

St. Lawrence of Brindisi School **COVID- 19** Exposure Management Plan

1. Designated School COVID- 19 Compliance Task Force: The COVID-19 Compliance Task Force consists of Vice Principal Marc Maye, Vice Principal Lizette Salazar, and Principal Alicia Camacho. Vice Principal Lizette Salazar is the member designated as a liaison to DPH.

2. Pathway Screening Process: See Attachment titled [Decision Pathways for school's guide to screening process](#)

3. IMMEDIATE PROTOCOL IN CASE OF POSITIVE CASE/SYMPTOMS

- a. Upon notification of school officials that a member of the school community has tested positive for, or has symptoms consistent with, COVID-19,
- b. If the case is on-site, the person will be isolated in the blue room in the literacy center and supervised by the liaison to DPH, Lizette Salazar. If it is a student, the parents or guardians will be called and a member of the student's household will pick up the student immediately.
- c. If the case is off-site, the person will be instructed to stay home and self-quarantine.
- d. In either case, the school will provide the affected person or family with a fact sheet with information concerning self-isolation and links to additional information.

4. After identifying laboratory confirmed COVID-19 case (student or employee), the School Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID- 19 by:

- a. Isolating yourself
- b. Tell your close contacts that they need to quarantine
- c. Follow these health officer isolations orders listed below:
 - + Stay away from household members.
 - + Do not go to work, school, or public areas.
 - + If you must leave home to get essential medical care, drive yourself, if possible. If you cannot drive yourself, keep as much distance as possible between you and

the driver and others (e.g. sit in the back seat), leave the windows down, and wear a mask, if possible. If you do not have a mask, wear a cloth face covering
+ If someone from outside your household is shopping for you, ask them to leave the food and other supplies at your door, if possible. Pick them up after the person has left. If you need help finding free delivery services, social services, essential items like food and medicines call 2-1-1 or visit the Public Health resource webpage

5. The School Compliance Task Force informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.

The COVID-19 Compliance Task Force that will handle the case in item 5 consists of Vice Principal Marc Maye, Vice Principal Lizette Salazar, and Principal Alicia Camacho. Vice Principal Lizette Salazar is the member designated as a liaison to DPH.

6. School Compliance Officer generates a list of students and/or employees that are affiliated with the school who have laboratory-confirmed COVID-19 infection and a list of student and/or employees that are affiliated with the school with exposure to the infected person while infectious. The School Compliance Officer submits this information to DPH using the [COVID-19 Case and Contact Line List for the Educational Sector](#) within 1 business day of notification of a case, additional time may be requested.: (See Attached Documents)

7. Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter or other communication strategies. (See sample of letter below)

Template COVID-19 General Notification Letter in Educational Setting

LETTERHEAD

[DATE]

Dear,

We would like to inform you that we have recently received information about a confirmed case of Coronavirus Disease 2019 (COVID-19) in at least one (insert student or staff) at (Insert name of Institution). Cleaning and disinfecting of the exposed location have been completed. As the Coronavirus situation in our country and our community is developing quickly, we urge you to take necessary precautions to limit coronavirus spread in our community.

How You Can Help

Be proactive about reducing the number of interactions that students and staff have with one another by practicing physical (or social) distancing (staying at least 6 feet apart) to limit the spread of the coronavirus. In addition to physical distancing, another important tool to prevent the spread of coronavirus is to practice good hygiene. Important public health prevention messages include:

- **Stay home when you are sick.** Anyone with symptoms consistent with COVID 19 should remain at home in isolation for a minimum of 10 days plus at least 24 hours after the resolution of fever (without fever-reducing medication) and improvement in other symptoms.
- **Wash your hands often with soap and water for at least 20 seconds.** Sing the Happy Birthday song to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- **Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately.** If you do not have a tissue, use their sleeve, not your hands, to cover their coughs and sneezes.
- **Limit close contact with people who are sick, and avoid sharing food, drinks, or utensils.**
- **Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.**
- All students and staff should **wear a mask or face covering while in the Educational Setting.**

Health screening of students and staff for COVID 19 which includes asking about symptoms consistent with COVID-19 illness and whenever possible, a temperature check prior to entering the facility will help keep our Educational Setting safe.

Public Health Actions

All confirmed cases should be isolated and close contacts quarantined for 14 days from last exposure in order to prevent illness in new persons. “Close contact” means being a household member, intimate contact, or caregiver of a confirmed or suspected COVID-19 case; within 6 feet of the confirmed or suspected COVID-19 case for more than 15 minutes, even if wearing a non-medical face covering; or having unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on.

Please note that all information, including the name(s) of ill persons, shared regarding any Public Health investigation is confidential in order to protect patient privacy.

For additional questions about Coronavirus in Los Angeles County, please visit the [LA County Department of Public Health coronavirus webpage](http://www.publichealth.lacounty.gov/media/Coronavirus/) at <http://www.publichealth.lacounty.gov/media/Coronavirus/>

If you have any questions or concerns please contact me directly at (insert name, number and/or email of Institution contact).

Sincerely,

8. Recommended that School Compliance Task Force 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 (Same sample letter from item 7 can be used)

Exposure Management for 2 COVID-19 Cases at School within a 14-day Period

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

Upon notification of school officials that a member of the school community has tested positive for, or has symptoms consistent with, COVID-19,

If the case is on-site, the person will be isolated in the blue room in the literacy center and supervised by the liaison to DPH, Marc Maye. If it is a student, the parents or guardians will be called and a member of the student's household will pick up the student immediately.

If the case is off-site, the person will be instructed to stay home and self-quarantine.

In either case, the school will provide the affected person or family with a fact sheet with information concerning self-isolation and links to additional information.

10. School Compliance Task Force will 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.*

**A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). 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 10 days after their test.*

11. If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:

- Report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.
- Complete the *Line List for Cases and Contacts*, ([document attached to handbook](#)) [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit it to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact [ACDC- Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
- The ACDC Education Sector Team will review the *Line List for Cases and Contacts* 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 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a 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. *School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.
 - If outbreak criteria are not met, the ACDC team will advise the school to continue with routine exposure management.
 - If outbreak criteria are met, the ACDC team will notify the school that a DPH outbreak response field team has been activated and the field team will communicate directly with the school to coordinate the outbreak response.

12. Prior to reporting a cluster to the DPH ACDC Education Sector Team, School Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links ([See attached form titled: COVID-19 Exposure Investigation Worksheet for the Education Sector](#))