

COVID-19 EXPOSURE MANAGEMENT PLAN GUIDANCE IN EARLY CARE AND EDUCATION SITES

Recent Updates: (Changes are highlighted in yellow)

6/14/2022

- Updated actions for staff close contacts to align with updated Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS)
- Clarified that children under 2 years of age who have been exposed (close contacts) and are asymptomatic may remain on site as long as they are monitored for symptoms and test 3-5 days after their last exposure

NOTE: This guidance document may be updated as additional information and resources become available. Check the Pasadena Public Health Department (PPHD) website:

<https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols> for updates to this document.

Early Care and Education (ECE) Providers are important partners that can help keep children's families and our community safer through rapid initiation of a COVID-19 Exposure Management Plan (EMP). Timely, effective efforts by ECE Providers to contain COVID-19 exposures and immediate implementation of an EMP when a single case of COVID-19 is identified at an ECE site can increase the likelihood of containing the spread of infection and preventing outbreaks from occurring.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases in ECE sites are described below and summarized in Appendix A. Because ECE Providers will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management when ECE center resources are sufficient.

Note that references to "centers", "settings" or "sites" apply to all childcare providers, including family childcare home providers. The word "case" is used to refer to a person associated with the ECE site who has COVID-19 infection (i.e., the affected staff person or child). Check the PPHD website for additional resources and updates <https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>.

Exposure Management Planning Prior to Identifying 1 COVID-19 Case

- Required:* A designated ECE COVID-19 Compliance Lead that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that all children and staff receive education about COVID-19. This Lead serves as a liaison to PPHD for sharing site-level information to facilitate necessary public health action.
- Required:* A plan for all children, staff, visitors, and household members of family childcare homes regardless of vaccination status who (1) have symptoms consistent with COVID-19, OR (2) were exposed to a confirmed case of COVID-19 at the center, OR (3) are part of an ECE site with an active public health investigation to have access to testing or be tested for COVID-19 infection.
- Required:* A plan to report all known COVID-19 hospitalizations and/or deaths among children or staff to PPHD by sending a notification to nursing@cityofpasadena.net.

- *Recommended:* Apply guidance on [Symptom and Quarantine Decision Pathways in Early Care and Education Centers and TK-12 Schools](#) for persons who screen positive for symptoms or exposure to COVID-19 prior to entering the ECE site or while at the ECE site.

Exposure Management for 1 COVID-19 Case

- *Required:* After identifying one confirmed COVID-19 case (child, staff, or visitor), the ECE COVID-19 Compliance Lead instructs the case to follow [PPHD home isolation instructions for COVID-19](#). (A person who has a positive COVID-19 test is considered a confirmed COVID-19 case.)
 - Children (**of any age**) and staff with COVID-19 can end isolation after Day* 10 if both these criteria are met: 1. No fever for at least 24 hours without the use of fever-reducing medicine, and 2. Other symptoms are not present or are improving --or-- Isolation can end after Day* 5 ONLY if all of the following criteria are met: 1. A COVID-19 viral test** collected on Day 5 or later is negative, and 2. No fever for at least 24 hours without the use of fever-reducing medicine, and 3. Other symptoms are improving.
*For symptomatic children and staff, Day 0 is the first day of symptoms; Day 1 is the first full day after symptoms develop. For asymptomatic children and staff, Day 0 is the day the first positive test was collected; Day 1 is the first full day after the positive test was collected.
**The test must be an FDA authorized viral test (e.g., PCR or antigen test, including at-home tests). An antigen test is preferred for testing out of isolation.
 - If a child meets the criteria to leave isolation after Day 5, those age 2 years and older are **strongly recommended** to continue to wear a highly protective mask indoors for 10 days after their positive test (or the first full day after their symptoms developed). Staff with COVID-19 are **required** to wear a highly protective mask in the workplace around others, except when eating or drinking, for 10 days after symptom onset (or, if no symptoms, 10 days after the positive test date). Refer to the CDC's [Your Guide to Masks](#) page for latest guidance on masking.
 - NOTE: For staff, per Cal/OSHA COVID-19 Prevention [Emergency Temporary Standards](#) (ETS), testing that is required for employees must be provided by the employer free of charge and during work hours; these tests may not be self-administered or self-read unless they are observed by the employer or an authorized telehealth proctor. Additionally, staff may request masks and respirators from their employer at no cost to staff.
 - NOTE: there are some people who should not wear a mask, such as children younger than 24 months, people with certain medical conditions or disabilities, and people instructed by their medical provider not to wear a mask. Children ages 2 to 8 should wear a mask only when under adult supervision. See CDC's information on [who should or should not wear a mask](#).
- *Required:* The ECE COVID-19 Compliance Lead works to identify all individuals in the ECE site who have had an exposure to the confirmed positive case during their infectious period (close contacts).
 - A case is considered to be infectious from 2 days before symptoms first appeared until their isolation ends, as described in the [Health Officer Order for Case Isolation](#) (in addition to having no fever for at least 24 hours, without the use of medicine that reduces fevers AND other symptoms have improved). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before the test was taken until their isolation

period ends.

- Close Contact: Persons are considered to have been exposed to a case (close contact) during the infectious period if they shared the same indoor airspace at the center with the infected person for 15 minutes or more over a 24-hour period. In large indoor airspaces, those considered exposed may be limited to 1) those in a pre-defined or identifiable group (e.g., teammates, club members, cohort, etc.) or 2) those within 6 feet of the infected person for 15 minutes or more over a 24-hour period. NOTE: Persons with an outdoor exposure at the ECE are not considered close contacts.
 - Alternatively, ECE facilities may limit designation of close contacts to individuals who were within 6 feet of the infected person for 15 minutes or more over a 24-hour period and may apply this definition in all settings, including classrooms.

□ *Required:* The ECE COVID-19 Compliance Lead must notify PPHD of staff and children with confirmed or suspected COVID-19 who were at the ECE site at any point within the 14 days prior to the illness onset date. The illness onset date is the first date of COVID-19 symptoms, or for an asymptomatic case, the swab date of the positive COVID-19 test.

- The ECE COVID-19 Compliance Lead submits this information to PPHD using the [COVID-19 Case and Contact Line List for the Educational Sector](#) within 1 day of notification of a case. If needed, additional time may be requested. Secure (encrypted) online email via nursing@cityofpasadena.net is the preferred method for notifying PPHD of COVID-19 exposures.

□ *Required:* All persons identified to have had an exposure to a COVID-19 positive case at the ECE site must be notified by the ECE COVID-19 Compliance Lead of the exposure and provided with actions to take. The ECE COVID-19 Compliance Lead should complete an Exposure Notification letter based on the adaptable template: [COVID-19 Template Notification Letters for Education Settings](#).

- If applying the within 6 feet of an infected person for 15 minutes or more over a 24-hour period definition for identifying close contacts in a classroom or similar size settings, all other individuals who shared the same indoor airspace with the infected person for 15 minutes or more over a 24-hour period must also be notified and provided with the recommended actions to take.

- **Action for close contacts**

- Asymptomatic close contacts are not required to quarantine; they may remain at the facility if they follow all requirements for close contacts, specifically: (1) monitor for symptoms; (2) wear a highly protective mask around others indoors, except when eating or drinking, for 10 days after the last date of exposure, for children ages 2 years and older and for staff; (3) test with an FDA-authorized viral COVID-19 test (e.g., PCR or Antigen test, including at-home tests) within 3-5 days since the last date of exposure.*

*NOTE: Asymptomatic children and staff close contacts who were previously infected with SARS-CoV-2 within the past 90 days are not required to quarantine and are exempt from testing, but must mask around others indoors for 10 days after the last date of exposure, for children ages 2 years and older and staff.

- For children, masks may be removed during naptime. NOTE: there are some people who should not wear a mask. Refer to the CDC's [Your Guide to Masks](#) page for latest guidance on masking.

- If applying the within 6 feet of an infected person for 15 minutes or more over a 24-hour period definition to identify close contacts in classrooms or similar size settings, or within a well-defined cohort, all other individuals in the indoor space or members of the well-defined cohort who shared the same indoor airspace with the infected person for 15 minutes or more over a 24-hour period but were not within 6 feet of a confirmed case shall be notified of potential exposure despite not being close contacts and shall be **strongly recommended** to (1) monitor for symptoms; (2) wear a highly protective mask around others indoors, except when eating or drinking, for 10 days after the last date of exposure, for children ages 2 years and older and for staff; (3) test with an FDA-authorized viral COVID-19 test (e.g., PCR or Antigen test, including at-home tests) within 3-5 days since the last date of exposure.*

*NOTE: Asymptomatic children and staff close contacts who were previously infected with SARS-CoV-2 within the past 90 days are not required to quarantine and are exempt from testing, but must mask around others indoors for 10 days after the last date of exposure, for children ages 2 years and older and staff.

- If symptoms develop, test using an FDA-authorized viral COVID-19 test and stay home. If the test is positive, follow the PPHD [Public Health Emergency Isolation Order](#). Because of observed decreased sensitivity in detecting the Omicron variant for current antigen tests, PCR testing is recommended in this instance.
- Staff may request masks and respirators from their employer at no cost to staff.
- Employees with a campus exposure should follow guidance outlined in Cal/OSHA COVID-19 Prevention [Emergency Temporary Standards](#) (ETS). Please refer to Table 2 in Cal/OSHA's COVID-19 Emergency Temporary Standards [Frequently Asked Questions](#) for CDPH guidance after close contact.
- For staff, per Cal/OSHA COVID-19 Prevention [Emergency Temporary Standards](#) (ETS) employers are required to fulfill the following testing requirements: inform all employees on how they can obtain testing, offer testing at no cost and during paid time, and provide testing in a manner that ensures employee confidentiality; to comply with the testing requirements of the ETS, an over-the-counter (OTC) COVID-19 test may be both self-administered and self-read if verification of the results, such as a time and date stamped photograph of the result or an OTC test that uses digital reporting with time and date stamped results, is provided. Additionally, staff may request masks and respirators from their employer at no cost to staff.

Required: ECE facilities are required to have a plan to facilitate COVID-19 response testing for persons who have an exposure at the site. Staff and children who are tested must inform the ECE facility of the test results. Testing resources can be located through [Pasadena COVID-19 Testing Information](#), Employee Health Services or Occupational Health Services, personal healthcare providers, LA City and County Testing Sites: [covid19.lacounty.gov/testing](https://www.covid19.lacounty.gov/testing), and [community-based testing sites](#) (local health centers and pharmacies). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.

Recommended: The ECE COVID-19 Compliance Lead will determine whether additional notification is needed to inform the ECE center community about the exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

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

- *Required:* After identifying 2 confirmed cases (children and/or staff) within a 14-day period, the ECE Provider follows the *required* steps for 1 case.
- *Required:* The ECE COVID-19 Compliance Lead determines 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 **first positive** test.

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the ECE site. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact nursing@cityofpasadena.net.

Exposure Management for ≥ 3 COVID-19 Cases within a 14-day Period

- *Required:* If the ECE Provider identifies a cluster of 3 or more linked cases (children and/or staff) within a 14-day period, the ECE Provider should proceed with the following steps:
 - Report the cluster to PPHD within 1 business day via secure email at: nursing@cityofpasadena.net or by calling (626) 744-6089.
 - Complete the *Line List for Cases and Contacts*, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit via secure email to nursing@cityofpasadena.net. For technical assistance on how to complete the line list contact nursing@cityofpasadena.net.
 - PPHD will review the *Line List for Cases and Contacts* to determine whether the outbreak criteria have been met. PPHD will contact the ECE Provider within 1 business day to advise them on next steps. Outbreak Criteria: At least 3-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 ECE site. 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, PPHD may advise the ECE Provider to continue with routine exposure management.
 - If outbreak criteria are met, and PPHD recommends an outbreak response, PPHD will coordinate with the ECE COVID-19 Compliance Lead on outbreak management for the duration of the outbreak investigation.

COVID-19 Exposure Management Plan (EMP) Contact Information

I, _____ (Supervising Staff Member), attest that my Early Care and Education center, _____ (name of Early Care and Education center), has prepared our exposure management plan, designated staff for the COVID-19 ECE Compliance Team, and the members of that team have completed training on:

- Exposure Management Plan Guidance for Early Care and Education
- COVID-19 Case and Contact Line List for the Educational Sector
- COVID-19 Exposure Investigation Worksheet for the Education Sector
- COVID-19 Template Notification Letters for Education Settings

Signature _____ Date _____

PERSON RESPONSIBLE FOR IMPLEMENTING EMP
Person in Charge (COVID-19 Compliance Lead): <input type="text"/>
Title: <input type="text"/>
Phone Number: <input type="text"/>

Appendix A: Steps for Managing Exposures to COVID-19 Cases in an Early Care and Education Center

<p>1 Confirmed Case</p>	<ol style="list-style-type: none"> 1) <i>Required:</i> ECE Provider instructs the case to follow COVID-19 home isolation instructions. 2) <i>Required:</i> ECE Provider works with PPHD to identify ECE Center close contacts. 3) <i>Required:</i> ECE Provider notifies* ECE contacts of exposure. 4) <i>Required:</i> ECE Provider submits within 1 business day the contact information for case and exposed contacts using the COVID-19 Case and Contact Line List for the Educational Sector and sends to PPHD by secure email: nursing@cityofpasadena.net. 5) <i>Recommended:</i> ECE Provider sends general notification* to inform the wider community of the exposure and precautions taken to prevent spread. <p>*Templates for contact notification and general notification are available at: COVID-19 Template Notification Letters for Education Settings.</p>
<p>2 Confirmed Cases</p>	<ol style="list-style-type: none"> 1) <i>Required:</i> Follow required steps for 1 confirmed case, including reporting cases to PPHD. 2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, ECE Provider determines whether the cases have epidemiological (epi) links. If epi links <u>exist</u>, ECE Provider implements additional infection control measures.** <p>** A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links.</p>
<p>3+ Confirmed Cases</p>	<ol style="list-style-type: none"> 1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, ECE Provider notifies PPHD at: nursing@cityofpasadena.net or (626) 744-6089, option 2. PPHD, with information gathered by the ECE Provider, determines whether the cases have epi links. 2) <i>Required:</i> ECE COVID-19 Compliance Lead completes the COVID-19 Case and Contact Line List for the Educational Sector and submits it to PPHD by secure email to determine if outbreak criteria have been met. If outbreak criteria are met, PPHD outbreak investigation will be initiated. 3) <i>Required:</i> ECE Provider provides updates to the PPHD investigator until the outbreak is resolved.