

# PROTOCOL FOR COVID-19 EXPOSURE MANAGEMENT

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Pasadena Public Health Department's (PPHD) COVID-19 response. Immediate implementation of an exposure management plan (EMP) when a single case of COVID-19 is identified at the school can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring.

- The COVID-19 Task Force is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that employees and students receive education about COVID-19.
- The Director of Health and Wellness is a member of the COVID-19 Task Force (Task Force) and serves as the liaison to PPHD in the event of a COVID-19 cluster or outbreak at the school.

**After identifying one (1) laboratory confirmed COVID-19 case** (student or employee), the infected person will be instructed to follow Home Isolation Instructions for COVID-19 ([www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Pasadena-Health-Officer-Blanket-Isolation-Order.pdf?v=1612474533249](http://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Pasadena-Health-Officer-Blanket-Isolation-Order.pdf?v=1612474533249))

- The infected person will be informed that PPHD will contact them directly through the PPHD Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- The Task Force will work with the infected person to generate a list of students and employees with exposure to the infected person during the infectious period. The Director of Health and Wellness will provide PPHD with the names and contact information of the infected person and identified contacts using the COVID-19 Case and Contact Line List for the Educational Sector within one (1) business day of notification of a confirmed case.
- A case is considered to be infectious from 48 hours before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND respiratory systems have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
  - An individual who was within 6 feet of the infected person for more than 15 minutes over a 24-hour period, even if a non-medical face covering was worn;
  - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

- Students and employees that are identified to have an exposure to the infected person are notified by the Task Force. The notification should include the following elements:
  - Instruct students and employees with an exposure to the infected person to test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at school and serve as a basis for further control measures. Community Testing Sites: [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing) . Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
  - Instruct exposed students and employees to quarantine for 14 days since last exposure to the infected person while infectious, even if they receive a negative test result during their quarantine period. A person who tests negative during the incubation period (i.e. time period between exposure to disease onset) may subsequently develop disease, with or without symptoms. Home Quarantine Guidance for COVID-19 is available at: <https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Pasadena-Health-Officer-Blanket-Quarantine-Order.pdf?v=1612474704708>
  - Notification that PPHD will follow-up directly with exposed students and employees through the PPHD Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
- The Task Force will determine whether additional notification is needed to inform wider school community about the school exposure and precautions being taken to prevent spread of COVID-19.

**If the school is notified of two (2) confirmed cases** (students and/or employees) within a 14-day period, school follows required steps for one (1) confirmed case.

- Director of Health and Wellness assesses whether the confirmed cases have epidemiological links (i.e., present at the same place and time during the infectious period\*).

*\*A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links COVID-19 Exposure Investigation Worksheet for the Education Sector at <https://www.cityofpasadena.net/public->

[health/wp-content/uploads/sites/32/Exposure-Investigation-Worksheet-Education.pdf?v=1612474704716](https://www.cityofpasadena.net/health/wp-content/uploads/sites/32/Exposure-Investigation-Worksheet-Education.pdf?v=1612474704716) For technical assistance on how to assess for epidemiological links, please contact Pasadena Public Health Department.

- If epidemiological links do not exist, school continues with routine COVID-19 exposure monitoring.
- If epidemiological links exist, school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

**If the school is notified of a cluster of 3 or more confirmed cases** (students and/or employees) within a 14-day period, the school proceeds with the following steps:

- Report cluster to PPHD within 1 business day of notification of the cluster via email at [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) or by calling (626)744-6089.
- Complete Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector <https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/COVID-19-Line-List-Template-for-Education-Institutions.xlsx> and submit it to [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).
- PPHD will review Line List for Cases and Contacts to determine whether the outbreak criteria have been met. PPHD will contact the school within one (1) business day of receipt to advise on next steps.
- If it is determined that outbreak criteria are not met: continue with routine COVID-19 exposure monitoring.
- If it is determined that outbreak criteria are met, PPHD Outbreak Management Branch (OMB) is activated.
- An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
- Director of Health and Wellness will submit requested information, including updates to the Line List for Cases and Contacts to the OMB Investigator until the outbreak is resolved (at least 14 days since the last confirmed case).
- Prior to reporting cluster to PPHD, the School Compliance Task Force will assess whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: COVID-19 Exposure Investigation Worksheet for the Education Sector. For technical assistance on how to assess for epidemiological links, please contact [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).
- If epidemiological links do not exist between at least 3 cases in the cluster, the school continues with routine COVID-19 exposure monitoring.
- If epidemiological links exist between at least 3 cases in the cluster, report cluster to PPHD at [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) or call (626)744-6089.

#### **COVID-19 Outbreak Criteria for K-12 Schools:**

- School cluster - At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period in group(s)\* that are epidemiologically linked.

*\*Groups include persons that share common membership, e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation. Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.*