

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

- 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, 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 notification letter](#) available in different languages.
- Conduct contact tracing to identify in-facility exposures.
 - The Health Department will interview everyone with COVID-19 and will follow up with and provide guidance to all contacts outside of the school, child care or program.
 - 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](#).
 - Use the definition of a [close contact](#) to identify people in your learning community who need to quarantine. Use the [Contact Tracing Framework for High-Risk Activities](#) if the person with COVID-19 was in a classroom, participated in sports or music instruction.
 - 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.

Report cases in school while infectious to the Health Department by:

Calling 802-863-7240 x 8 during 7:45am–4:30pm Monday–Friday

Or sending an email to Covid19.SchoolContactTracing@vermont.gov with **only** the information below:

- Date of report
- School and supervisory union or name of child care, camp or program
- 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

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, bus, sports, afterschool activities, meetings, etc.)
- 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
 - Facility has completed contact tracing and notifications to close contacts. Facility is reporting the case to the Health Department and needs to submit a line list.
- Add any additional notes or important details.

Stay up to date by visiting the Health Department's [COVID-19 web page](#) and the [Agency of Education](#).