

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

Recent Updates: (Changes are highlighted in yellow)

9/16/2021

- Updated quarantine timeline and testing recommendations for close contacts to a confirmed case to match CA Department of Public Health guidance.

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 child-care homes regardless of vaccination status who (1) have symptoms consistent with COVID-19, OR (2) were exposed to a confirmed case of COVID-19, 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. Note: Testing or quarantine are not required for asymptomatic individuals who can provide proof of laboratory-confirmed COVID-19 within the past 90 days unless PPHD deems it necessary. Fully vaccinated people who are exposed to a confirmed case of COVID-19 should test 3-5 days after exposure.

- *Recommended:* Apply PPHD guidance on [Symptom and Exposure Screening Pathways for TK-12 Schools](#) for persons who screen positive for symptoms prior to entering the ECE site or while at the ECE site.

Exposure Management for 1 COVID-19 Case

- *Required:* After identifying one confirmed or suspected 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](#). NOTE: A person is considered to be diagnosed with or likely to have COVID-19, based on one of more of the following criteria: a) They received a positive diagnostic (viral) test for COVID-19 and/or b) A healthcare provider clinically suspects that they have COVID-19.
- *Required:* The ECE COVID-19 Compliance Lead is required to provide a copy of the [Health Officer Order for Case Isolation](#) to the case and to inform the case that PPHD may contact the case directly to collect additional information.
- *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 the time the case is no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduces fevers 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 the test was taken until 10 days after the test.
- Close Contact: A person is considered to have been exposed to a case during the infectious period if they are one of the following:
 - An individual who was within 6 feet of the infected person for a cumulative 15 minutes or more over a 24-hour period, even if a face mask was worn;
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

Exposures will be reviewed by PPHD to assess which persons need to quarantine including the possibility of quarantining all individuals in the same cohort or classroom with an infected person or individuals, if exposures cannot be ruled out.

- *Required:* The ECE COVID-19 Compliance Lead must notify PPHD of (1) 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 and (2) persons at the ECE site who were exposed to the infected person during the infectious period. 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 through a letter or other communication strategies. The ECE COVID-19 Compliance Lead should complete an Exposure Notification letter based on the [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:
 - Children and staff with an exposure to the case should test for COVID-19, whether or not they have symptoms, per [CDC recommendations](#), and inform the ECE Provider of test results. This will determine the extent of disease spread at the ECE site and serve as a basis for further control measures. Testing resources include: employee health services, school student health services, personal healthcare providers, and community testing sites: <https://www.cityofpasadena.net/public-health/covid-19-testing-info/>.
 - Exposed individuals must monitor for symptoms of COVID-19 for 14 days from the last contact with the infected person (while the person was infectious*). Exposed individuals must stay in self-quarantine (stay in their home or another residence, separate from others). The ECE COVID-19 Compliance Lead should provide the [PPHD Quarantine Order](#).
 - Individuals may discontinue self-quarantine under the following conditions, as long as they have not developed [symptoms](#) of COVID-19:
 - Self-quarantine can end ON DAY 11 from the last time they had contact with the infected person; OR
 - Self-quarantine can end ON DAY 8 IF they have a negative viral diagnostic test result from a specimen that was collected ON or AFTER Day 5 from the last time they had contact with the infected person.
 - NOTE: Asymptomatic persons who are fully vaccinated AND who are a close contact to a confirmed case should test for COVID-19 three to five days after their exposure, but are not required to quarantine. However, they should monitor for symptoms of COVID-19 and wear a mask when around others for 14 days following an exposure. The ECE COVID-19 Compliance Lead should provide the [PPHD Quarantine Order](#).
 - NOTE: Persons who have proof of laboratory-confirmed COVID-19 within the last 90 days and who are a close contact to a confirmed case are not required to quarantine or test for COVID-19 if they remain asymptomatic or do not develop new symptoms. PPHD may contact children and staff directly to collect additional information and issue the Health Officer Order for Quarantine. The ECE COVID-19 Compliance Lead should provide the [PPHD Quarantine Order](#).
- *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.

- *Recommended:* 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 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, 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):

Title:

Phone Number:

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

1 Confirmed Case	<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 informs the case that PPHD may contact the case directly to collect additional information and issue Health Officer Order for Isolation.3) <i>Required:</i> ECE Provider works with the case to identify close contacts.4) <i>Required:</i> ECE Provider notifies* exposed contacts of exposure and instructs them to quarantine at home and test for COVID-19 on or after day 5 after exposure. Participants must continue to quarantine until day 8 from all extracurricular activities, including youth sports and activities within the community setting, regardless of test results. They must continue to monitor their health and adhere to COVID19 prevention precautions through Day 14. NOTE: Persons who are fully vaccinated AND have an exposure should be tested 3-5 days after exposure but are not required to quarantine if they remain asymptomatic. Persons with proof of laboratory-confirmed COVID-19 within the last 90 days AND who are a close contact to a confirmed case are not required to quarantine or test for COVID-19 if they remain asymptomatic unless PPHD deems it necessary.5) <i>Required:</i> ECE Provider informs exposed contacts that PPHD may contact them directly to collect additional information and issue Health Officer Order for Quarantine.6) <i>Required:</i> ECE Provider submits within 1 business day the contact information for case and contacts using the COVID-19 Case and Contact Line List for the Educational Sector and sends to PPHD by secure email: nursing@cityofpasadena.net.7) <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>
2 Confirmed Cases	<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.** A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links. <p>**Epi links <u>do not</u> exist: ECE Provider continues with routine exposure management. Epi links <u>exist</u>: ECE Provider implements additional infection control measures.</p>
3+ Confirmed Cases	<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. If epi links <u>do not</u> exist, the ECE Provider continues with routine exposure management.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.