**Letter Template Scenario 3: Case in a Cohort Setting**

***English Version***

To be utilized when a student or staff member of a cohort tests 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** |
| * The student’s parent/guardian or the staff member is expected to report a positive test to the site administrator immediately, and the student or staff is excluded from the cohort.
* The cohort will be closed for 10 days from last known exposure.
* All unvaccinated household members of the COVID-19 case should quarantine, monitor symptoms, and contact their health 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.
* Anyone who has completed their COVID-19 vaccination does not need to quarantine[[1]](#footnote-1) 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.
* 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. All students and staff in the cohort should be instructed to quarantine for 10 days and monitor symptoms for 14 days from date of last exposure to the case during his/her infectious period.
* The site administrator should gather information regarding any other individuals on campus who the student or staff member was in close contact with during his/her infectious period and forward this information to the County of Santa Clara Public Health Department (by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214). In the interim, these individuals should similarly be instructed to quarantine for 10 days.
* The entire cohort of staff and students, along with any additional identified close contacts, should be tested by working directly with their healthcare providers and/or Public Health.
* The Public Health Department will advise of any additional next steps.
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| **LETTER TO CASE** |

[Date]

Dear Parent/Guardian or Staff:

Based on information reported to us, we understand that [your child is/you are] has tested positive for COVID-19. You will receive additional information from Public Health that will include options for supportive services and monitoring. In the meantime, Public Health directs that [your child/you] immediately isolate at home, even if [they/you] don’t have symptoms. [Your child/You] must stay isolated for at least 10 days since symptoms began AND at least 24 hours after your fever resolves and your other symptoms improve. If there are no symptoms, [your child/you] should isolate for 10 days from the date of test collection. [You/your child] do not need any additional testing since [they/you] have already tested positive.

In addition, all other people living in your household will need to quarantine at home for at least 10 days and monitor symptoms for 14 days. If other household members are unable to remain separated from [your child/you] (for example, a parent who must actively care for a child with COVID-19 infection), then their quarantine will end 10 days after [your child’s/your] finishes isolating. If household members attend other schools/programs, then you should notify those schools/programs as well. 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 isolate and 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>.

We will be notifying the other parents, students, and staff in the classroom cohort immediately that a member of the cohort has been diagnosed with COVID-19, while keeping [your child’s/your] identity confidential. While [your child/you] are isolating at home, the classroom cohort will close and all members will be quarantined.

[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.

Please contact your healthcare provider if [your child/you] develops new or worsening symptoms or if you have any additional questions or concerns.

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 at [XXX School] has tested positive for COVID-19.** The last date of known exposure to the classroom cohort was [last-exp-date].

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 for 10 days and monitor for symptoms for 14 days, even if [your child doesn’t/you don’t] currently have symptoms. 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 you have been fully vaccinated, you may not need to quarantine if you meet certain conditions. For more information visit [sccstayhome.org](https://www.sccgov.org/sites/covid19/Pages/contact-tracing.aspx).

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. You should also monitor symptoms in [your child/yourself] for 14 days from last exposure to 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.

The classroom cohort will be closed through at least [last-exp-date + 10 days] to allow students and staff to be quarantined and tested to avoid further spread of the virus**.**

[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]

1. See [sccstayhome.org](https://www.sccgov.org/sites/covid19/Pages/contact-tracing.aspx) for more information. [↑](#footnote-ref-1)