



**When someone has suspected or confirmed COVID-19:  
Quick Guide for Schools, Childcares, and Programs for Children and Youth**  
**August 10, 2020**

This chart was developed by the San Francisco Department of Public Health (SFDPH) for local use. It will be posted at <http://www.sfdcp.org/covidSchoolsChildcare>. This guidance is subject to change.

**AUDIENCE:** Schools, childcare programs, and other programs that serve groups of children and youth

**Steps to take for COVID-19 symptoms, close contact or confirmed COVID-19**

Scenario	Action	Communication
<p><b>1</b> Child or staff has <b>symptoms</b> of COVID-19</p>	<p>Send home. Recommend testing. <b>Cohort remains OPEN.</b></p>	<p>Provide <a href="#">“COVID-19 Health Checks”</a><sup>1</sup></p>
<p><b>2</b> Child or staff had <b>close contact</b><sup>2</sup> with someone with confirmed COVID-19.</p>	<p>Send home with instructions to quarantine for 14 days after the last exposure. Recommend testing (but will not shorten 14 day quarantine) <b>Cohort remains OPEN.</b></p>	<p>Consider notifying staff and families or children in the cohort. “General Exposure Advisory” letter (see below)</p>
<p><b>3</b> Child or staff has <b>confirmed COVID-19 infection</b></p>	<p>Notify the <b>SFDPH Schools/Childcare Hub</b> <i>(415) 554 2830,</i> <i>Press “1” for COVID-19, then “6” for Schools</i> <i>or email <a href="mailto:Schools-childcaresites@sfdph.org">Schools-childcaresites@sfdph.org</a></i> Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred. Identify close contacts<sup>2</sup>, likely including the entire cohort<sup>3</sup> of the person with COVID-19. Instruct close contacts to  <ul style="list-style-type: none"> <li>○ Quarantine at home for 14 days after the last date the person with COVID-19 was at the school/program while infectious</li> <li>○ Get tested, especially if they have symptoms (but will not shorten 14 day quarantine).</li> </ul> Clean and disinfect spaces where the person with COVID-19 spent significant time. <b>Cohort CLOSED for 14 days after last exposure.</b> <b>Non-exposed cohorts remain open.</b></p>	<p>Notify staff and families of children who are close contacts using the “Close Contact Advisory” template (see below)</p> <p>Notify all other staff and families about the COVID-19 case using the: “General Exposure Advisory” template (see below)</p>

<sup>1</sup> <https://www.sfdcp.org/covidSchoolsChildcare>

<sup>2</sup> A close contact is defined as a person who is < 6 feet from the infected person for > 15 minutes. For cohorts of children under 12 years of age, SFDPH considers all staff and children in a cohort to be close contacts. For cohorts of any age, if people have spent time together indoors the entire cohort, classroom, or other group may need to be considered exposed.

<sup>3</sup> A cohort is a stable group with fixed membership that stays together for all activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.



**Criteria for children or youth to return to school, childcare, or other programs after COVID-19 symptoms, close contact, or confirmed COVID-19**

Scenario	Return when all of the following are true:
<p>Child has a <b>negative test after symptoms</b> of COVID-19</p>	<ul style="list-style-type: none"> <li>• Symptoms have improved.</li> <li>• No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve)</li> </ul> <p>The parent/guardian must show documentation of the child’s negative test, for example, a copy of the result or a message from the clinic or test site that the test was negative. This may be in electronic form. A separate doctor’s note is not needed.</p>
<p>Child had <b>symptoms</b> of COVID-19 and</p> <ul style="list-style-type: none"> <li>• had a <b>positive test/confirmed COVID-19, OR</b></li> <li>• <b>was not tested, OR</b></li> <li>• was tested but is still <b>waiting for the test result (*)</b></li> </ul>	<ul style="list-style-type: none"> <li>• After 10 days since symptoms began</li> <li>• Symptoms have improved.</li> <li>• No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve)</li> </ul> <p><i>A doctor’s note is not needed.</i></p>
<p>Child had <b>close contact</b> with someone with confirmed COVID-19.</p>	<ul style="list-style-type: none"> <li>• 14 days after the last close contact, even if the child has a negative test during this time, or is still waiting for test result</li> <li>• No symptoms have developed since the last close contact.</li> </ul> <p><i>If the child has ongoing close contact with the person with COVID-19 (for example, a parent or caregiver), the child must quarantine for <u>14 days after the person with COVID-19 is no longer infectious</u>. In most cases, this is a total of 24 days after the person with COVID-19 first developed symptoms, or if asymptomatic, had a positive test.</i></p>
<p>Child had a <b>positive test but never had symptoms</b></p>	<ul style="list-style-type: none"> <li>• 10 days after their positive test was collected (not 10 days after the result was received)</li> </ul>

(\*) During test shortages, test results from commercial labs may take more than 10 days to return. If a child receives a positive result more than 10 days after the test was collected and has been allowed to return, they may stay in school, childcare or program. Contact the SFPDH Schools/Childcare Hub for guidance on how to proceed.



## **Exceptions: Doctor's Note or Clinic Note**

If a child had possible symptoms of COVID-19 and has a note from a doctor or clinic saying that the child may return, the school, childcare or program should accept the note, even if the child was not tested. The note may be an email, electronic message or part of an after-visit summary. This is not common.

Sometimes a child's symptoms are clearly due to another cause, such as strep throat or hand-foot-and-mouth disease. In these situations, the provider may clear a child to return to school, childcare, or another program. This does not mean that the child does not have COVID-19. Many children with COVID-19 do not have any symptoms. It only means that a definitive cause other than COVID-19 was found for the symptoms that kept the child out of the program.

## **Staff Return to Work**

Refer to *"Leaving Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19"* at <https://www.sfcpc.org/rtw>



**SITE INFORMATION GATHERING TOOL**

**When Staff or Student Tests Positive For COVID-19**

The purpose of this form is to gather information to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student, or visitor has tested positive for COVID-19:

1. Call the SFDPH Schools and Childcare Hub **(415) 554-2830** -> Press 1 for COVID-19 -> then press 6 for Schools, or email [Schools-childcaresites@sfdph.org](mailto:Schools-childcaresites@sfdph.org). The form below may help you organize information BEFORE calling the Hub and seeking consultation.
2. AFTER consulting with SFDPH Schools and Childcare Hub, you may be asked to help identify close contacts. See the sample letter template below.

*When conducting interviews with possible close contacts, and explaining that they may have been exposed to COVID 19, **do not disclose the identity of the person who tested positive**, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA).*

<b>Name of Person Who Tested Positive or Suspected Case:</b>		<b>Date of Birth:</b>
<b>Person is a:</b> <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Visitor		
<b>Address:</b>		<b>Phone #:</b>
<b>Role/Position: (if not a student)</b>	<b>School/Office/Department:</b>	
<b>First Day Symptoms Appeared:</b>		
<b>Type of Symptoms: (check all that apply)</b>		<input type="checkbox"/> <b>CHECK IF NO SYMPTOMS</b>
<input type="checkbox"/> fever greater than 100 F/37.8 C <input type="checkbox"/> cough <input type="checkbox"/> sore throat <input type="checkbox"/> shortness of breath <input type="checkbox"/> chills	<input type="checkbox"/> headache <input type="checkbox"/> body aches <input type="checkbox"/> fatigue <input type="checkbox"/> loss of smell or taste <input type="checkbox"/> Other:	<input type="checkbox"/> nausea/vomiting <input type="checkbox"/> diarrhea <input type="checkbox"/> runny nose <input type="checkbox"/> congestion
<b>Last Day at School/Work:</b>		
<b>City Location of the COVID-19 Test?</b>	<b>Date of the COVID-19 test?</b>	<b>COVID-19 Test Results:</b> _ Positive        _ Negative _ Pending/Suspected

<b>Person Who Completed This Form/Position:</b>	<b>Contact Info (phone/email):</b>	<b>Date:</b>
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**CLOSE CONTACT ADVISORY SAMPLE LETTER**

**Send to staff and families of children who are close contacts to positive COVID-19 case**

Date:

Dear parents, guardians and staff of classroom \_\_\_\_,

This letter is to advise you of our recommendations regarding you or your child's recent exposure to an individual diagnosed with COVID-19. We provided these recommendations verbally to you on date.

**Starting now, you (or your child) should stay home (away from school, work, and away from other people). This may last for up to 14 days.**

**Stay home even if you or your child are not ill. If you must leave your house during this time, wear a mask.**

If you or your child develops a fever, cough, or shortness of breath you should:

- Continue to stay home from work and school, and away from other people.
- Contact San Francisco Department of Public Health, Communicable Disease Control Unit at 415-554-2830.
- **If you or your child need to go to a hospital or clinic please call the hospital or clinic BEFORE you arrive in order to help prevent the spread of illness. Wear a mask to prevent the spread of illness.**

**We strongly recommend having you or your child tested for COVID-19. We can help arrange for this.**

Please notify the site **immediately** if your child tests positive. However, regardless of the test results, you (or your child) **may not go to a different day care, school, camp, or program** until 14 days have passed from the last time your child was at the site.

This notice can be provided to your employer or school for verification of our recommendation for you or your child to stay home from work or school.

The virus is circulating in our community. There is information on the website on what all workplaces, businesses, and schools can do to prevent the spread of COVID-19 and keep our community healthy. Please go to: <https://www.sfc-dcp.org/infectious-diseases-a-to-z/coronavirus-2019-novel-coronavirus/>  
Communicable Disease Control and Prevention Unit  
San Francisco Department of Public Health

Sincerely,  
**Childcare Site/Family Childcare Site**



**GENERAL EXPOSURE ADVISORY SAMPLE LETTER**

**Send to all other staff and families about the COVID-19 case (who were not close contacts)**

Date, 2020

Dear [XXX School/Classroom] Parents/Guardians and Staff:

We want students and staff to stay safe. A student or staff member in your child's class [lives with/has been in close contact with] a person who has tested positive for COVID-19. That student or staff member will need to stay home until they are safe to come back to school.

The San Francisco Department of Public Health is working with us to keep the school stay safe. Your child's classroom will stay open. **You or your child can still come to school.**

We will update you if anything changes. Please keep checking your child for symptoms and stay home if they are sick. Please contact your healthcare provider for any other questions.

Thank you for helping to keep our school and community safe.

Sincerely,

Childcare Site/Family Childcare Site