

## Calculating Quarantine & Exposure risks for Contact tracing in the school

PURPOSE: Case investigation and deciphering exposure risks is pertinent to finding probable close contacts. A number of factors can influence COVID-19 exposure risk, including [type, proximity, and duration of exposure](#), environmental factors (for example, [crowding](#)), [vaccination status](#), [prior COVID-19 infection](#), and [mask use](#).<sup>1</sup>

### ATTACHMENTS:

- COVID-19 Close Contact Quarantine Calculation tool for Staff

### I. Definitions:

- **Close contact**- CDC defines close contact as someone who has been within [6 feet of an infected person](#) (laboratory-confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period (*for example, three individual 5-minute exposures for a total of 15 minutes in one day*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for [discontinuing home isolation](#).
  - OR having direct contact with infectious secretions of a confirmed or clinically diagnosed COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment or PPE (e.g., gown, gloves, facemask, eye protection).
- **Incubation period**- The time interval from exposure to an infectious agent to the onset of symptoms of an infectious disease. 3-7 days on average, but could be as long as 14 days. This is why quarantine is 14 days long.
- **Infectious period** – The time interval during which a host (individual or patient) is capable of directly or indirectly transmitting pathogens to another susceptible person. Two days before symptom onset through 10 days after, with the day of symptom onset as day 0.
  - Symptomatic Individual: Begins 48 hours prior to symptom onset, and while they were symptomatic.
  - Asymptomatic Individual: Begins 48 hours prior to the collection of their positive test \* until anytime in the 10 days after the test.

### II. Calculating infectious period and close contact considerations.

#### A. Finding quarantine/isolation periods

- Determining infectious period-
  - **Symptomatic**: Symptom Onset Date = Day Zero (for determining when Case can exit Isolation)
    - ✓ Use full days, not times of day.
    - ✓ If a case had a morning meeting, then developed a sore throat that night, consider that Day Zero and people in that morning meeting exposed.
  - **COVID-19 Tested and asymptomatic**: The date of positive pooled test or date covid testing was conducted should be used to determine the beginning of the infectious period for asymptomatic.
- You must identify an exposure date to determine a quarantine period.
  - Exposure Date = Day Zero.
  - Quarantine Period is Day 1 through the end of Day 14, returning to activities on Day 15.
- When individuals exit quarantine, they must continue masking and complying with other safety measures.
- If a student or staff member has a positive test result, they will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in symptoms, without the use of fever reducing medications.
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<sup>1</sup> [Appendices | CDC https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html)

## B. Public Health Recommendations:

Except in certain circumstances, people who have been in close contact with someone who has COVID-19 should [quarantine](#). However, the following people with recent exposure may NOT need to quarantine:

- People who have been [fully vaccinated](#)
  - If vaccinated and develop symptoms need to self-quarantine and get tested
- People who were [previously diagnosed with COVID-19](#) within the last three months, and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.

## C. DPH defines close contact as:

- Being within 6 feet of a COVID-19 case (someone who has tested positive) for a total of 15 minutes during a 24-hour period. Multiple brief or transitory interactions (less than a minute) throughout the day are unlikely to result in 15 minutes of cumulative contact and do not meet the definition of close contact. Being in the same room as an individual if you are consistently separated by 6 feet of distance does not meet the definition of a close contact.
- Close contact can occur while being with, caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case, OR
- Having direct physical contact with the person (e.g. hugging or kissing), OR
- Sharing eating or drinking utensils, OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

D. *DESE Update on Quarantine Guidance for Close Contacts: The following update to the quarantine guidance for close contacts was approved by the Executive Office of Health and Human Services after consultation with the Governor's Medical Advisory Board on COVID-19 and other medical advisors. This updated guidance is effective immediately!*<sup>2</sup>

Close contacts who were exposed to a COVID-19 positive individual **in the classroom or on the bus while both individuals were masked** do not have to quarantine unless they were within 3 feet of distance of the COVID-19 positive individual for a total of 15 minutes during a 24-hour period. This does not apply if someone was identified as a close contact outside of the classroom or bus (e.g., in sports, extra-curriculars, lunch, etc.) or if masks are not worn by both persons at the time of the exposure. All other close contacts must follow the standard protocol for when a close contact may return to school.

The full guidance is posted on the COVID-19 guidance page <https://www.doe.mass.edu/covid19/on-desktop.html> and available for download at <https://www.doe.mass.edu/covid19/on-desktop/protocols/> “Protocols for Responding to COVID-19 Scenarios — July 17, 2020 (Updated September 14, November 23, and December 16, 2020, and April 20, 2021)

## E. Risk assessments for close contacts:

- Incorrect and inconsistent [mask use](#). The [type of masks used](#), and whether or not they are used consistently and correctly varies throughout the general population. Therefore, mask use is not considered when determining COVID-19 exposure and the definition of a close contact during case

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<sup>2</sup> [Protocols for Responding to COVID-19 Scenarios](#) — July 17, 2020 (Updated September 14, November 23, and December 16, 2020, and April 20, 2021)

investigation and contact tracing, regardless of whether the person diagnosed with and/or the person exposed to COVID-19 was wearing a mask.<sup>3</sup>

- A close contact that wore a cloth mask would still need to quarantine.
- Without a mask, and less than 6 ft physical distance, is considered a close contact no matter the amount of time spent together.
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.
- Being in the same room as an individual if you are consistently separated by 6 feet of distance does not meet the definition of a close contact.<sup>4</sup>
- Enclosed vs. Open spaces. Social distancing, use of masks in the community, hand hygiene, surface cleaning and disinfection, ventilation and avoidance of crowded indoor spaces are especially relevant for enclosed spaces.
- Participating in activities that expel droplets (singing, exercising, playing an instrument, yelling, etc.)
  - Having direct physical contact with the person (e.g. hugging or kissing), OR
  - Sharing eating or drinking utensils, OR

### III. Investigation to find close contacts

#### A. The positive case and school setting

- Follow the *Close Contact in School Protocol* for reporting and notifications.
- Notify principal/administrator.
- Was the positive case in the building during the infectious period?
- What transportation does the positive case use to get to/from school?
  - We would consider students seated less than **3ft** apart as close contacts if their cumulative exposure for the day > 15 minutes. (**This is cumulative across a morning and afternoon ride.**)
  - **Verify windows are open**
- Look into the positive case use of:
  - The Bathroom – Review sign in logs
  - Extracurricular activities
  - Special’s teachers
  - Cafeteria
- If the school finds out about the original COVID-19 positive test in the middle of a school day:<sup>5</sup>
  - The school should quickly identify the individuals who may be “close contacts” of the student and notify students and their families.
  - Make sure the students who could be considered close contacts are wearing masks, including students in pre-kindergarten through first grade. Extra masks as may be needed should be provided by the school. Enforce strict physical distancing. Require students to wash their hands.
  - Caregivers of close contacts may pick students up prior to the end of the day. Caregivers must wear a mask/face covering when picking up their student. Students who are close contacts and students with any symptoms should not ride the school bus to get home. Caregivers and students, as well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.

#### B. Classroom:

- School nurse should consult with the teacher (and possibly the index case) to identify how well social distancing and assigned seating was maintained.
- Should identify the student’s or staff member’s possible “close contacts” based on the assigned seating charts and proximity related to class activities.<sup>6</sup>

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html>

<sup>4</sup> COVID19 educational testing, Shah Foundation <https://covidtesting.com/getting-started-with-inlab-pooled-testing#Public-Health-Guidance>

<sup>5</sup> [Protocols for Responding to COVID-19 Scenarios](#) — July 17, 2020 (Updated September 14, November 23, and December 16, 2020, and April 20, 2021)

<sup>6</sup> Follow-up for Positive COVID-19 Cases and their Close Contacts Tools for LBOH. [October 6 - Best Practices for K12 Case Investigations Presentation](#)

- Students and staff following those precautions, this general guidance applies:
  - **During the red zone:** We would consider students within the cohort/classroom, spending extended periods of time together, as close contacts. If staff in room were able to adhere to precautions and maintained the physical distancing greater than 6 ft away from the positive case, the staff member will not require quarantine.
  - **During the yellow zone:** We would consider students and staff spending >15 minutes cumulative over the course of the school day exactly at or within less than 6ft as close contacts. At this time, we would **not** consider students at desks spaced exactly 6 feet or greater apart as close contacts.
  - Obtain class attendance list and seating chart.
  - Find the positive case on the seating chart and map out a north, south, east, west pattern surrounding the positive case. Those at 6 feet and under would be considered a close contact when mask breaks/meals were conducted during the time spent in room together.
  - **During the green zone:** We would consider students and staff *Close contacts who were exposed to a COVID-19 positive individual in the classroom while both individuals were masked do not have to quarantine unless they were within 3 feet of distance of the COVID-19 positive individual for a total of 15 minutes during a 24-hour period. This does not apply if someone was identified as a close contact outside of the classroom or bus (e.g., in sports, extra-curriculars, lunch, etc.) or if masks are not worn by both persons at the time of the exposure. All other close contacts must follow the standard protocol for when a close contact may return to school.*
- Notify parent/guardian of student close contacts and provide letters according to *Close Contact in School Protocol* for designated close contacts
- Dismissal- Caregivers of close contacts should pick students up prior to the end of the day. Student may remain in the classroom while waiting dismissal but maintaining the greatest physical distance between individuals (greater than 6 ft) Students who are close contacts and students with any symptoms should not ride the school bus to get home. <sup>iv</sup>

#### C. Pool test positives

- When you have a positive pool test and the BinaxNOW testing all comes back negative and staff/students will have to quarantine until the results from a PCR test are received.
- **Complete Pool Testing form** for staff and submit to principals and cc: [hrffcra@springfieldpublicschools.com](mailto:hrffcra@springfieldpublicschools.com)

#### IV. Record keeping and reporting

##### A. For staff

- Use the **COVID-19 Close Contact Quarantine Calculation tool for staff** when you have a positive Covid case in the school and have identified the staff as a close contacts.
- Provide the completed tool to the principal. Email form to your principals and cc: [hrffcra@springfieldpublicschools.com](mailto:hrffcra@springfieldpublicschools.com)
- Track staff dismissals & school related mandated quarantine in a binder/folder.
- Principal to provide the completed tool to HR for record keeping.

##### B. For students

- May use the COVID-19 Close Contact Quarantine Calculation tool for students but information needs to be transcribed into the student EHR. Enter findings and dismissal into the visit log and provide the student with the “Health related: COVID exposure” distinction in the Absences tab.

# Springfield Public Schools

## COVID-19 Close Contact Quarantine Calculation Tool for Staff Contacts

CONTACT (Staff Name): \_\_\_\_\_

Address: \_\_\_\_\_ TOWN \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Work Location: \_\_\_\_\_

### Exposure:

- Contact was exposed in the school setting to a **confirmed** case and may be required to quarantine.
- Staff member indicates contact was exposed in a non-school setting to a **confirmed** case and may be required to quarantine. Exposure Date(s): \_\_\_\_\_

Date Employee was last in a SPS Building: \_\_\_\_\_

Employee Names in Close Contact (*Close contact is defined as being within 6 feet of a COVID-19 positive person for at least a total of 15 minutes or more over a 24-hour period*)

### Exposure Details:

The following questions pertain to interactions between this EMPLOYEE and the COVID positive case that the employee was exposed to:

- WHERE was the employee exposed to the confirmed case? (ex., classroom, sports team, club activity, etc.)

Description(s): \_\_\_\_\_  Indoors  Outdoors  Both  Unknown

- Mask Wearing: During exposure to the confirmed case, how often was this employee wearing a face mask?

All of the Time  Most of the Time  Some of the Time

None of the Time (report to Administrator)  Unknown: \_\_\_\_\_ (report to Administrator)

- Social Distancing: During exposure to the confirmed case, how often was this employee able to maintain social distance?

(*Close contact is defined as being within 6 feet of a COVID-19 positive person for at least a total of 15 minutes or more over a 24-hour period.*)

All of the Time  Most of the Time

Some of the Time  None of the Time  Unknown

Employee notified  YES  NO

- Notification Date: \_\_/\_\_/\_\_\_\_ Notified By:  Phone  Email  Letter  Other \_\_\_\_\_

- Does not need to quarantine:

Fully Vaccinated, and 14 days have passed.

Has the employee been vaccinated?

1<sup>st</sup> Vaccination Date: \_\_\_\_\_

2<sup>nd</sup> Vaccination Date: \_\_\_\_\_

Covid positive within the last 90 days - Date of positive test \_\_\_\_\_

**Close Contact (Close contact is defined as being within 6 feet of a COVID-19 positive person for at least a total of 15 minutes or more over a 24-hour period)**

10 Day Quarantine (Yellow)

14 Day Quarantine (Red)

- Contact May Return to School Beginning This Date: \_\_/\_\_/\_\_\_\_

School Nurse: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Email form to Staff member, Principal and cc: hrffcra@springfieldpublicschools.com

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**HR Use Only**

Did/ Does the Employee have any symptoms?

- YES Onset Date: \_\_/\_\_/\_\_\_\_
- NO
- Unknown

Was Employee Tested?

- YES
- Test Date \_\_/\_\_/\_\_\_\_ Results Date \_\_/\_\_/\_\_\_\_ (Positive/Negative) \_\_\_\_\_
- NO
- Unknown

Remote Work Approved by Principal

- Yes
- No
- N/A

Medical Documentation Received (Test, Return to Work Notice)

- Yes
- No
- N/A

Emergency Sick Leave Policy?

- Yes
- No
- N/A

If required to quarantine, leave case initiated and Munis updated?

- Yes
- No
- N/A

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Human Resource Representative

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Date

## COVID-19 Close Contact Quarantine Calculation Tool for Students

CONTACT (Student/Staff Name): \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_ Grade/Class \_\_\_\_\_

Address: \_\_\_\_\_ TOWN \_\_\_\_\_

Phone: \_\_\_\_\_ Guardian Name (& Phone if different): \_\_\_\_\_

Last Date in School: \_\_\_/\_\_\_/\_\_\_

### Yes: (Non-School) Community-Related Exposure

· Contact was exposed outside of the school setting and school has been notified that the contact is out on quarantine.

School Notification Date: \_\_\_/\_\_\_/\_\_\_ Notified By: \_\_\_\_\_

o Is the Confirmed Case a household member of this student/staff member?  YES  NO  Unk

o Isolation Dates for Household Confirmed Case \_\_\_\_\_  Unk

o Is the confirmed case able to isolate separately away from this Contact?  YES  NO  Unk

· Describe: \_\_\_\_\_

o Contact's Final Exposure to Case Date: \_\_\_/\_\_\_/\_\_\_

o What is the Family's Quarantine Plan for this Contact?

Yellow: No Symptoms & 10 Day

Red: 14 Day Standard Quarantine

o Contact May Return to School Beginning Date (use tool below if needed): \_\_\_/\_\_\_/\_\_\_

ATTACH roster/class list and seating chart for contact tracing in school

### Yes: School-Related Exposure

· Contact was exposed in the school setting to a confirmed case and must quarantine.

· Exposure Date(s): \_\_\_\_\_

· Contact/Guardian have been notified  YES  NO

o Notification Date: \_\_\_/\_\_\_/\_\_\_ Notified By:  Phone  Email  Letter  Other \_\_\_\_\_

o What is the Family's Quarantine Plan for Contact?

Yellow: No Symptoms & 10 Day

Red: 14 Day Standard Quarantine

o Contact May Return to School Beginning This Date (use tool below if needed): \_\_\_/\_\_\_/\_\_\_

### Exposure Details:

The following questions pertain to interactions between this CONTACT and the COVID positive case that exposed them:

WHERE was contact exposed to confirmed case? (ex., classroom, sports team, club activity, etc.)

Description(s): \_\_\_\_\_  Indoors  Outdoors  Both  Unk

Mask Wearing: During exposure to confirmed case, how often was this contact wearing a face covering?

Social Distancing: During exposure to confirmed case, how often was this contact able to maintain social distance?

(At least 6 feet apart when near someone for 15 minutes or more.)

- All of the Time  Most of the Time
- Some of the Time  None of the Time  Unk
- All of the Time  Most of the Time
- Some of the Time  None of the Time  Unk

### Quarantine Follow-up Notes:

Did Contact Develop Any Symptoms During Quarantine Period?  YES Onset Date: \_\_/\_\_/\_\_\_\_  NO  Unk

Was Contact Tested?  YES  NO  Unk Test Date \_\_/\_\_/\_\_\_\_ Results Date \_\_/\_\_/\_\_\_\_ (Positive/Negative)

circle one

Calculate Quarantine Key Dates for Current Contact (Student/Staff Member):

Final Exposure				Can Obtain Test								Exit if Yellow & No Symptoms			Return to Activities
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	

Final Exposure to confirmed case is Day 0 = \_\_/\_\_/\_\_\_\_

### Notes on Household Exposures:

For determining ANY quarantine period, you must determine the contact’s last exposure to the infectious person. That is Day Zero. For Household Members who cannot completely separate, (children, spouse, roommates, etc.), they are “in quarantine” while continuously exposed to the case.

- However, their FINAL 14 Day Countdown of Quarantine does not begin until they are no longer being continuously exposed.
- In other words, their final 14-day Quarantine begins after their LAST/Final exposure to someone infectious.
- If the CONTACT cannot separate from the CASE, then the Case must stop being infectious (be released from isolation). That will determine the contact’s final exposure date.
- Index case’s last day in Isolation (Day 10) = Day 0 (Final Exposure) for counting out the contact’s quarantine.