



Appendix A: Steps for Managing Exposures to 1, 2, and ≥ 3 COVID-19 Cases at School

1 Case

- 1) School receives notification of 1 confirmed case at school.
 - 2) *Required:* School requests that case follow Home Isolation Instructions for COVID-19 (a).
 - 3) *Required:* School informs case that the Department of Public Health (DPH) will contact the case to collect additional information and issue Health Officer Order for self-isolation (a).
 - 4) *Required:* School works with case to determine contacts that were exposed to case at school while infectious.
 - 5) *Required:* School notifies contacts of school exposure, requests contacts to follow instructions for self-quarantine (b) and test for COVID-19.
 - 6) *Required:* School informs contacts that DPH will follow up to collect additional information and issue Health Officer Order for self-quarantine (b).
 - 7) *Required:* School provides DPH with names and contact information for case and identified school contacts.
 - 8) *Recommended:* School can send general notification to inform the wider school community (recipients determined by school) of the exposure and precautions taken to prevent spread.
- Note: Template letters for exposure notification and general notification are available at: [COVID-19 Template Notification Letters for Education Settings](#).

2 Cases

- 1) *Required:* Follow steps for 1 confirmed case.
 - 2) *Recommended:* If cases occurred within 14 days of each other, school determines whether epidemiological (epi) links exist (cases present in the same setting during the same time period while infectious). A [COVID-19 Exposure Investigation Worksheet for the Education Sector](#) tool is available to help assess for epi links.
- *Epi links do not exist: continue with routine exposure monitoring.
- *Epi links exist: School reinforces messages to students and employees on precautions taken to prevent spread; implement site-specific interventions, as needed, to reduce transmission.

3+ Cases

- 1) *Required:* If a cluster of 3 or more cases occurred within 14 days of each other, ECS notifies ACDC Education Sector Team at ACDC-Education@ph.lacounty.gov.
- 2) *Recommended:* Prior to notifying ACDC Education Sector Team of cluster, school assesses whether epi links exist for ≥ 3 cases. If epi links do not exist, continue with routine monitoring.
- 3) *Required:* ACDC Education Sector Team requests that the [COVID-19 Case and Contact Line List for the Educational Sector](#) be completed by school to determine if outbreak criteria have been met. ACDC will contact school within 1 business day to advise on next steps.



*Outbreak criteria not met: school continues with routine exposure monitoring.

*Outbreak criteria met: DPH Outbreak Management Branch (OMB) activated.

4) *Required*: During the outbreak investigation, ECS provides updates to OMB investigator until the outbreak is resolved (at least 14 days since the last confirmed case).

- (a) Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND systems have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. <http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>.
- (b) Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious. <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>.