



## **The Colburn School**

### **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 Los Angeles County Department of Public Health (DPH) 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:

- developing, implementing and enforcing policies and guidelines for the management of the School's COVID-19 response, ensuring that employees and students receive education about COVID-19 and preparing for and managing any outbreaks of COVID-19 on campus.
- the Provost is a member of the COVID-19 Task Force (Task Force) and serves as School Compliance Officer and the liaison to LA County Department of Public Health (DPH) in the event of a COVID-19 cluster or outbreak at the School.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases are described below and summarized in Appendix A.

The Colburn School will follow the 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.

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

After identifying one (1) laboratory confirmed COVID-19 case (student or employee):

- After identifying 1 confirmed COVID-19 case (student or employee), the School Compliance Officer instructs the case to follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covid-isolation](http://ph.lacounty.gov/covid-isolation)). NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test.
- The COVID-19 Task Force will provide a copy of the Public Health Emergency Isolation Order and inform 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.
- The COVID-19 Task Force will work to identify all individuals in the School who have had an exposure to the confirmed positive case during their infectious period (Close Contacts).

- 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 infectious from 2 days before their test was taken until 10 days after their test.
- Close Contact: A person is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met:
  - Being within 6 feet of the infected person for 15 minutes or more over a 24-hour period.
  - Having had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- Exposures will be reviewed by Public Health to assess which persons need to quarantine including the possibility of quarantining all individuals in the same cohort or classroom as an infected person if exposures cannot be ruled out for the entire group.

The COVID Compliance Officer must notify DPH of (1) employees and children with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons on campus who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier.

Secure online reporting is the preferred method for notifying DPH of COVID-19 exposures and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to [ACDC-Education@ ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). All case notifications should be submitted within 1 business day of being notified of the case.

All persons identified to have had an exposure to a COVID-19 positive case at school are notified by the COVID-19 Task Force of the exposure through a letter or other communication strategies. A School Exposure Notification letter template is available at: [at: COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:

- Employees with a worksite exposure should follow guidance outlined in Cal/OSHA COVID19 Prevention Emergency Temporary Standards (ETS). A summary of requirements is provided in the Public Health guidance document on Responding to COVID-19 in the Workplace.
- Students and employees with an exposure to the case should test for COVID-19 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. 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 who are not fully vaccinated must 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). If they remain asymptomatic, quarantine can end after Day 10 from the last date of exposure without testing but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14. Quarantine may end after Day 7 for exposed students who remain asymptomatic, if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative, but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14.

NOTE: Asymptomatic persons who are fully vaccinated AND who are a close contact to a confirmed case are recommended to test for COVID-19 as a result of their exposure but are not required to quarantine. However, they should monitor for symptoms of COVID-19 for 14 days following an exposure. Persons who have recovered from laboratory-confirmed COVID19 within the last 90 days AND who are a close contact to a confirmed case are not required to quarantine or test for COVID-19.

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

The COVID-19 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 Confirmed COVID-19 Cases at School within a 14-day Period**

After identifying 2 confirmed cases (students and/or employees) within a 14-day period, the school will follow the required steps for 1 confirmed case.

- Appropriate members of the COVID-19 Task Force will assess 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.

- If epidemiological links do not exist, the School will continue with routine exposure management.
- If epidemiological links exist, the School will reinforce messages to students and employees on precautions to take to prevent spread at the school, including implementation of site specific interventions.

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

If the School identifies a cluster of 3 or more confirmed cases (students and/or employees) within a 14-day period, the School will proceed with the following steps:

- Report the cluster immediately to DPH. Secure online reporting will be the preferred method for notifying DPH and will be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting will be done manually by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to [ACDCEducation@ph.lacounty.gov](mailto:ACDCEducation@ph.lacounty.gov).
- DPH will review the submitted information 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 -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, ensemble, rehearsal, School event). 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, DPH will advise the School to continue with routine exposure management.
- If outbreak criteria are met, DPH will notify the school that an outbreak investigation has been activated and a public health investigator will communicate directly with the school to coordinate the outbreak response.