**Letter Template Scenario 3: Case in a Non-Cohort Setting**

***English Version***

To be used when a student or staff member **tests positive** for COVID-19 in a non-cohort 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 school open for in-person instruction. * Notify the family that all unvaccinated household members of the COVID-19 positive case 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 anyone who has completed their COVID-19 vaccination does not need to quarantine[[1]](#footnote-1) 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 * Gather information regarding any other potential close contacts[[2]](#footnote-2) on campus and send this information to the County of Santa Clara Public Health Department via the reporting portal. * Notify all families of students and staff members who were close contacts to the identified case, but in-person instruction can continue for anyone NOT a close contact. All unvaccinated students and staff identified as close contact(s)2 should be instructed to quarantine for 10 days and monitor symptoms for 14 days from date of last exposure to the case during his/her infectious period. * Notify unvaccinated staff and students identified as close contacts that they should be tested by working directly with their healthcare providers and/or Public Health. See [CDPH guidelines](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Updated-COVID-19-Testing-Guidance.aspx) for when fully vaccinated persons should be tested after an exposure to someone with suspected or confirmed COVID-19. * 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/you] tested positive for COVID-19. The Public Health Department directs that [your child/you] isolate at home immediately, even if [they/you] don’t 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 unvaccinated 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 unvaccinated household members of the COVID-19 case must quarantine, monitor symptoms, and contact their health care providers to schedule testing. If [your child/you] cannot be separated from others, then the quarantine for unvaccinated household members will end 10 days after the COVID-19 positive case completes their isolation. If there are unvaccinated household members who attend other schools/programs, you should notify those schools/programs as well. 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 isolate and 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>.

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/you] are isolating at home, all unvaccinated close contacts will be quarantined.

[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]

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| **LETTER TO CLOSE CONTACTS** |

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. **This letter is to inform you that have been identified as a close contact to someone who has tested positive for COVID-19.** Close contact means being within 6 feet of someone for more than 15 minutes while they are infectious with COVID-19. The last date of known exposure to the COVID-19 case was [last-exp-date]. 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.

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>. 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).

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 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 [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 [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.

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

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]

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| **LETTER TO NON-CLOSE-CONTACTS** |

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member at [School name] has tested positive for COVID-19.

The affected individual was directed by the Public Health Department to isolate and their immediate family/household members and all identified close contacts have been directed to quarantine, monitor for COVID-19 symptoms, and work with their healthcare provider to get tested.

You are receiving this notice because [you/your child] have **NOT** been identified as a close contact to the individual during their infectious period. Close contact means being within 6 feet of someone for more than 15 minutes while they are infectious with COVID-19. **In accordance with Public Health Department guidance, [School name] will remain open for in-person instruction.**

We will update you with any additional pertinent information when we receive it. Please continue to monitor [yourself/your child] for symptoms and stay home if [you/they] are sick. Please contact your healthcare provider if you develop symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]

[School/Program Name]

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