**Close Contact Letter for a Symptomatic Worker**

**(regardless of vaccination status)**

***English Version***

To be used when a worker (e.g., teacher, staff, contractor) has been in close contact[[1]](#footnote-2) with a person who tested positive for COVID-19 and is symptomatic.

*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. * 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)](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx) and Cal/OSHA (staff). * Gather information regarding any other potential close contacts1 on campus and send this information to the County of Santa Clara Public Health Department via the SPOT reporting portal. * 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. * The Public Health Department will advise of any further action needed. |

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| **LETTER TO CLOSE CONTACT** |

[Date]

Dear Staff Member:

You have been identified as a close contact to a confirmed COVID-19 case. The Public Health Department directs that you may need to quarantine. Please refer to the information below for quarantine instructions, based on your symptoms, the situation during the exposure, and vaccination status.

You should follow the instructions below:

Notify your healthcare provider if you have any concerns about your symptoms. Seek emergency medical care if you experience any of the following:

* Trouble breathing
* Persistent pain or pressure in the chest
* New confusion
* Inability to wake or stay awake
* Bluish lips or face

If you are **symptomatic and fully vaccinated**, isolate and test immediately.

* If your test result is **negative**, you may return to campus when your symptoms improve, and you have been fever-free for at least 24 hours.
* If you test **positive**, isolate for 10 days from the date your symptoms began and at least 24 hours after any fever resolves and your symptoms improve.

If you are **symptomatic and not fully vaccinated**, isolate and test immediately.

* If the result is **negative**, quarantine at home and test again on or after Day 5 from the exposure date of [XX/XX/XX]. If that second test result is negative, you may shorten your home quarantine to 7 days if your symptoms have improved, and you have been fever-free for at least 24 hours.
* If you test **positive**, isolate for 10 days from the date your symptoms began and at least 24 hours after any fever resolves and your symptoms improve.

If you do not get tested, or you do not submit negative test results to the school, you must quarantine at home for a full 10 days.

NOTE: If the confirmed positive case is a household member, the contact’s quarantine starts when the case’s 10-day isolation period ends.

[ADDITIONAL guidance to include if staff member is a household contact. Delete if not a household contact.]

You have been identified as a household contact. This means that you will need to remain at home during the confirmed positive case’s 10-day isolation period and then start your quarantine when the case’s isolation period ends.

In addition to the testing described above (immediately and on/after Day 5), you should be tested again for COVID-19 on/after 5 days into your quarantine period (15 days from the start of the confirmed positive case’s isolation). These tests are to make sure that you did not develop an infection without symptoms during your continued exposure to the COVID-positive person in the household.

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/).)

If you develop COVID-like symptoms or become sick, you should contact a healthcare provider so that you can be evaluated and get tested for COVID-19 immediately. Be sure to let the provider know that you are a close contact to a confirmed COVID-19 case. **Anyone**, vaccinated or not, who develops COVID-like symptoms needs to get tested right away.

If you do not have a healthcare provider, additional testing resources are available through the Public Health Department at [sccfreetest.org](https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx). 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 any 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 provide referrals during contact tracing.

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 follow 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), monitor for COVID-19 symptoms, and comply with the recommended interventions.

You are receiving this notice because [you have/your child has] **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. **[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. 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)