

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.
- When close contact status is unknown (you cannot clearly determine if they are or are not a close contact), this would be considered a low-risk exposure. Anyone identified as having a low-risk exposure should be notified using [this template letter](#) and recommended to monitor for symptoms and seek testing 3-5 days after exposure. Those identified as having low risk exposures are not recommended to quarantine.

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](#).