeated short-duration interactions with the infected person. In addition, being considered a close contact does not depend on whether the contact or the infected person was wearing a face covering during their interaction.

2See [sccstayhome.org](https://www.sccgov.org/sites/covid19/Pages/contact-tracing.aspx) for more information [↑](#footnote-ref-2)