



## COVID-19 Containment, Response and Control Plan for Safely Reopening HRSJ Parish School

### Appendix A

### COVID-19 Exposure Management Plan

HRSJ School has prepared an Exposure Management Plan as a community partner helping the Los Angeles County Department of Public Health's response to COVID-19 cases. The following plan outlines the school's steps for managing exposures to 1, 2, and 3 or more COVID-19 cases.

## Table of Contents

<b>Identifying 1 COVID-19 Case at School</b>	<b>3</b>
COVID-19 Compliance Team	3
Plan for Students with Symptoms of or Exposure to COVID-19	3
Plan for Staff with Symptoms of or Exposure to COVID-19	6
<b>Exposure Management for 1 COVID-19 Case at School</b>	<b>7</b>
Reporting to DPH	8
<b>Exposure Management for 2 COVID-19 Cases</b>	<b>9</b>
Reporting to DPH	9
<b>Exposure Management for 3 COVID-19 Cases</b>	<b>10</b>
Reporting to DPH	10

## Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

### **COVID-19 Compliance Team**

HRSJ Parish School has designated the following Staff as its COVID-19 Compliance Team:

1. Dr. John Wick, Principal and DPH liaison
2. Maureen Moran, Faculty Representative

This team is responsible for establishing and enforcing all COVID-19 safety protocols contained in the COVID-19 Containment, Response and Control Plan for Safely Reopening HRSJ School and this Exposure Management Plan (“EMP”), and ensuring that staff and students receive educational resources about COVID-19.

As liaison to the Department of Public Health (“DPH”) of the County of Los Angeles, Dr. Wick is HRSJ's point-person to inform DPH of any outbreaks at the school, and to receive instruction from DPH if such an event were to occur. Dr. Wick will also inform DPH when necessary of positive COVID-19 cases of students and staff at HRSJ.

### **Plan for Students with Symptoms of or Exposure to COVID-19**

**At-home screenings and exposures.** Students are required to perform at-home screenings before leaving for in-person instruction on campus. Students are to stay home (following LA County’s Home Isolation Instructions for People with Covid-19<sup>1</sup>) if they have any of the following symptoms<sup>2</sup>:

- Fever of 100.4° F or above
- Vomiting or nausea
- Persistent cough
- Shortness of breath or chest pains
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Diarrhea
- New loss of taste or smell

---

<sup>1</sup> <http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

<sup>2</sup> <http://publichealth.lacounty.gov/acd/ncorona2019/covidcare/>

In addition, upon arrival to the school, all students will need to have submitted a wellness survey through a Google Form.

Should a student begin to feel ill and demonstrate any of the above-stated COVID-19 related symptoms while at school, they will be isolated immediately in the Library, which has been designated the COVID-19 Isolation Room for any staff or student that needs to be immediately isolated before leaving campus. The school has designated the Front Office as an additional, non-COVID-19 related health room.

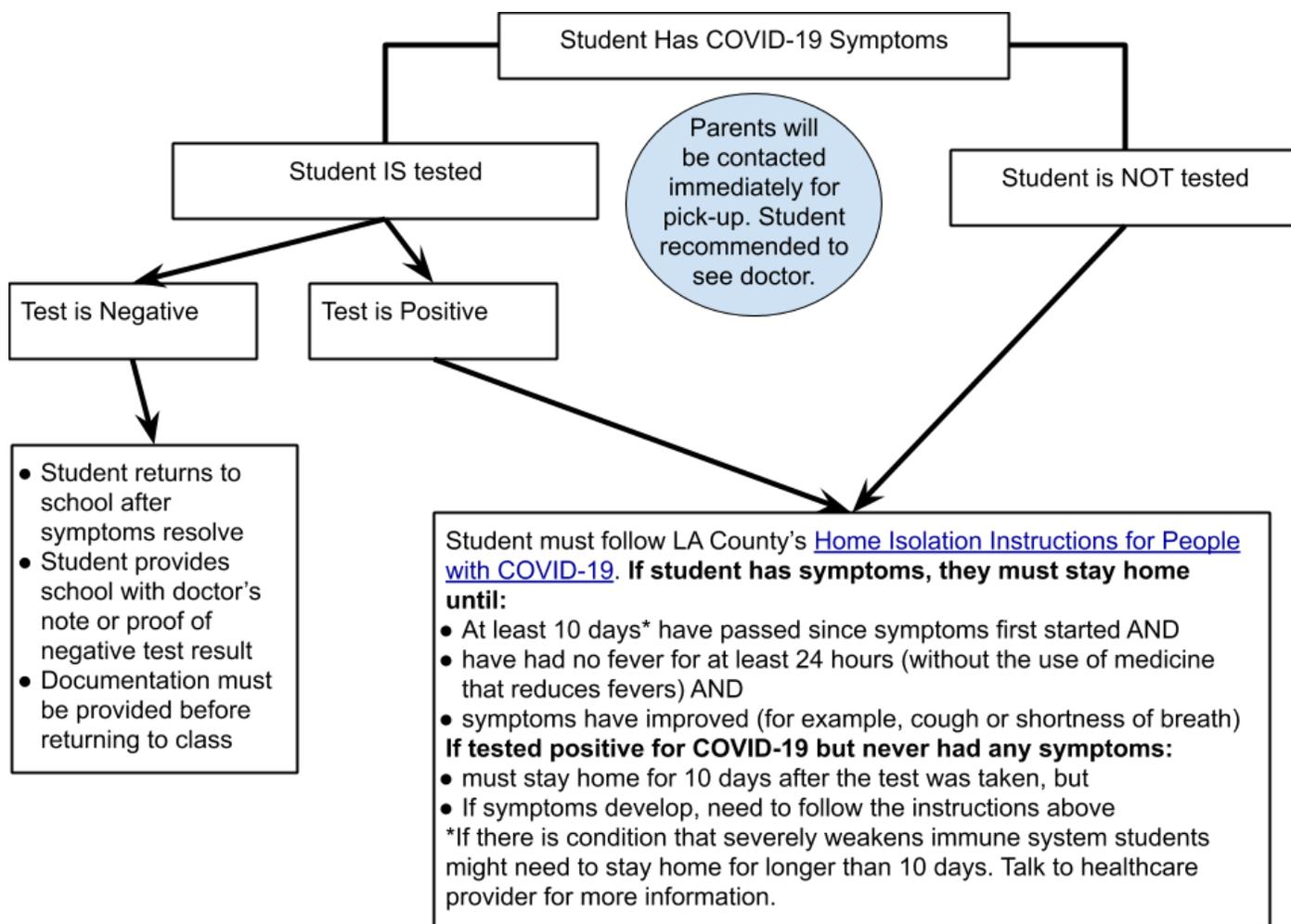
The Library will be sanitized before and after use, including all its contents. Entrance into the COVID-19 Isolation Room will be restricted to members of the COVID-19 Compliance Team, who will be provided with personal protective equipment (“PPE”) to include latex-style gloves, medical grade face coverings, and plastic face shields. Students or staff who are taken to the COVID-19 Isolation Room will be given fresh surgical masks during isolation.

If a student has a temperature above 100.4° F, or COVID-19 related symptoms are found, they will be sent home and advised to seek immediate medical attention. Their siblings will also be sent home as well.

Families are required to notify Dr. Wick, [jwick@stjamesholyredeemer.org](mailto:jwick@stjamesholyredeemer.org) or (818) 248-7778 in the event a student has tested positive or has been exposed to COVID-19.

The *Student Has COVID-19 Symptoms* flow chart below outlines the protocols for COVID-19 symptoms. Students may not return to school until they have produced a negative test or they have completely followed LA County’s Health Officer Order for the Control of Covid-19<sup>3</sup>.

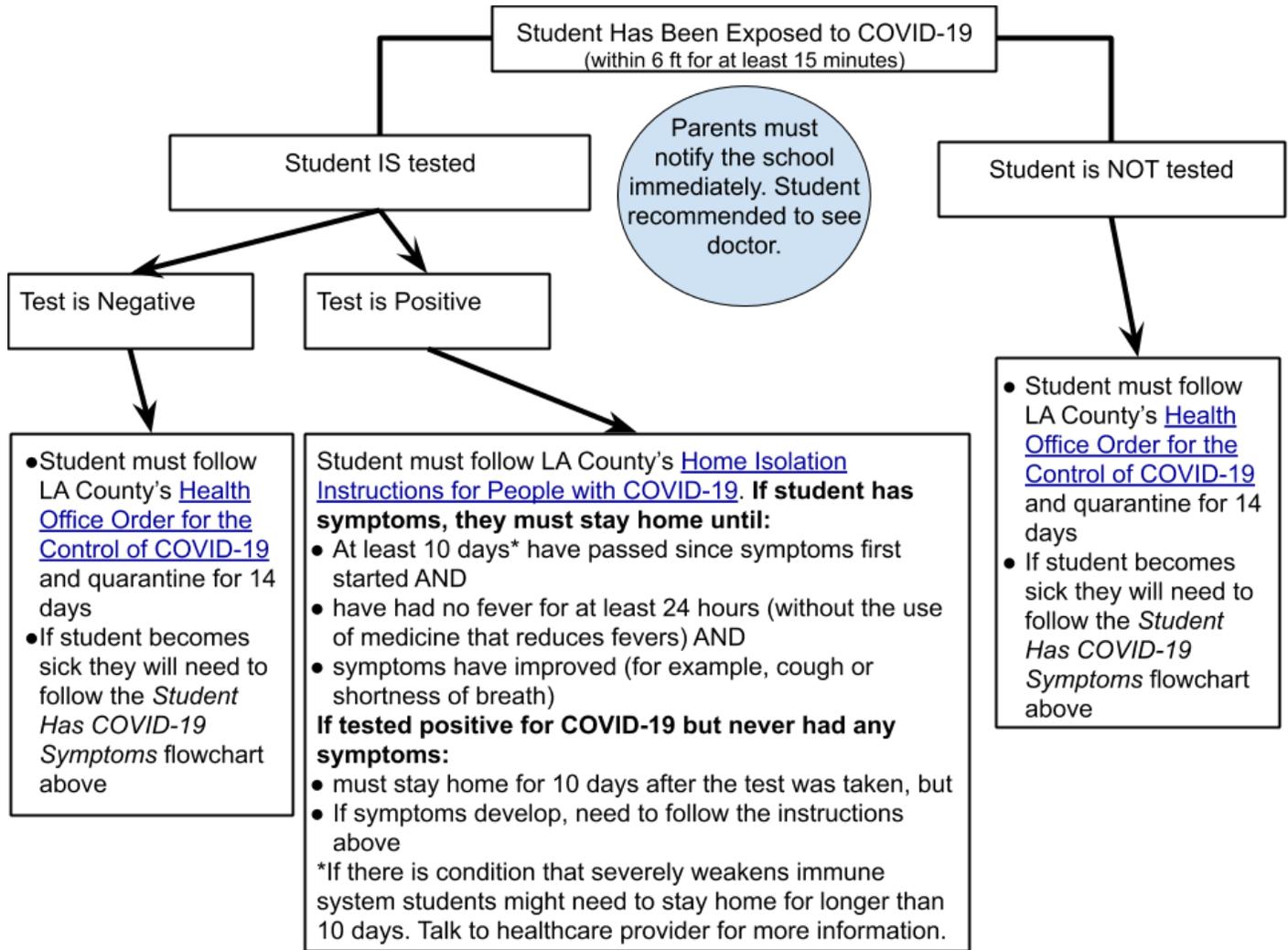
<sup>3</sup> [http://publichealth.lacounty.gov/media/coronavirus/docs/HOO/HOO\\_Coronavirus\\_Blanket\\_Quarantine.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/HOO/HOO_Coronavirus_Blanket_Quarantine.pdf)



**Known exposures**<sup>4</sup>. Students must also not report to school if they have been exposed to a person known to be infected with COVID-19 in the last 14 days, and follow recommended self-quarantine and testing guidelines issued by the State of California and County of Los Angeles.

The following flow chart outlines protocols for when students have been exposed to a person with COVID-19.

<sup>4</sup> A person is considered to have been exposed if (1) an individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn; or (2) an individual who has unprotected contact with the infected person's bodily 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. See County of Los Angeles, Department of Public Health, Order of the Health Officer, Appendix T2: Protocol for COVID-19 Exposure Management Plan in K-12 Schools.



## Plan for Staff with Symptoms of or Exposure to COVID-19

**At-home screenings and exposures.** Staff members are required to perform at-home screenings before leaving to work on campus. Staff members must not report to work if they have any of the following symptoms:

- Fever of 100.4° F or above
- Vomiting or nausea
- Persistent cough
- Shortness of breath or chest pains
- Chills
- Repeated shaking with chills
- Fatigue

- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Diarrhea
- New loss of taste or smell

In addition, upon arrival to the school, all staff will need to submit a wellness survey through a Google form.

If a staff member experiences any of the above symptoms, they can return to school only after satisfaction of the following criteria:

1. COVID-19 has been ruled out by a healthcare provider as the cause of any of the symptoms listed above; and
2. 24 hours of no fever, without the use of fever-reducing medicines.

**Known exposures.** Staff members must also not report to work if they have been exposed to a person known to be infected with COVID-19 in the last 14 days, and follow recommended self-quarantine and testing guidelines issued by the State of California and County of Los Angeles.

## Exposure Management for 1 COVID-19 Case at School

After identifying 1 laboratory confirmed COVID case (staff or student), HRSJ's COVID -19 Compliance Team will instruct the case to follow DPH's Home Isolation Instructions found here:

<http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>.

The Home Isolation Instructions include the following, consistent with the flow chart entitled *Student has COVID-19 Symptoms* above.

- You must stay home and separate yourself from others until your home isolation ends.
- Stay away from household members.
  - If you need to be in the same room as other people, set it up so that you can stay 6 feet apart if possible. It is important to stay away from people who are at higher risk of serious illness.
  - Use a separate bathroom. If this is not possible, disinfect the bathroom after use.
  - Open windows or use a fan or an air conditioner in shared spaces in the home.
  - Do not allow non-essential visitors.
  - Do not handle pets or other animals.
  - Anyone who continues to be in close contact with you will need to stay in quarantine for longer

- Do not go to work, school, or public areas.
- If you must leave home to get essential medical care, drive yourself, if possible. If you cannot drive yourself, keep as much distance as possible between you and the driver and others (e.g. sit in the back seat), leave the windows down, and wear a mask, if possible. If you do not have a mask, wear a cloth face covering.
- If someone from outside your household is shopping for you, ask them to leave the food and other supplies at your door, if possible. Pick them up after the person has left. If you need help finding free delivery services, social services, essential items like food and medicines call 2-1-1 or visit the Public Health resource webpage: [ph.lacounty.gov/media/Coronavirus/resources.htm](http://ph.lacounty.gov/media/Coronavirus/resources.htm).

### When Does My Home Isolation End?

If you had symptoms, you must stay home until:

- At least 10 days\* have passed since your symptoms first started; and
- You have had no fever for at least 24 hours (without the use of medicine that reduces fevers); and
- Your symptoms have improved (i.e., cough or shortness of breath). \*If you have a condition that severely weakens your immune system you might need to stay home for longer than 10 days. Talk to your healthcare provider for more information.

If you tested positive for COVID-19 but never had any symptoms:

- You must stay home for 10 days after the test was taken, but
- If you develop symptoms, you need to follow the instructions above

## Reporting to DPH

The COVID-19 Compliance Team will advise the staff member or student that has tested positively for COVID-19 that DPH will contact the case directly through the DPH Case and Contact Investigation Program. DPH will collect additional information from the staff or student and thereafter issue the Health Officer Order for Case Isolation.

In addition, the COVID-19 Compliance Team will do all of the following:

1. Contact the Archdiocese of Los Angeles and report the case.
2. Generate a list of staff and/or students with exposure to the case while infectious<sup>5</sup>. This information will be reported to DPH using the COVID-19 Case and Contact Line List for the Educational Sector within 1 business day of notification for the case.
3. Send the school community notification of a known COVID-19 case.
4. Identify Contacts, quarantine and exclude exposed contacts for 14 days

---

<sup>5</sup> A case is considered to be infectious from 2 days 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 other 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 2 days before their test was taken until 10 days after their test

after the last case was present in the school while infectious.

Communication to contacts will include the following:

- a. Students and staff with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results.
  - b. Exposed students and staff should be quarantined for 14 days since last exposure to the case while infectious, even if they receive a negative test result during their quarantine period.
  - c. DPH will contact exposed students and employees directly through the DPH Case and Contact Investigation Program to collect additional information and issue the *Health Officer Order for Quarantine*.
5. Disinfect and clean the classroom and spaces where the known case spent significant time.
  6. School will remain open.

## Exposure Management for 2 COVID-19 Cases at School Within a 14-day Period

Similar to identification of 1 confirmed COVID-19 case, after identifying 2 laboratory confirmed COVID cases (staff or student), HRSJ's COVID -19 Compliance Team will instruct the cases to follow DPH's Home Isolation Instructions found here (and detailed above): <http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>.

## **Reporting to DPH**

The COVID-19 Compliance Team will advise the staff member(s) or student(s) that have tested positively for COVID-19 that DPH will contact the case directly through the DPH Case and Contact Investigation Program. DPH will collect additional information from the staff members or students and thereafter issue the Health Officer Order for Case Isolation.

In addition, the COVID-19 Compliance Team will do all of the following:

1. Contact the Archdiocese of Los Angeles and report the case.
2. Generate a list of staff and/or students with exposure to the case while infectious<sup>6</sup>. This information will be reported to DPH using the COVID-19 Case and Contact Line List for the Educational Sector within 1 business day of notification for the case.
3. Send the school community notification of a known COVID-19 case.
4. Identify Contacts, quarantine and exclude exposed contacts for 14 days

---

<sup>6</sup> A case is considered to be infectious from 2 days 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 other 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 2 days before their test was taken until 10 days after their test

after the last case was present in the school while infectious.

Communication to contacts will include the following:

- a. Students and staff with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results.
  - b. Exposed students and staff should be quarantined for 14 days since last exposure to the case while infectious, even if they receive a negative test result during their quarantine period.
  - c. DPH will contact exposed students and employees directly through the DPH Case and Contact Investigation Program to collect additional information and issue the *Health Officer Order for Quarantine*.
5. Disinfect and clean the classroom and spaces where the known case spent significant time.
  6. School will remain open.

The COVID-19 Compliance Team will attempt to determine whether the 2 cases are epidemiologically linked, which include persons with identifiable connections (i.e., sharing a physical space).

## Exposure Management for 3 COVID-19 Cases at School Within a 14-day Period

### **Reporting to DPH**

The COVID-19 Compliance Team will do all of the following, in the event that HRSJ identifies a cluster of 3 or more laboratory confirmed cases (students and/or staff) within a 14-day period:

1. Steps 1-5 listed above for *Exposure Management* for 1 and 2 cases.
2. Report the cluster to DPH Acute Communicable Disease Control Education Sector Team within 1 business day via email at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or (888) 397-3993 or (213) 240-7821.
3. Complete the COVID-19 Case and Contact Line List for Cases and Contacts and submit it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
4. Await review by the DPH Acute Communicable Disease Control Education Sector Team of HRSJ's COVID-19 Case and Contact Line List for Cases and Contacts.
5. Await for instructions provided by the DPH Acute Communicable Disease Control Education Sector Team.

If outbreak criteria are not met, the school continues with routine exposure management as outlined above.

If outbreak criteria are met, the DPH Outbreak Management Branch is activated.

An “outbreak” is defined as “at least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14- day period in a group\* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus.”

\*School groups include persons that share a common membership at school (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.

HRSJ will immediately communicate instructions received from DPH, including the Acute Communicable Disease Control Education Sector Team and the Outbreak Management Branch, to the school community via Gradelink and/or direct email.

## Appendix T2: Protocol for COVID-19 Exposure Management Plan in K-12 Schools

**Recent Updates:** (Changes highlighted in yellow)

**12/19/2020:**

- K-12 Schools are required to notify DPH of all cases of COVID-19 disease among employees and children that were at the site at any point within 14 days prior to becoming ill. Cases who were last at the site over 14 days prior to becoming ill do not need to be reported to DPH by the K-12 school entity.
- The definition of a close contact has been updated to include an individual who was within 6 feet of an infected person for a total of 15 minutes or more over a 24-hour period.
- The required quarantine period for individuals who have been in close contact with a person diagnosed with COVID-19 has been shortened. Close contacts who remain asymptomatic may be released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14.

**11/28/2020:** K-12 Schools with an outbreak must close for 14 days. Link to the TK-12 School COVID-19 Toolkit has been added.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Los Angeles County Department of Public Health (DPH) COVID-19 response.

Primary and Secondary Schools serving students from Kindergarten through Grade 12 (K-12 Schools) are trusted community partners that can help DPH improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP). Immediate implementation of an EMP when a single case of COVID-19 is identified at a school can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at K-12 Schools are described below and summarized in Appendix A. Because K-12 Schools will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management where school resources are sufficient. Additional resources for K-12 Schools can be located in the [TK-12 School COVID-19 Toolkit](#).

### Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

- ✘ **Required:** A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH for sharing site-level information to facilitate public health action.
- ✘ **Required:** The School must follow DPH guidance on [Decision Pathways](#) for persons who have not been tested yet for COVID-19 but screen positive for symptoms prior to school entry or while at school and their contacts at school.

- ✘ *Required:* A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19 infection.

### Exposure Management for 1 COVID-19 Case at School

- ✘ *Required:* After identifying 1 laboratory confirmed COVID-19 case (student or employee), the School Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)).
- ✘ *Required:* School Compliance Task Force informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- ✘ *Required:* School Compliance Officer must notify the Department of Public Health of all confirmed cases of COVID-19 disease among employees and children who had been at the school at any point within 14 days prior to becoming ill and persons at the school who were exposed. Reporting should be done via email by completing the [COVID-19 Case and Contact Line List for the Educational Sector](#) and sending the completed line list to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) within 1 business day of being notified of a case.
  - A case is considered to be infectious from 2 days 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 other 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 2 days 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).
    - **Persons who were present in a cohort or classroom with an infected person during their infectious period.**
- ✘ *Required:* Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter or other communication strategies. A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:
  - Students and employees with an exposure to the case should 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 the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: [covid19.lacounty.gov/testing](http://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.
  - **Exposed students and employees should self-quarantine (stay in their home or another**

residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. If they remain asymptomatic, they are released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14. Note: a person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: [ph.lacounty.gov/covidquarantine](https://ph.lacounty.gov/covidquarantine).

- DPH will contact exposed students and employees directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

✘ *Recommended:* School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

### Exposure Management for 2 COVID-19 Cases at School within a 14-day Period

✘ *Required:* After identifying 2 laboratory confirmed cases (students and/or employees) within a 14-day period, the school follows the *required* steps for 1 confirmed case.

✘ *Recommended:* School Compliance Task Force determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.\*

*\*A case is considered to be infectious from 2 days 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 other 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 2 days before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office site on campus, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. 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 [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

### Exposure Management for $\geq 3$ COVID-19 Cases at School within a 14-day Period

- ✘ *Required:* If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:
- Report the cluster **immediately** to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821.
  - Complete the *Line List for Cases and Contacts*, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). For technical assistance on how to complete the line list contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
  - The ACDC Education Sector Team will review the *Line List for Cases and Contacts* to determine whether the outbreak criteria described below have been met and will notify the school within 1 business day on next steps.
    - Outbreak Criteria: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group\* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. \*School groups include persons that share a common membership at school (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.
    - If outbreak criteria are not met, the ACDC team will advise the school to continue with routine exposure management.
    - If outbreak criteria are met, the ACDC team will notify the school that a DPH outbreak response field team has been activated and the field team will communicate directly with the school to coordinate the outbreak response.
    - K-12 Schools with an outbreak must close for 14 days pursuant to the Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19.
- ✘ *Recommended:* Prior to reporting a cluster to the DPH ACDC Education Sector Team, School Compliance Task Force will determine 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](#).

## Appendix A: Steps for Managing Exposures to COVID-19 Cases at School

<b>1 Case</b>	<p><i>Required:</i> School instructs the case to follow COVID-19 Home Isolation Instructions.</p> <p>1) <i>Required:</i> School informs the case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation.</p> <p>2) <i>Required:</i> School works with the case to identify school contacts.</p> <p>3) <i>Required:</i> School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19.</p> <p>4) <i>Required:</i> School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine.</p> <p>5) <i>Required:</i> School submits information for <b>confirmed cases and persons who were exposed at the site</b> using the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> and sends to DPH by emailing: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a> <b>within 1 business day.</b></p> <p>6) <i>Recommended:</i> School sends general notification* to inform the wider school community of the school exposure and precautions taken to prevent spread.</p> <p>*Templates for contact notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings.</a></p>
<b>2 Cases</b>	<p>1) <i>Required:</i> Follow required steps for 1 confirmed case.</p> <p>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links. A <a href="#">COVID-19 Exposure Investigation Worksheet for the Education Sector</a> tool is available to help assess for epi links. If Epi links <u>exist</u>, school implements additional infection control measures.</p>
<b>3+ Cases</b>	<p>1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school <b>immediately</b> notifies DPH at: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>.</p> <p>2) <i>Recommended:</i> Prior to notifying DPH of the cluster, the school determines whether at least 3 cases have epi links. If epi links <u>do not</u> exist, the school continues with routine exposure management.</p> <p>3) <i>Required:</i> DPH requests that the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> be completed by the school to determine if outbreak criteria have been met. If outbreak criteria are met, the_DPH outbreak response field team is activated, and a public health investigator will contact the School to coordinate the outbreak investigation.</p> <p>4) <i>Required:</i> School must close for 14 days pursuant to the Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19. School provides updates to the DPH outbreak response field team until the outbreak is resolved.</p>