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

***English Version***

To be utilized when a student or staff member, who is not 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 instructed to quarantine at home. * If the 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. * 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),   + Are within 3 months after they received the last dose in the vaccine 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 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](mailto: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 require you to share the results with us so that we can ensure appropriate safety measures are being taken on campus. If [your child/you] ends up testing positive for COVID-19, please inform the school immediately.

[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. A close contact is someone who has been within 6 feet of the positive person while they were infectious for 15 minutes or more, as well as someone who has had repeated short-duration interactions with the positive person, even if one or both people were wearing face coverings. COVID-19 positive persons are considered infectious from 48 hours before their symptoms began (or 48 hours before they were tested for COVID if they never had symptoms).

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