

# What to Do When There Is a Confirmed or Suspected COVID-19 Case or Close Contacts

Scenario	Steps to Take Immediately	Understanding Results	Returning to Program
<p><u>Scenario 1:</u> Child or staff has one or more COVID-19 symptoms</p>	<ul style="list-style-type: none"> <li>Send child/staff home.</li> <li>Suggest getting a COVID test right away.</li> <li>Tell program administrator and COVID-19 Designee, if you have one.</li> <li>Program stays <b>open</b>.</li> <li>If child/staff is <u>not tested</u>, they must get a medical note (explaining why they were not tested) OR follow instructions for positive case.</li> </ul>	<ul style="list-style-type: none"> <li>If test is <u>negative</u>, child/staff must stay at home until 24 hours after fever goes away and other symptoms improve.</li> <li>If test is <u>positive</u>, child/staff must isolate at home for at least 10 days after the first symptoms started and at least 24 hours after fever goes away and other symptoms improve. Send out letters.</li> </ul>	<ul style="list-style-type: none"> <li>If test is <u>negative</u>, person can return to the program 24 hours after fever goes away and other symptoms improve; they must bring proof of negative test <u>or</u> a medical note to explain why they were not tested.</li> <li>If <u>positive</u>, they can return once the full isolation period is completed.</li> </ul>
<p><u>Scenario 2:</u> Child or staff is a Close Contact* of someone who tested positive for COVID-19</p> <p>A close contact is someone who was:</p> <ul style="list-style-type: none"> <li><b>within 6 feet</b> of the COVID-positive person (with or without a mask)</li> <li><b>for at least 15 minutes*</b></li> <li><b>when the person could spread the infection</b> (starts 2 days <u>before</u> they had symptoms or tested positive)</li> </ul>	<ul style="list-style-type: none"> <li>Send home child/staff with instructions to quarantine for 10 days after last exposure.</li> <li>Recommend a COVID test around day 7 after last exposed to case. If symptoms, test immediately. If test is done before day 7, repeat test near end of quarantine.</li> <li>Tell program administrator and COVID-19 Designee, if you have one.</li> <li>Send out appropriate letters.</li> <li>Program stays <b>open</b>.</li> <li>All test results should be reported to the program.</li> </ul>	<ul style="list-style-type: none"> <li>Even if test is <u>negative</u>, the contact must quarantine for a full 10 days after the last exposure to COVID-19 case. If exposed continuously during the case's isolation (e.g., household member), quarantine for 10 days <i>after</i> case's isolation period ends.</li> <li>If test is <u>positive</u>, the contact isolates for at least 10 days after symptoms start AND at least 24 hours after fever goes away AND other symptoms improve. (If contact never had symptoms, isolate for 10 days after date of their positive test.)</li> </ul>	<ul style="list-style-type: none"> <li>Contact can return to the program/work once full 10-day quarantine is completed (or if contact became positive, full isolation period is completed). Contacts should continue watching for symptoms for a full 14 days.</li> <li>No test results or medical note are needed.</li> </ul>
<p><u>Scenario 3:</u> A child or staff member tests positive for COVID-19 in a cohort or non-cohort setting</p>	<p style="text-align: center;"><b>COHORT – Group closes</b></p> <p><u>Case:</u></p> <ul style="list-style-type: none"> <li>Send home with instructions to isolate.</li> </ul> <p><u>Contact:</u></p> <ul style="list-style-type: none"> <li>Send home all members of the group cohort and any other in-program close contacts. Then follow SCENARIO 2.</li> <li>Tell program administrator and COVID-19 Designee, if you have one.</li> <li>Send report to Public Health Department</li> </ul> <hr/> <p style="text-align: center;"><b>NON-COHORT – Group stays open</b></p> <p><u>Case:</u></p> <ul style="list-style-type: none"> <li>Send home with instructions to isolate.</li> </ul> <p><u>Contact:</u></p> <ul style="list-style-type: none"> <li>Use attendance list/roster &amp; staff/child input to identify close contacts and send them home. Then follow SCENARIO 2.</li> </ul>	<p><u>Case:</u></p> <ul style="list-style-type: none"> <li>For child/staff whose test is <u>positive</u>, isolate for at least 10 days after symptoms started AND at least 24 hours after fever goes away AND other symptoms improve. (If the person never had symptoms, isolate for 10 days after the date of their positive test.)</li> </ul> <p><u>Contact:</u> FOLLOW SCENARIO 2</p>	<p><u>Case:</u></p> <ul style="list-style-type: none"> <li>Return to program/work once full isolation period is completed.</li> <li>No test results or medical note are needed.</li> </ul> <p><u>Contact:</u> FOLLOW SCENARIO 2</p>
<p><u>Scenario 4:</u> Routine COVID-19 screening (no symptoms, not a close contact)</p>	<ul style="list-style-type: none"> <li>After a screening test, the person can continue at the program/work until results are available.</li> </ul>	<ul style="list-style-type: none"> <li>If <u>negative</u>, no action needed.</li> <li>If <u>positive</u>, FOLLOW SCENARIO 3.</li> </ul>	<ul style="list-style-type: none"> <li>If <u>negative</u>, can go to program/work. No test results needed.</li> <li>If <u>positive</u>, FOLLOW SCENARIO 3.</li> </ul>

\*Close contact can be 15 minutes of contact all at once OR repeated contact with the infected person that adds up to 15 minutes or more in a 24-hour period. Being considered a close contact does not depend on whether the contact or the infected person were wearing face coverings during the time they were in contact.