This guidance serves as a process flow for schools so that a response to COVID-19 cases can be expedited. Schools should notify Spokane Regional Health District (SRHD) when cases are identified, and work through this process in tandem with public health rather than sequentially.

Schools will be responsible for:

1. Identification and subsequent reporting to public health of confirmed/probable cases who were infectious while in school. (A probable case is someone symptomatic who had close contact with a confirmed case.)
2. General notification about case(s) in school to parents [Use General Notification Letter template].
3. Specific notification about cases in classrooms to advise of quarantine and/or symptom watch and/or testing recommendations [Use Class Notification Letter template].
4. School COVID-19 response team identifies close contacts and/or exposed students as outlined below, and quarantines exposed students/staff. School COVID response team is responsible for drafting quarantine letters for students and their families [Use Quarantine Letter template].

Quarantine Recommendations

Baseline recommendations:
- Quarantine close contacts of all COVID cases. Close contacts are defined as someone who was within 6 feet for ≥ 15 minutes (cumulative or continuous), as well as siblings of the case.
- Quarantine all students in the classroom who were seated adjacent to the ill student based on seating charts or assignments.
- If there is no assigned seating in the classroom, all students who shared the classroom with the case while infectious should be quarantined for 14 days.
- Quarantine all students in classrooms or groups (such as same bus route, athletic team, etc.) where two or more cases epidemiologically linked are identified in a 14-day period.
- For bus exposures, SRHD recommends quarantining students who were seated on both sides of the aisle within one row behind and two rows in front of the ill student.

Quarantine recommendations do not change based on face covering/mask usage of exposed individuals.

Implementing Phased Approach for Increasing Incidence Rates:
SRHD recommends using a phased approach for quarantine based on triggers to move to a different level.

Level 1:
- Follow baseline recommendations

Level 2:
- Quarantine all students who shared a classroom with a single case while the case was infectious, regardless of seating assignments.
- For bus routes, quarantine all students who shared bus route with case.

Level 3:
- Quarantine all students in the school.
There may be multiple cohorts within a building if there is a hybrid schedule where different cohorts attend schools on different days or time periods. Each of these schedules may be at a different level of quarantine restriction based on their own case numbers and case distribution. To be considered a distinct cohort there can be no overlap of hallways, lunch areas or socialization.

Triggers for movement to a more restrictive level
Indicators of additional and ongoing transmission in the school, increase in community spread in Spokane County, and/or high rates of illness absenteeism for three consecutive days all require a more aggressive quarantine approach to prevent disease transmission within the school setting. Triggers will be defined as follows:

**Absolute number of cases in each school**
- Move to Level 2 when there are 3 cases OR 1% of student population, whichever is higher, AND 10% of classes having cases.
- Move to Level 3 when there are 6 cases OR 1.5% of student population, whichever is higher, AND 15% of classes having cases.

**Illness absenteeism number representing students ill with COVID symptoms with possible infectious risk in school**
- Move to Level 2 when illness absenteeism rate is 7-12% for three consecutive days.
- Move to Level 3 when illness absenteeism rate is >12% for three consecutive days.

**Increases in community spread of COVID in Spokane County**
- Consider moving to Level 3 when COVID incidence exceeds 150 per 100,000 population over the current two-week period.
- Consider closing the building when one school compartment has been quarantined AND where there is school-based transmission with staff.

**Guidance for Moving Through Levels**
SRHD recognizes that this guidance may not be a one-size-fits-all solution. SRHD Epidemiology staff are available for consultation to provide guidance on which students and staff to quarantine under special circumstances and when it may be appropriate to move to more restrictive quarantine measures. SRHD Epidemiology can be reached at 509-324-1442 or education@srhd.org.

* Non-cohort groups are defined as students mixing beyond one small group, such as middle school students rotating to different classes with different students throughout the day. This would also include students who mix for PE, recess, lunchtime, etc.