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

***English Version***

To be utilized when a student or staff member **tests positive** for COVID-19 in a non-cohort setting.

*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 until completion of isolation. * 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. * The site administrator should gather information regarding any 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](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214). * The site administrator should notify all close contacts with a phone call that they have been exposed and instruct them to immediately quarantine for 10 days and monitor symptoms for 14 days from date of last exposure to the case during his/her infectious period. Close contacts should be tested by working directly with their healthcare providers and/or Public Health. * The site administrator may consider notifying all other families of students and staff members in the school community that a student or staff member has tested positive for COVID-19 but that they have not been identified as a close contact and therefore do not need to take any specific actions. * 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] must 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], then their quarantine will end 10 days after [your child’s/your] isolation period ends (this could mean around 20 days of quarantine for other household members). 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 immediately notifying the other parents, students, and staff who have been identified as close contacts to [your child/you] that they have been in close contact with someone has been diagnosed with COVID-19, while keeping [your child’s/your] identity confidential. While [your child/you] are isolating at home, all identified close contacts 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 CLOSE CONTACTS** |

[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 have been identified as a close contact to someone who has tested positive for COVID-19.** Close contact means being within 6 feet of someone for more than 15 minutes while they are infectious with COVID-19. The last date of known exposure to the COVID-19 case 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.

[Information related to distance learning/participation to be completed by district/school/program]

Please contact your healthcare provider if you develop symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]

[School/Program Name]

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| **LETTER TO NON CLOSE-CONTACTS** |

[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 at [School name] has tested positive for COVID-19.

Public Health has been notified and is taking further steps. The affected individual has been isolated and their immediate family/household members and all identified close contacts have 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.

You are receiving this notice because [you/your child] have **NOT** been identified as a close contact to the individual during their infectious period. Close contact means being within 6 feet of someone for more than 15 minutes while they are infectious with COVID-19.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [yourself/your child] for symptoms and stay home if [you/they] are sick. Please contact your healthcare provider if you develop symptoms or if you have any additional questions or concerns.

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)