**Letter Template Scenario 3: CASE in a TK-12 Setting**

***English Version***

To be used when a student or staff member **tests positive** for COVID-19 in a TK-12 setting.

*Note: Use these templates to draft communications regarding an identified COVID-19 case. Please send these notifications as soon as possible, rather than waiting for consultation with the County of Santa Clara Public Health Department. These templates 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. Exclude the student or staff person from the site.
* Keep the classroom open for in-person instruction.
* Gather information regarding any other potential close contacts**[[1]](#footnote-1)** on campus and send this information to the County of Santa Clara Public Health Department via the reporting portal.
* Send the following letter(s) to the close contacts/contacts’ family to notify them to exclude student/staff member as directed by the [CDPH quarantine recommendations for schools](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx) or [Cal/OSHA](https://www.dir.ca.gov/dosh/coronavirus/ETS.html) (staff).
* Anyone who was not identified as a close contact (does not meet definition of within 6 feet >15 min of a confirmed case during their infectious period), is fully vaccinated or qualifies for modified quarantine can continue in-person instruction.
* You may choose to send the Non-Close-Contact letter to notify all families of students and staff members that in-person instruction can continue for anyone NOT identified as a close contact. For individuals not identified as close contacts, no specific action is necessary. However, especially for students or staff sharing a classroom with others who were identified as close contacts, anyone who is concerned about possible exposure can get tested on/after Day 5 of the identification of the case.
* 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 further action needed.
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| **LETTER TO CASE** |

[Date]

Dear Parent/Guardian or Staff:

We understand that [your child has/you have] recently tested positive for COVID-19. The Public Health Department directs that [your child/you] isolate at home immediately, even if [they/you] do not have COVID-like symptoms:

* If symptomatic, regardless of vaccination status, [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 not fully vaccinated and [your child has/you have] 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.

All household members who are not fully vaccinated must quarantine at home with **no contact** with anyone outside the household, monitor for symptoms, and contact their health care providers to schedule COVID-19 testing. (For symptoms and instructions on how to quarantine go to [http://sccstayhome.org](http://sccstayhome.org/).) Individuals who are fully vaccinated may not need to quarantine if they meet certain conditions. **Anyone**, vaccinated or not, who develops COVID-like symptoms needs to get tested right away.

If [your child/you] cannot be separated from others, then the quarantine for non-vaccinated household members will end 10 days after [your child completes their isolation/you complete your isolation]. If there are non-vaccinated household members who attend other schools/programs, you should notify those schools/programs as well. Notify anyone else you can think of who meets the definition of a close contact.**[[2]](#footnote-2)**

We will be 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 is/you are] isolating at home, all close contacts will be required to follow the guidance from the [CDPH quarantine recommendations for schools](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx) or [Cal/OSHA](https://www.dir.ca.gov/dosh/coronavirus/ETS.html) (staff).

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

We hope that the rest of your family stays healthy. We will contact you to obtain, or provide you with, any necessary information. While in quarantine, if you need assistance with housing, food, healthcare, or other supportive services, the Public Health Department can refer you when they call you for contact tracing.

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

Sincerely,

[Site Administrator]

[School/Program Name]

1. A close contact is someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive. Close contacts include people who had 15 minutes of continuous contact with the infected person, as well as people who had repeated short-duration interactions with the infected person that add up to at least 15 minutes during a 24-hour day. [↑](#footnote-ref-1)
2. A close contact is someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive. Close contacts include people who had 15 minutes of continuous contact with the infected person, as well as people who had repeated short-duration interactions with the infected person that add up to at least 15 minutes during a 24-hour day. [↑](#footnote-ref-2)