



**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>1 Child or staff has symptoms of COVID-19</p>	<p>Send home. Recommend testing. Cohort remains OPEN.</p>	<p>Provide "COVID-19 Health Checks"¹</p>
<p>2 Child or staff had close contact² 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) Cohort remains OPEN.</p>	<p>Consider notifying staff and families or children in the cohort. "General Exposure Advisory" letter (see below)</p>
<p>3 Child or staff has confirmed COVID-19 infection</p>	<p>Notify the SFDPH Schools/Childcare Hub (415) 554 2830, Press "1" for COVID-19, then "6" for Schools or email Schools-childcaresites@sfdph.org Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred. Identify close contacts², likely including the entire cohort³ of the person with COVID-19. Instruct close contacts to <ul style="list-style-type: none"> ○ Quarantine at home for 14 days after the last date the person with COVID-19 was at the school/program while infectious ○ Get tested, especially if they have symptoms (but will not shorten 14 day quarantine). Clean and disinfect spaces where the person with COVID-19 spent significant time. Cohort CLOSED for 14 days after last exposure. Non-exposed cohorts remain open.</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>

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

² 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.

³ 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 negative test after symptoms of COVID-19</p>	<ul style="list-style-type: none"> • Symptoms have improved. • No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve) <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 symptoms of COVID-19 and</p> <ul style="list-style-type: none"> • had a positive test/ confirmed COVID-19, OR • was not tested, OR • was tested but is still waiting for the test result (*) 	<ul style="list-style-type: none"> • After 10 days since symptoms began • Symptoms have improved. • No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve) <p><i>A doctor’s note is not needed.</i></p>
<p>Child had close contact with someone with confirmed COVID-19.</p>	<ul style="list-style-type: none"> • 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 • No symptoms have developed since the last close contact. <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 positive test but never had symptoms</p>	<ul style="list-style-type: none"> • 10 days after their positive test was collected (not 10 days after the result was received)

(*) 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.