

## Schools and Child Care COVID-19 Response

### Receiving Notice of a Positive Case After-Hours or During Non-Business Days

We know that receiving a report of a positive COVID-19 case in a child or staff at your school or childcare can be stressful, especially if you receive this information on a weekend or non-working holiday, when the Health District's COVID School and Child Care Response team has extremely limited capacity or is not available.

Stay calm! There are some easy steps that you can take on your own to start the response process and keep your facility safe.

### Step 1: Determine if the Case was at School/Child Care While Contagious

When someone becomes sick with COVID, we consider them contagious for the TWO DAYS prior to when their symptoms started.

If someone tested positive for COVID but never had any symptoms, we consider them contagious for the TWO DAYS prior to the date of their test.

**For example:** *If a staff person started to have symptoms on Thursday (or never had symptoms, but tested positive on Thursday), we would consider them to have been contagious Tuesday, Wednesday (and Thursday). If they were not at your school or childcare during the two days previous to their symptom onset, then no exposures occurred. If they were at your school or childcare during this contagious period, then you will need to determine who was exposed (also called a "close contact").*

### Step 2: Determine Who is a Close Contact

A close contact is anyone who was around a COVID-positive case:

1. During their contagious period (as described above), and
2. Within 6 feet of that person for more than 15 minutes of cumulative time (regardless of if they were wearing a face covering)

If someone meets all of these conditions (time period, distance and duration), then we consider them a close contact.

When you have determined who is a close contact, collect that information and complete the "Line List Template" found here: <https://www.snohd.org/533/COVID-19-Info-for-Schools-and-Child-Care>

### Step 3: Call Close Contacts

Call the close contacts you have identified and let them know of a possible exposure. Ask them to stay home and not come to work/school/childcare. Inform them that Snohomish Health District will contact them with further details on quarantining and testing.

When you are calling staff or families, it is important that you protect the medical privacy of your case and not disclose details that would identify them. To share this information would be a HIPPA violation.

This is a helpful resource for close contacts: <https://www.snohd.org/502/What-to-do-if-you-were-exposed>

### Step 4: Notify Snohomish Health District

Leave a message for The Snohomish Health District School and Child Care Response Team that you have had a potential exposure at your facility. You can leave a message at:

- [schools@snohd.org](mailto:schools@snohd.org)
- [childcarehealth@snohd.org](mailto:childcarehealth@snohd.org)
- [cparker@snohd.org](mailto:cparker@snohd.org) or
- 425-339-8634

**DO NOT** send your Close Contact Line List to us via email. Email is not a HIPPA-compliant method for sharing this information.

Our team will contact you on the next business day to confirm case details, quarantine timelines, make additional recommendations, advise on cleaning and sanitizing, answer your questions and share instructions on how to securely get us your Close Contact Line List.

Our team will follow-up with all of the close contacts you identify to make sure they have all the instructions and resources they need.