

★ New updates are in red and starred.

If a child or staff has COVID-19 and was at your school, child care, camp or out-of-school program while infectious, please take the steps below. You might learn of COVID-19 exposures at your facility when families or staff notify you directly or when the Health Department notifies you of an exposure.

When you need to act

- If a person with a positive COVID-19 test (PCR or antigen) was at your facility while infectious. The infectious period begins two days prior to test collection date for [people without symptoms](#), and two days before symptom onset for [people with symptoms](#).
- If a person has symptoms and was exposed to a person with COVID-19, but was not tested, follow the [probable case definition](#) to see if their symptoms meet clinical criteria.
- If a child or staff tested positive but was not at your facility while infectious, then no additional steps are recommended.

★ Action steps for:

- **K-12 schools who are not conducting contact tracing** because they meet the 80% vaccination threshold. [Jump to the guidance here.](#)
- **K-12 schools who are conducting contact tracing.** [Jump to the guidance here.](#)
 - Schools may choose to continue to conduct contact tracing even if they meet the 80% vaccination threshold.
 - Schools that do not meet the 80% vaccination threshold, whether or not they are utilizing Test to Stay, will continue to conduct contact tracing.
- **Childcare facilities, camps, and out-of-school programs.** [Jump to the guidance here.](#)

Refer to [AOE guidance](#) to confirm whether your school is eligible to stop contact tracing based on student vaccination rates.

Action steps for K-12 schools meeting the 80% vaccination threshold and not conducting contact tracing ★

- Ensure the positive person is not at school currently. If they are, have them wear a mask and isolate from others until they can safely leave school as soon as possible. The positive person can return to normal activities once they have [completed isolation](#).
- Communicate with your learning community, while maintaining the child, faculty or staff's privacy. Consider using the ["template letter for a confirmed COVID-19 case"](#) to notify the learning community about a confirmed case.

Checklist for Handling COVID-19

- Schools do not need to complete a line list.
- Identify places where the positive person exposed others. Only identify settings where the positive person likely was within 3 feet of others for fifteen minutes or more. Provide the ["template letter for students after a low-risk exposure"](#) to all people who were present in the exposed settings.
- If the positive person exposed students from other schools (e.g. during mixed bus rides, during inter-school sports competitions, etc.), notify the other schools that an exposure occurred so they can notify and/or quarantine exposed students as needed.
- Report cases in school while infectious to the Health Department by [following these steps](#).

Template letters are available in multiple languages on the Health Department's [web page for PreK-12 schools](#).

Action steps for K-12 schools **continuing to conduct contact tracing** ★

- Consider switching the affected children, their group or classroom and any other potential close contacts to remote learning or close the program while contact tracing occurs. *In addition to the following guidance, consult [AOE's Test to Stay protocol](#) for more details about what to do when an exposure is identified in a Test to Stay classroom.*
- If there are unvaccinated children or staff that live at the facility that were possibly exposed, quarantine them in the building or send them home.
- Communicate with your learning community, while maintaining the child, faculty or staff's privacy. Consider using the ["template letter for a confirmed COVID-19 case"](#) to notify the learning community about a confirmed case.
- Conduct contact tracing to identify in-facility exposures. Use the [Contact Tracing Framework for High-Risk Activities in K-12 Schools](#) to determine who was a close contact at school.
- ★ The Health Department will interview everyone with COVID-19 and will follow up with and provide guidance to all contacts outside of the school.
- The Health Department will **not** follow up with and provide guidance to in-facility contacts, i.e., staff or children.
- People with COVID-19 can return to the facility after completing [isolation](#).
- Contact children, staff and teachers in your learning community who meet the close contact definition (including vaccinated and unvaccinated contacts) and were exposed at school. Provide the ["template letter for students after exposure"](#)/["template letter for teachers and staff after exposure"](#) and provide the guidance on [what to do if you are a close contact](#). *Follow the [Test to Stay protocol](#) if your school is participating in Test to Stay. Unvaccinated close contacts participating in Test to Stay will be permitted to continue attending school while following guidance from AOE.*
- Complete the [line list template](#) with names and contact information of people who had close contact with a person with COVID-19 while they were infectious. Hold onto the line list until

Template letters in multiple languages, and the line list, is available on the Health Department's [web page for PreK-12 schools](#).

Refer to [AOE's web page](#) for resources and information on testing protocols.

Checklist for Handling COVID-19

an investigator from the Health Department contacts you. The list should include all close contacts regardless of vaccination status.

- Required line list fields:
 - Name of the close contact
 - Date of birth
 - Name of the positive person the contact was exposed to
 - The most recent date of contact with the positive person
 - All other fields are optional and can be used if the school finds them valuable to track.
- Report cases in school while infectious to the Health Department by [following these steps](#).

Action steps for childcare facilities, camps, and out-of-school programs ★

- Consider switching the affected children, their group or classroom and any other potential close contacts to remote learning or close the program while contact tracing occurs.
- If there are children or staff that live at the facility that were possibly exposed and unvaccinated, quarantine them in the building or send them home.
- Communicate with your learning community, while maintaining the child, faculty or staff's privacy. Consider using this ["template letter for a confirmed COVID-19 case"](#) to notify the learning community about a confirmed case.
- Conduct contact tracing to identify in-facility exposures. Use the [Contact Tracing Framework for High-Risk Activities in Child Care, Camps, and Out-of-School Programs](#) to determine who was a close contact.
- ★ The Health Department will interview everyone with COVID-19 and will follow up with and provide guidance to all contacts outside of the school.
- The Health Department will **not** follow up with and provide guidance to in-facility contacts, i.e., staff or children.
- People with COVID-19 can return to the facility after completing [isolation](#).
- Contact children, staff and teachers in your learning community who meet the close contact definition (including vaccinated and unvaccinated contacts) and were exposed at school to review the guidance on [what to do if you are a close contact](#) and provide the exposure letter to [staff or children](#). Fully vaccinated people do [not need to quarantine](#) if they had a close contact exposure, but they should consider seeking testing 3-5 days after their exposure.
- Complete the [line list template](#) with names and contact information of people who had close contact with a person with COVID-19 while they were infectious. Hold onto the line list until an investigator from the Health Department contacts you. The list should include all close contacts regardless of vaccination status.
- Required line list fields:
 - Name of the close contact
 - Date of birth
 - Name of the positive person the contact was exposed to
 - The most recent date of contact with the positive person

Template letters in multiple languages, and the line list, is available on the Health Department's [web page for PreK-12 schools](#).

Checklist for Handling COVID-19

- All other fields are optional and can be used if the childcare facility finds them valuable to track
- Report cases in school while infectious to the Health Department by [following these steps](#).

Report cases in school while infectious to the Health Department:

- Call 802-863-7240 x 8 during 7:45am–4:30pm Monday–Friday **OR**
- Send an email to Covid19.SchoolContactTracing@vermont.gov with **only** the information below:
 - Date of report
 - School and supervisory union, or child care facility name and location
 - Point of contact at your facility, include name, position, phone number and email
 - Other contacts to include on the case response call, include names and email addresses
 - For schools with high vaccination rates as defined by AOE, include the information listed above plus:
 - State that your school has high vaccination rates as defined by AOE
 - How many cases your school had during the last two weeks
- We will respond with a secure email for you to reply with the details of your situation. Include the following information:
 - Information about the positive person
 - Name
 - Date of birth
 - Whether the person is a student, staff, camper, etc.
 - Type of test (Antigen, PCR, Home Test)
 - Where they were tested, if known
 - Symptoms
 - Date that symptoms started or date of positive PCR if no symptoms
 - Start of infectious period (two days before symptoms started **or** when the test collection date of their positive PCR test)
 - Dates they were in the facility while they were infectious
 - Potential areas of exposure (e.g., classroom, recess, bus, sports, afterschool activities, meetings, etc.).
 - For schools with high vaccination rates as defined by AOE, maintain detailed records about potential areas of exposure. If there are three or more cases identified in school during a two-week period, the Health Department will investigate to determine if there is an outbreak. We will use information about where positive people were to determine whether cases are linked.
 - What level of support is needed from the Health Department:
 - Case response team call with contact tracers
 - Phone consultation with the facilities' point of contact only
 - Add any additional notes or important details.