MANDATORY DIRECTIVE:

CASE REPORTING BY K-12 SCHOOLS, YOUTH ATHLETIC PROGRAMS, AND OTHER YOUTH PROGRAMS

Issued May 18, 2021
sccgov.org/coronavirus

Effective: May 19, 2021
MANDATORY DIRECTIVE FOR CASE REPORTING BY K-12 SCHOOLS, YOUTH ATHLETIC PROGRAMS, AND OTHER YOUTH PROGRAMS

Please review any State public health orders, guidance, and regulations applicable to your activity. Where there is a difference between the local County public health requirements and the State public health requirements, the more restrictive requirements must be followed. The State also has specific guidance for certain industries and activities that must be followed in addition to this mandatory directive.

Information on the State’s public health requirements is available at covid19.ca.gov.

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This Directive sets forth COVID-19 case reporting requirements applicable to K-12 schools, youth athletic programs, and other youth programs. These reporting requirements help ensure that the County of Santa Clara Public Health Department quickly learns about positive cases and has the information necessary to take appropriate action to contain outbreaks in these settings. This Directive is **mandatory**, and failure to follow it is a violation of the County Health Officer’s Order issued on May 18, 2021 (“Order”). Any business, organization, or government entity that organizes or is responsible for the covered programs identified in this Directive must comply with the requirements in this Directive.

*The Order Issued May 18, 2021*

The Order contains recommendations and imposes several requirements on all businesses and government entities to ensure that the County stays as safe as possible, including but not limited to the following:

- **Ascertainment of Vaccination Status and Mandatory Rules for Personnel not Fully Vaccinated.** Businesses and governmental entities must ascertain the vaccination status of all personnel (including employees, contractors, and volunteers) who are currently or
will be working at a facility or worksite in the county and must comply with the rules for personnel who are not fully vaccinated, as required in Sections 9.c and 9.d of the Order.

- **Face Covering Requirements.** All persons must comply with the mandatory rules on use of face coverings contained in the Health Officer’s Mandatory Directive on Use of Face Coverings.

See the Order and the [FAQ page](#) for more details.

In addition to these general requirements applicable to all businesses under the Order, all youth programs and youth program participants must comply with the following directives.

**Case Reporting Requirements**

1. **Definition of “Covered Programs”**
   
   a. For purposes of this Directive, a “covered program” is any in-person program, lesson, team, camp, organized athletic or recreational activity, or educational or non-educational activity, whether paid or free, whether on a one-time or recurring basis, that includes one or more youth participants.

   i. For purposes of this Directive, a “youth” is a person under the age of 18.

   ii. A program is considered a “covered program” if it includes one or more youth participants, even if it also includes adult participants.

   b. Covered programs include, but are not limited to: childcare programs; preschools; summer schools; afterschool programs; academic enrichment centers; programs providing oversight and support for youth engaging in distance/remote or independent learning (“distance learning hubs”); dance classes; music lessons; organized recreational and athletic activities for youth, including teams, camps, lessons, practices, and competitions; educational or non-educational activities occurring at a K-12 school; and any other team, camp, lesson, or entertainment program with one or more youth participant.

2. **COVID-19 Case Reporting Requirements**

   a. All covered programs must designate a person responsible for managing the program’s case reporting process and for responding to correspondence from the County related to COVID-19 and compliance with the requirements of this Directive (“COVID-19 designee”).

   b. The COVID-19 designee must require:
i. That all adult participants of the covered program (including instructors, group leaders, coaches, support personnel, and other adult participants, if any) immediately report to the COVID-19 designee if they test positive for COVID-19.

ii. That the parents/guardians of all youth participants of the program immediately report to the COVID-19 designee if their youth participant tests positive for COVID-19.

c. If any program participant (youth or adult) begins showing COVID-19 symptoms or learns they have tested positive for COVID-19 while participating in a program activity, that participant must be required to immediately go home or wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

d. The COVID-19 designee must notify the County of Santa Clara Public Health Department within 24 hours of learning of any covered program participant who tests positive for COVID-19 using the Education Case and Contact Reporting Portal at sccgov.org/childcare.

3. Follow-up from Public Health Department

a. All covered programs must comply with any follow-up information requests, case investigation and contract tracing, and any remedial measures (including, for example, temporary closure) directed by the Public Health Department in response to reported cases.

Stay Informed

For answers to frequently asked questions about this industry and other topics, please see the FAQ page. Please note that this Directive may be updated. For up-to-date information on the Health Officer Order, visit the County Public Health Department’s website at www.sccgov.org/coronavirus.