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

***English Version***

To be used when a student or staff member in a cohort has been in close contact[[1]](#footnote-2)

with a person who tested positive for COVID-19

*Note: Use these templates to draft communications regarding an identified close contact. 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** |
| * 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. Exclude the student or staff person from the cohort.
* Keep the cohort open for in-person instruction.
* Notify the family that, if the close contact’s household member is the COVID-19 positive case, all unvaccinated household members must quarantine, monitor for symptoms, and contact their health care providers to schedule testing. If there are unvaccinated household members who attend other schools/programs, the site administrator should notify those schools/programs to exclude those individuals.
* Explain that close contacts who completed their COVID-19 vaccination do 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)
	+ Do not have symptoms of COVID-19 since the current exposure

(Any individuals with COVID-19 symptoms – regardless of vaccination status – should isolate and get tested immediately.)* + Are not an inpatient or resident in a healthcare setting or facility
* All families of students and staff members in the cohort should be notified that a close contact was identified in the cohort but that the cohort can remain open.
* Gather information regarding any other potential close contacts on campus and send this information to the County of Santa Clara Public Health Department via the reporting portal.
* The Public Health Department will advise of any further action needed.
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| **LETTER TO CLOSE CONTACT** |

[Date]

Dear Parent/Guardian or Staff:

We understand that [your child was/you were] identified as a close contact to a confirmed COVID-19 case. The Public Health Department directs that [your child quarantines/you quarantine] immediately, even if [your child doesn’t/you don’t] have COVID-like symptoms.

If [your child is/you are] unvaccinated, and if the COVID-19 positive case is a household member, all unvaccinated household members must quarantine, monitor for symptoms, and contact their health care providers to schedule testing. Individuals who are fully vaccinated and do not have COVID-19 symptoms 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 the confirmed COVID-19 case is a caregiver or dependent and cannot be separated from [your child/you], then [your child’s/your] quarantine will end 10 days after the COVID-19 positive case completes their isolation.

If [your child develops/you develop] COVID-like symptoms or [becomes/become] sick, you should contact a healthcare provider so that [your child/you] can be evaluated and get tested for COVID-19 immediately. **Anyone**, vaccinated or not, who develops COVID-like symptoms needs to get tested right away.

If [your child does not/you do not] have symptoms and [remains/remain] well, please work with your healthcare provider to schedule testing around 6 days after the last exposure to the case [date of last exposure]. Even if [your child tests/you test] negative, [your child/you] should still quarantine for 10 days. It may take several days for COVID-19 symptoms to develop so continue monitoring for symptoms for a full 14 days from the 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 request that you share the results with us – immediately, if result is positive – so that we can ensure appropriate safety measures are being taken on campus.

We will be notifying the other families and staff from [your child’s/your] cohort that a member of the cohort is being quarantined and that the cohort will remain open for in-person instruction/activity.We will keep [your child’s/your] identity confidential.

[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.

Sincerely,

[Site Administrator]

[School/Program Name]

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| **LETTER TO COHORT MEMBERS** |

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff is our top priority. This letter is to inform you that a student or staff member in your child’s cohort was identified as a close contact to a COVID-19-positive case.

This close contact may or may not have COVID-19 but was directed by the Public Health Department to quarantine, monitor for COVID-19 symptoms, and work with their healthcare provider to get tested.

**In accordance with Public Health Department guidance, the cohort will remain open for in-person instruction.** If the close contact later tests positive for COVID-19, the Public Health Department will provide guidance on any additional action that may be needed to ensure the safety of our school community.

Please continue to monitor [your child/yourself] for symptoms of illness every day, and [have your child stay home if he/she is sick/stay home if you are sick]. Please contact your healthcare provider if anyone in your family develops symptoms or if you have 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. In addition, being considered a close contact does not depend on whether the contact or the infected person was wearing a face covering during their interaction.

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