

**Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts**

Scenario	Immediate Actions	Communication
<p><u>Scenario 1:</u> A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.00 or above.</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home</li> <li>• Student/staff instructed to get tested</li> </ul>	<p>No action is needed</p>
<p><u>Scenario 2:</u> A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home</li> <li>• Student/staff instructed to get tested</li> <li>• Student/staff instructed to quarantine, even if they test negative, for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) COVID-19 positive household member completes their isolation</li> <li>• If student/staff test positive, see Scenario 3 below</li> <li>• School administration notified</li> </ul>	<p><i>For the Involved Student Family or Staff Member:</i>            Template Letter: Household Member or Close Contact With COVID-19 Case</p>
<p><u>Scenario 3:</u> A student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home if not already quarantined</li> <li>• Student/staff instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after positive test.)</li> <li>• School-based close contacts identified and instructed to test &amp; quarantine for 14 days               <ul style="list-style-type: none"> <li>○ In stable elementary classroom cohorts: entire cohort</li> <li>○ In other settings: use seating chart, consult with teacher/staff</li> </ul> </li> <li>• School administration notified</li> <li>• Public Health Department notified</li> </ul>	<p><i>For Positive Case Student Family/Staff:</i>            Template Letter: COVID-19 Case</p> <p><i>For Student Families and Staff Members Identified as Close Contacts:</i>            Template Letter: Household Member or Close Contact With COVID-19 Case</p> <p><i>For All Other Student Families and Staff Members:</i>            Template Letter: COVID-19 Case in Our Community</p>

**Table 2. Steps to Take in Response to Negative Test Result**

Scenario	Immediate Actions	Communication
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	<ul style="list-style-type: none"> <li>Student/staff may return to school 72 hours after resolution of fever and improvement in other symptoms</li> </ul>	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation</li> </ul>	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> <li>Can return to school/work immediately</li> </ul>	No action is needed

**Return to Campus after Testing:**

- Symptomatic individuals who have not had close contact with a confirmed case and that test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
  - Documentation of a negative test result should be provided to school administrators.
- In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset and have been fever free for 24 hours without fever reducing medicine and improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.
- If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
- If they test negative, close contacts to confirmed COVID-19 cases can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation