

Ryan Gruver
 Health and Human Services Agency
 Director

500 CROWN POINT CIRCLE, STE 110
 GRASS VALLEY, CA 95945
 TELEPHONE (530) 265-1450
 (888) 303-1450



Jill Blake, MPA
 Public Health Director
Scott Kellermann, MD, MPHTM
 Public Health Officer

10075 LEVON AVE, STE 202
 TRUCKEE, CALIFORNIA 96161
 TELEPHONE (530) 582-7814

Quick Guide for Suspected or Confirmed COVID-19

For childcare programs and other programs that serve groups of children and youth.
 Based on Guidance developed by the San Francisco Department of Public Health
 May 12, 2021

Scenario	Action	Communication
Child or Staff has symptoms of COVID-19	Send home. Request COVID-19 test. Cohort remains open.	For children with symptoms, give the family instructions on isolation and quarantine.
Child or staff had close contact with someone with confirmed COVID-19.	<u>Non-vaccinated child or staff:</u> Send home with instructions to quarantine for 10 days after the last exposure. Request COVID-19 test (will not shorten quarantine). <u>Vaccinated child or staff:</u> No action, no need to quarantine Cohort remains OPEN	Optional notification letter to staff and families of children at the school or program.
Child or staff has confirmed COVID-19 infection	Notify Nevada County Public Health at (530) 265-7258 Send home with instructions to isolate at home for at least 10 days after symptoms started. Identify close contacts, likely including the entire cohort of the person with COVID-19. Send close contacts home to quarantine for 10 days after the last time the person with COVID-19 was at the school/program. (See above for quarantine exceptions for vaccinated individuals.) Recommend testing for close contacts. Clean and disinfect spaces where the person with COVID-19 spent significant time. Cohort CLOSED for 10 days after last exposure. Non-exposed cohorts remain open.	Close contacts: <ul style="list-style-type: none"> Inform staff and families of children who are close contacts in-person or by phone. Give the Nevada County documents on self-isolation and self-quarantine to parents as appropriate. (link to documents here)

Symptoms of COVID-19

CDC defines symptoms of COVID-19 as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Definition of close contact

A close contact is anyone who

- Was within 6 feet of the person with COVID-19 for a total of 15 minutes or more in a 24-hour period, even if they were both wearing masks, while the person with COVID-19 was contagious.
- Attended or worked in the same cohort of children and youth under 18 as the person with COVID-19 while the person was contagious.
- For cohorts of children under 12 years of age, NCDPH 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.

People with COVID-19 are contagious starting 2 days before their COVID-19 symptoms appear until at least 10 days after their symptoms started. If the person with COVID-19 did not have symptoms when they were tested, then they are considered contagious starting 2 days before their positive test was collected. If a person who was initially asymptomatic develops symptoms after testing positive, the contagious period should be considered as two days before the test date and is extended to ten days after the onset of symptoms.

Definition of a cohort

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 people or cohorts.

Steps to take for confirmed COVID-19 cases

1. Collect important details about the case BEFORE contacting the Nevada County Public Health Warmline.
2. If you can, obtain a copy of the lab report.
3. Report the case as soon as you can by calling (530) 265-7258
4. You may be asked by the Nevada County Public Health Nurse who calls you back for additional information and a list of close contacts.

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 childcares and programs for children and youth. Upon learning that a staff, student, or visitor has tested positive for COVID-19:

1. Call Nevada County Public Health at (530) 265-7258. The form below may help you organize information BEFORE calling the Public Health Department and seeking consultation.
2. AFTER consulting with Nevada County Public Health, 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).

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

Person Who Completed This Form/Position:	Contact Info (phone/email):	Date:
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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 XX, 2021

Dear Parents/Guardians and Staff of [XXXChildcare Site]

The health and safety of children attending our childcare and of the staff are our top priority. The letter is to inform you that a child or staff member in your child's cohort at [XXX] has tested positive for COVID-19. The date of exposure was [XXXDate].

The Nevada County Public Health Department (NCPHD) has been notified and will be reaching out to you. In the meantime, NCPHD advises that your child or you (staff) immediately quarantine to the greatest extent possible, even if you have no symptoms. In addition, please work with your healthcare provider to schedule testing as soon as possible. Be sure to let the provider know that you or your child has had a direct exposure through this cohort. Testing information and options for a COVID-19 virus test with no out-of-pocket cost is available at: <https://www.mynevadacounty.com/2979/COVID-19-Symptoms>

The childcare facility/cohort will be closed through at least [xxxx10 days from last exposure] to allow students and staff to be tested and to avoid further spread of the virus during quarantine.

Information about Home Quarantine is available here:

<https://www.mynevadacounty.com/DocumentCenter/View/33923/COVID-Home-Quarantine-5142020?bidId=>

If you have any health-related questions, please contact your healthcare provider. If you have quarantine or other public health questions, please contact Nevada County Public Health at (530) 265-7258.

Thank you for your prompt response to this matter.

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 XX, 2021

Dear [XXX Childcare Site] 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 Nevada County Public Health Department 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]