



## St. Louis of France STEM Academy

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### COVID-19 Exposure Management Plan Guidance in TK-12 Schools: Appendix T2 Updated - January 18, 2022

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

1/18/2022:

- Updated quarantine requirements and exemption criteria for close contacts.
- Updated the definition of the period of infectiousness for an individual with COVID-19, in alignment with isolation and quarantine guidance for the general public.
- Added two options for quarantining students who meet criteria for close contacts as defined both by the California Department of Public Health (CDPH) and in county protocols. The two options are individual contact tracing and group tracing.
- Added sample notification letters for isolation instructions and group tracing; modified the exposure notification letters for individual contact tracing
- Added options for simplifying case identification and exposure management during a surge.

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.

St. Louis of France School serving students from Transitional Kindergarten through Grade 8 is a trusted community partner 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 school can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring.

The steps for managing exposures to 1, 2, 3 or more COVID-19 cases at St. Louis of France School are described below and summarized in Appendix A. Because TK-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. The requirements and recommendations presented are specific to TK-12 instructional and non-instructional facilities serving TK-12 Schools. For the purposes of this plan, the word "School" applies to both TK-12 instructional and non-instructional facilities. Additional resources for TK-12 Schools can be located in the [TK-12 School COVID-19 Toolkit](#).

Options for simplifying case identification and exposure management in TK-12 schools during a COVID19 surge is outlined in Appendix B. These options are temporary and guided by transmission patterns during a surge period. As such, Public Health will provide communication on when schools may activate a surge protocol for case identification and exposure management. **The surge protocol is currently active.**

## Exposure Management Planning Prior to Identifying 1 COVID-19 Case at St. Louis of France School

**REQUIRED:** Lorraine Ovalle, Principal, is the designated School COVID-19 Compliance Officer. She is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. She serves as a liaison to DPH for sharing site-level information to facilitate public health action.

**REQUIRED *unless the surge protocol is active:*** Seating charts in classrooms and participant rosters for students and staff participating in school extracurricular programs to facilitate identification of close contacts of persons with COVID-19 at the school.

**REQUIRED:** All students and employees who (1) have symptoms consistent with COVID-19, (2) are quarantined because of exposures at school, or (3) are at school with an active public health investigation shall have access to testing or be tested for COVID-19.

**REQUIRED:** We will report all known COVID-19 hospitalizations and/or deaths among students or staff to DPH by sending a notification to [ACDC-Education@ ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).

**RECOMMENDED:** St. Louis of France school is implementing an asymptomatic screening testing program. Staff and students that are not fully vaccinated are prioritized for regular testing as an important part of identifying infections early to prevent transmission on campus. Based on the current level of community transmission, fully vaccinated individuals may be considered for asymptomatic screening testing programs if there is sufficient testing capacity. School screening testing programs should use an FDA-authorized viral COVID-19 test, including a Nucleic Acid Amplification Test (NAAT, such as PCR) or an Antigen test, that is collected and performed in a healthcare setting or certified testing site. An FDA-authorized Over-the-Counter test is acceptable for use in COVID-19 school screening testing programs. Note, unverified Over-the-Counter test results cannot be used to fulfill required testing for school employees under the [California State Health Officer Order](#).

**RECOMMENDED:** St. Louis of France School is implementing a DPH-guided symptom screening program prior to school entry or while at school. St. Louis of France will apply 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. Staff will submit an online report (Campus Screen app) before arrival at school. Students will be screened at home (using Campus Screen app) by parents before arrival at school. A thermometer is available to be used for temperature checks before students exit the vehicle at morning drop off. Thermometers will also be available in each classroom for teachers to conduct temperature checks.

## Exposure Management for 1 COVID-19 Case at St. Louis of France School

**REQUIRED:** After identifying 1 confirmed COVID-19 case (student or employee), the School Compliance Office instructs the case to follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)). NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test. Refer to sample [isolation instruction notification](#) (posted on [ph.lacounty.gov/EducationToolkitTK12](http://ph.lacounty.gov/EducationToolkitTK12)) for a model that can be adapted (see Template #1).

**REQUIRED:** School Compliance Officer works to identify all individuals, *or, during when the surge protocol is active, all groups,* in the School *with 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 their isolation ends, as described in the Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)). A person with a positive COVID-19 test but no symptoms is considered infectious from 2 days before their test was taken until their isolation ends.
- Close Contact: An **individual** is considered to have been exposed to a case during the infectious period if at least one of the following criteria is met:
  - o Being within 6 feet of infected person for 15 minutes or more over a 24-hour period.
  - o 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 protective equipment). A **group** is considered to have been exposed to a case during the infectious period if they shared the same indoor airspace at school with the infected person for 15 minutes or more over a 24-hour period.

**REQUIRED:** School Compliance Officer must notify DPH of (1) employees and students with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date (school-associated case).

**REQUIRED unless the surge protocol is active:** All school-associated COVID-19 cases and persons identified to have had an exposure to cases on campus should be reported online through 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.

- Schools that need assistance on COVID-19 case reporting or other exposure management processes can call the TK-12 School COVID-19 Case Reporting Call Center, Monday through Friday from 8:00AM to 5:00PM. School administrators that do not have the Call Center number should contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) for the number.

**REQUIRED:** All persons identified to have had an exposure to a COVID-19 positive case at school are notified by the School Compliance Officer of the exposure. This can be done through the individual contact tracing option or a student group tracing option, as described below.

#### Individual contact tracing option

- The individual contact tracing option is the current standard for contact tracing in schools. In this approach individual students and staff who spent more than a cumulative total of 15 minutes over 24 hours within 6 feet of a known positive case at school during their infectious period are identified as close contacts to the infected person.
- Schools notify close contacts of the required action for them to take and provide them with a copy of the [Public Health Emergency Quarantine Order](#). Refer to sample [individual exposure notification letter](#) (posted on [ph.lacounty.gov/EducationToolkitTK12](http://ph.lacounty.gov/EducationToolkitTK12)) for a model that can be adapted (see Template #2).
- DPH will coordinate with the school to contact persons who are identified as having had close contact with the school-associated case to gather additional information and provide guidance on testing and quarantine.

#### Action for close contacts who are required to quarantine

- The following close contacts are required to quarantine:

- Students and staff who are not [fully vaccinated](#)
  - \* Asymptomatic students and staff close contacts who were previously infected with SARS-CoV-2 within the last 90 days and not fully vaccinated are not required to quarantine and exempt from testing.
- Close contacts who are required to quarantine must self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms as outlined in [Quarantine and Other Instructions for Close Contacts](#). As long as symptoms of COVID-19 are not present they may end quarantine either:
  - After 10 full days have passed from their last known contact to the infectious case (as defined above). Activities may resume starting on Day 11 provided they are asymptomatic; **OR**
  - After 5 full days have passed from their last known contact to the infectious case if they have a negative viral test result from a specimen collected on Day 5 from the date of last exposure to the case. Activities may resume starting on Day 6. The test must be an FDA-authorized viral COVID-19 test (e.g., NAAT or Antigen test); use of an FDA-authorized Over-the-Counter test is acceptable for testing out of quarantine. If the test is positive, follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)).
- Exposed staff who are fully vaccinated and not boosted (if eligible) are exempt from quarantine for the purposes of working and may be allowed to remain in school on the condition that if they do not have symptoms and test within 3-5 days after the date of last exposure. This guidance is outlined in Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS). Requirement to quarantine continues to apply to all settings other than employee worksite. Staff may be released from the requirement to quarantine from these other settings after Day 5 from the date of last exposure if the test is negative and they remain without symptoms.
- Regardless of when quarantine ends, close contacts must continue to monitor their health and upgrade their masks for 10 days from the date of last exposure. Adults should wear a surgical grade (also referred to as medical procedure) mask or higher level personal protective equipment (PPE) such as a KN95 or N95 respirator mask; children should wear a non-cloth mask of multiple layers of non-woven material with a nose wire. Masks must be worn at all times when around others both indoors and outdoors. Refer to the Los Angeles County Department of Public Health [COVID-19 Masks](#) page for latest guidance on masking. If symptoms develop, test using an FDA-authorized viral COVID-19 test and stay home. If the test is positive, follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)).
- Modified quarantine *option* for *students who are not fully vaccinated*. Schools have the option of permitting student close contacts who are not fully vaccinated and had a mask-on-mask exposure at school to continue to take part in all school activities, including sports and extracurricular activities, if the specific criteria below are met. If these criteria cannot be met, then the exposed student must remain in [home quarantine](#) as outlined above.
  - (1) The exposure was to a person with a COVID-19 diagnosis in any school setting where students are supervised by school staff (indoors, outdoors, or on school buses).
  - (2) The exposed student remains asymptomatic.
  - (3) The exposed student AND the person with a COVID-19 diagnosis MUST have each worn a mask consistently and correctly during the entire exposure period. This includes any outdoor exposures. Prior to applying modified quarantine, verification is required of mask-to-mask exposure between the person with a COVID-19 diagnosis

and the exposed student. School Administrators must keep records of this verification and provide to Public Health upon request.

- (4) In school outbreak sites, students with an outbreak exposure who are not fully vaccinated may, at the direction of the Department of Public Health, be required to fully quarantine at home. They may be released after Day 5, if they have a negative viral test result from a specimen collected on Day 5 from the date of last exposure to a confirmed COVID-19 case in the outbreak, provided they remain without symptoms. Note: in outbreak sites, the quarantine period may be extended by Public Health for additional days to help control transmission risk.
- (5) Students under modified quarantine are still subject to the [Health Officer Quarantine Order](#) and must stay at home for the duration of quarantine, except for in-person instruction.
- (6) Students under modified quarantine are required to wear a mask indoors and outdoors and on school buses, while at school. The exception is for eating and drinking, where they must be at least 6 feet away from other students and preferably outdoors.
- (7) Students under modified quarantine must be tested at least once weekly, preferably on or around Day 5. Whenever possible, these students should be tested twice weekly using an FDA-authorized viral COVID-19 test (e.g., PCR or Antigen) in a healthcare setting or certified testing site or an FDA-authorized Over-the-Counter test. When possible, the first test specimen should be collected immediately after notification of exposure and the second test specimen be collected on or after Day 5 from the date of last exposure. Students may be released from quarantine after Day 5 from the date of last exposure if a test specimen is collected on Day 5, the test is negative, and the student remains without symptoms. Even if released from quarantine after Day 5, exposed students must continue to monitor their health and mask at all times (indoors, outdoors, and on school buses) for 10 days from the date of last exposure. If symptoms develop, the student should test using an FDA-authorized viral COVID-19 test and stay home. If the test is positive, follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)).

#### Action for identified close contacts who are not required to quarantine\*

- The following close contacts are not required to quarantine provided they remain asymptomatic:
  - Students and staff who are boosted  
\*Asymptomatic students and staff close contacts who were previously infected with SARS-CoV-2 within the last 90 days and fully vaccinated are not required to quarantine and exempt from testing.
- These students and staff may remain in school provided they monitor for symptoms and upgrade their masks for 10 days from the date of last exposure: adults should wear a surgical grade (also referred to as medical procedure) mask or higher level PPE such as a KN95 or N95 respirator mask; children should wear a non-cloth mask of multiple layers of non-woven material with a nose wire. Masks must be worn at all times when around others both indoors and outdoors. Refer to the Los Angeles County Department of Public Health [COVID-19 Masks](#) page for latest guidance on masking. If symptoms develop, test using an FDA-authorized viral COVID-19 test and stay home. If the test is positive, follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)).

- If testing resources are available, this group can be tested with an FDA-authorized viral COVID-19 test (e.g., PCR or Antigen test) at least once during the 10-day period after the last date of exposure. Use of an Over-the-Counter test is acceptable. Note: exposed staff who are fully vaccinated and not boosted (if eligible) are required to test between Days 3 and 5 of their last exposure to remain in school.

#### Student group tracing option

- Schools may apply a group tracing option for groups of students who spent more than a cumulative total of 15 minutes within a 24-hour period in a shared indoor airspace at school (including classrooms, locker rooms, shared transportation, etc.) with a known COVID-19 positive case during their infectious period.
- Under this option, notification will occur to all members of relevant groups in which exposure occurred (e.g., classmates, teammates, cohorts), informing them of a potential exposure and required actions. Refer to sample group tracing exposure notification letter (posted on [ph.lacounty.gov/EducationToolkitTK12](http://ph.lacounty.gov/EducationToolkitTK12)) for a model that can be adapted (see Template #3).
  - All students in the identified 'exposed group' may remain in school and participate in all school activities during the quarantine period provided they are asymptomatic and meet the requirements below:
  - Students who are not fully vaccinated are required to test, at least weekly, for 10 days after the last exposure date; testing should occur between days 3 and 5 from last exposure date where possible.
  - All other exposed students are recommended to test once in the 10 days after the last exposure date, preferably between days 3 and 5 where possible. The exception is students who had a positive COVID-19 test in the past 90 days; these students are exempt from testing.
  - All exposed students, regardless of vaccination status or previous infection, are required to remain fully masked indoors and outdoors, unless actively eating or drinking, when around others through day 10 after their last exposure date. Eating and drinking should happen distanced from others. Students need to remain masked at all times during sports and/or extracurricular activities.

**REQUIRED:** Schools are required to have a plan to facilitate COVID-19 response testing for persons who have an exposure at school. Staff and students who are tested must inform the school of the test results. Testing resources include: School Testing Programs, Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, LA City and County Testing Sites: [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing), and [Community-Based Testing Sites](#) (local health centers and pharmacies). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.

**REQUIRED:** Schools are required to have sufficient testing capacity two weeks after re-opening from winter break or by January 25, 2022, whichever is later, to test exposed students who are unvaccinated or not fully vaccinated at least once weekly, during the 10 days after their last exposure date. **Please notify DPH immediately if you do not have testing capacity to meet this requirement.** In the event of wide-scale or repeated exposures within a school, weekly testing of all unvaccinated or not fully vaccinated students may be considered until such time that exposure events become less frequent. This would still require notification to all students with a known exposure (individual contact tracing) or potential exposure (group contact tracing) without requiring additional testing of the specific students.

**REQUIRED:** Employees with a campus exposure should follow guidance outlined in Cal/OSHA COVID-19 Prevention [Emergency Temporary Standards](#) (ETS). However if an employee's quarantine period ends before they meet [Cal/OSHA's criteria for return-to-work](#), they may return to the Worksite(s) as soon as they have cleared quarantine per the [Health Officer Quarantine Order](#). A summary of requirements is provided in the Public Health guidance document on [Responding to COVID-19 in the Workplace](#).

**RECOMMENDED:** School Compliance Officer 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. Refer to sample [general notification letter](#) (posted on [ph.lacounty.gov/EducationToolkitTK12](#)) for a model that can be adapted (see Template #4).

## **Exposure Management for 2 COVID-19 Cases at St. Louis of France School within a 14-day Period**

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

**REQUIRED [unless the surge protocol is active](#):** School Compliance Officer consults with Public Health to determine 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. \* Schools should contact DPH for assistance in determining whether cases are epidemiologically linked by emailing [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling the TK-12 School COVID-19 Case Reporting Call Center.

*\*A case is considered to be infectious from 2 days before symptoms first appeared until [isolation ends](#). 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 [isolation ends](#).*

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, school event, sports team, other extracurricular activities, school transportation, office site), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. If epidemiological links exist, DPH will advise the school on important steps to take and communications to students and employees on precautions to take to prevent further spread at the school, including implementation of site- specific interventions for infection control.

## **Exposure Management for 3 or more COVID-19 Cases at St. Louis of France School within a 14-day Period**

**REQUIRED:** If the school identifies a cluster of 3 or more confirmed cases within a 14-day period, the school should proceed with the following steps:

- Report the cluster immediately to DPH by calling the TK-12 School COVID-19 Case Reporting Call Center or by submitting a report online at:

<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](#) or, during when the surge protocol is active, using any other format, and sending it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@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 of COVID-19 within a 14-day period of each other in a specified 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.  
\* Specified groups include persons that share a common membership at school (e.g., classroom, school event, sport teams, other school extracurricular activities, school transportation, office site). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.
- NOTE: For overnight camps, a “household cohort” means cabinmates (campers and staff) who are staying together in a cabin, bunkhouse, or similar space. Additional guidance regarding overnight camps is located in the [Reopening Protocol for Overnight Organized/Children’s Camps: Appendix K-1](#).
  - If outbreak criteria are not met, DPH will advise the school to continue with routine exposure management.
  - If outbreak criteria are met and DPH recommends an outbreak response, 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.



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

<p><b>1 Case</b></p>	<ol style="list-style-type: none"> <li>1) <i>Required:</i> School notifies case to follow isolation instructions.</li> <li>2) <i>Required:</i> School works with DPH to identify school contacts. Schools can call the TK-12 School COVID-19 Case Reporting Call Center for assistance with identification of close contacts and exposure management.</li> <li>3) <i>Required:</i> School identifies and notifies school contacts of exposure using an individual contact tracing option or group tracing option.</li> <li>4) <i>Required:</i> School submits a report to DPH with information on the confirmed case.</li> <li>5) <i>Required unless surge protocol is active:</i> School submits a report on persons who were exposed to the case at the site.</li> <li>6) <i>Recommended:</i> School sends general notification to inform the school community of the school exposure and precautions taken to prevent spread.</li> </ol>
<p><b>2 Cases</b></p>	<ol style="list-style-type: none"> <li>1) <i>Required:</i> Follow required steps for 1 confirmed case.</li> <li>2) <i>Required unless the surge protocol is active:</i> If the 2 cases occurred within 14 days of each other, school consults with DPH to determine whether the cases have epidemiological (epi) links. If epi links exist, school implements additional infection control measures. Schools can call the TK-12 School COVID-19 Case Reporting Call Center or email <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a> for assistance in determining whether cases have epidemiological links.</li> </ol>
<p><b>3+ Cases</b></p>	<ol style="list-style-type: none"> <li>1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, the school immediately notifies DPH by calling the TK-12 School COVID-19 Case Reporting Call Center or reporting online at: <a href="http://www.redcap.link/lacdph.educationsector.covidreport">http://www.redcap.link/lacdph.educationsector.covidreport</a>.</li> <li>2) <i>Required:</i> DPH determines if the outbreak criteria have been met. If a DPH outbreak investigation is activated, a public health investigator will contact the school to coordinate the outbreak investigation.</li> </ol>