



**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> (415) 554 2830, Press "1" for COVID-19, then "6" for Schools or email <a href="mailto:Schools-childcaresites@sfdph.org">Schools-childcaresites@sfdph.org</a> 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)  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.