



Standard Operating Procedure (SOP)	
Issued: 8/26/2020	Revised: N/A
SUBJECT: Investigation of COVID-19 in Pre-K-12 Schools in Maine	
Office: Maine Center for Disease Control and Prevention	
Division: Disease Surveillance	

I. BACKGROUND AND RATIONALE

SARS-CoV-2, the virus that causes Coronavirus-19 (COVID-19), has become widespread globally and in the United States. Emerging evidence indicates that children of all ages are susceptible to COVID-19 although their clinical presentation is often less severe than that seen in adults. However, severe disease is possible, including rare fatalities and a multisystem inflammatory syndrome in children that can lead to a severe and life-threatening illness in rare cases.

Less clear is the role that children play in transmission of SARS-CoV-2, both to other children and to their adult family members, who could be at increased risk of severe illness. Reports from international settings suggest the possibility of secondary transmission from young children; however, due to school closures across the United States, little U.S.-based evidence is available to confirm these findings. As PreK-12 schools reopen in the fall of 2020, clusters of COVID-19 cases linked to school settings are a possibility. The number of COVID-19 cases will likely vary by community, depending on intensity of transmission in the community, adoption and access to prevention and control strategies, and timeliness of identification of index cases in schools.

II. PURPOSE

This SOP provides a framework for response to case(s) of COVID-19 among students, teachers, or staff within a school. The guidance in this SOP is not exhaustive, nor does it replace direct engagement with Maine CDC. This SOP assumes that students, teachers, and staff comply with the Six Requirements for Safely Opening Schools in the Fall, which are found in the Maine Department of Education’s Framework for Reopening Schools and Returning to In-Person Instruction.

III. OBJECTIVES

The primary reason for investigating cases or outbreaks of COVID-19 in schools is to control the outbreak and, with lessons learned from that investigation, help prevent future outbreaks. Specific objectives of investigations may include, but are not limited to:

1. Implementing measures to prevent or mitigate transmission of COVID-19 within a school setting.
2. Determining the magnitude of the outbreak and characterizing the chain of transmission (*e.g.*, secondary transmission among children, school staff members, and household members).
3. Describing characteristics of school populations, including demographic, health status, clinical characteristics (for cases), and exposures, stratified by COVID-19 case status.

IV. METHODS

A. Case Definitions

Maine CDC will follow CSTE case definitions for COVID-19. These case definitions are subject to change. COVID-19 interim case definitions can be found at <https://www.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/>

B. Investigation Approaches

Interviews with school staff are useful to assess the school environment and strategies adopted by the school to prevent or mitigate COVID-19 spread. Gathering detailed information on school operations, space layout, number of staff members, teachers and students, class sizes (density), and daily schedule (pick up, drop off, rotation through different classrooms and other school spaces) will help with understanding the daily routine and potential mixing among students from different classes.

Maine CDC will initiate an investigation when it learns of a confirmed case (or cases) associated with a school. In the event that the school is informed of a confirmed case (or cases) of COVID-19 prior to Maine CDC, the school or school administrative unit (SAU) will alert the Maine DOE School Nurse Consultant, who is the primary point of contact for schools to Maine CDC. The DOE School Nurse Consultant will contact Maine CDC's school liaison.

Recommended public health actions will depend on the number of cases, the location of the cases, and the degree of contact those cases may have had with other students, teachers, or staff. Table 1 below summarizes the various stages of public health recommendations based on these factors. It is important to note that the circumstances of a specific outbreak may result in a deviation from these recommendations.

C. School Nurse Responsibilities

The school nurse (or other official designated) affiliated with the school where a positive case is identified will be an essential part of the public health investigation. The school nurse will serve as the primary point of contact for public health investigators. The school nurse or designee should also contact applicable designated school administrators, school health advisor/school physician, and primary care provider of the student with a positive case to inform them of any confirmed cases.

As noted in Section V (Notification and Communication) below, the school nurse shall serve as the primary point of contact with families of confirmed cases. When the school nurse communicates with the family of a confirmed case, the school nurse should share [isolation](#) information as well as [quarantine](#) information for family members living in the same household. Doing so will save time prior to Maine CDC contacting the family and may reduce the likelihood of further transmission. The school nurse should communicate that any school-aged siblings that live in the same household should be sent home from school and placed into quarantine. The school nurse can make social service referrals with family's permission to covidsocialsupport@maine.gov.

The school nurse should recommend that the parent/guardian monitor other family members for symptoms of COVID-19. These include: fever (>100.4°F) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. The school nurse should also advise families to ensure that the COVID-19-positive student remain in proper isolation, especially from people who are at higher risk for getting sick from COVID-19. Families with one or more members who test positive for COVID-19 should alert their health care provider, especially if symptoms worsen. In addition, the school nurse can provide a brief overview of the case investigation process, [contact tracing, and Sara Alert system for the family](#).

The school nurse can also then begin the process of determining who within the school may constitute a close contact (*see* Sections F and G below). Although this process can be started by the school nurse, Maine CDC case investigators will assume primary responsibility for contact tracing efforts.

In general, a close contact is defined as someone with exposure to the confirmed case within 6 feet for 15 minutes or more regardless of if individuals were wearing face coverings. To help protect students in the school and out of an abundance of caution, Maine CDC considers everyone within a classroom to be close contacts. In addition to close contacts from the classroom setting, the school nurse can begin to compile information on close contacts from transportation and during extracurricular activities.

E. Laboratory Testing

Maine CDC recommends testing for [all close contacts](#) of persons with SARS-CoV-2 infection 5-7 days after exposure. Because of the potential for asymptomatic and pre-symptomatic transmission, it is important that close contacts of individuals with SARS-CoV-2 infection be quickly identified and tested, even though close contacts must remain in quarantine for 14 days irrespective of the test result. Maine CDC recommends that such testing be performed using PCR as opposed to antigen-based methods at this time. Completeness of reporting for all individuals testing positive or negative can optimize investigation efforts for case classification and provide an initial assessment of attack rates when combined with line lists provided by the school.

Maine CDC will work with School Administrative Units (SAU) to identify potential locations where students, faculty, or staff could obtain COVID-19 testing. State-sponsored sample collection sites can be found on Governor Mills' COVID-19 [site](#); additional options can be found at [Get-Tested-COVID19.org](#).

Maine CDC also recommends that SAUs begin assessing testing options within their communities. For example, an SAU may wish to convene a meeting with local health care providers to determine their ability to conduct swabbing for COVID-19 for a classroom or even an entire school, if needed. As part of this planning process, SAUs should ask area health care providers to evaluate, among other things, the availability of: (1) supplies needed to conduct testing (swabs, viral transport media, etc.), (2) qualified medical personnel who can conduct or observe COVID-19 swabbing among students/teachers/staff, and (3) where such testing could be conducted.

F. Isolation and Quarantine

With respect to isolation and quarantine recommendations, Maine CDC follows the same guidelines for school-related cases as it does for other outbreaks. Students, teachers, or staff who test positive for COVID-19 will be isolated until they meet the U.S. CDC criteria for release for isolation. Maine CDC case investigators release COVID-19 cases from isolation.

All student close contacts of positive cases must remain in quarantine for at least 14 days following their last exposure to the confirmed case. In a school setting, close contacts may range from an entire classroom to the entire school, depending on the number and location of confirmed cases (*see* Table 1 below).

It is important to note that a close contact who receives a negative test result must remain in quarantine for the balance of the 14-day period. Close contacts will be identified using the exposure and infectious periods outlined in the 2019 Novel Coronavirus protocol.

School staff (teachers, nurses, bus drivers, etc.), however, are considered essential workers.¹ For school staff who are close contacts of confirmed cases in a school, the school staff may return to work while in quarantine so long as (1) there are no substitute school staff members available, (2) the school staff members take appropriate infection control precautions, including the use of PPE, and (3) the staff remain in

¹ See https://www.cisa.gov/sites/default/files/publications/Version_4.0_CISA_Guidance_on_Essential_Critical_Infrastructure_Workers_FINAL%20AUG%2018v2_0.pdf

quarantine outside of work.

Maine CDC will use the following criteria when making recommendations around isolation and quarantine for exposed contacts of confirmed cases.

(1) For one or two confirmed or probable case(s) in a student/staff/teacher who has/have been within a single classroom for the entire day:

- All other students/staff/teachers in that classroom are considered close contacts regardless of the setup of the classroom or face covering use.
- Art, library, recess, and cafeteria exposures for student/staff/teacher will be reviewed on a case-by-case basis.
- The classroom where the confirmed case is located should be cleaned according to federal CDC guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>.

(2) For one or two confirmed or probable case(s) in a student/staff/teacher who has/have been in multiple classrooms:

- All students/staff/teachers of any classroom where the student/staff/teacher attended a class are considered close contacts regardless of the setup of the classroom or face covering use.
 - Art, library, recess, and cafeteria exposures for the student/staff/teacher will be reviewed on a case-by-case basis.
- The classrooms where the confirmed case is located should be cleaned according to federal CDC guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

(3) Bus exposures:

- If a COVID-19 case is on the bus for fewer than 15 minutes, no one else on the bus is considered a close contact.
- If a COVID-19 case is present on a bus for greater than 15 minutes, without any assigned seating, and with closed windows, all riders will be considered close contacts.
- Bus rides that fall between these two scenarios shall be assessed on a case-by-case basis by Maine CDC.
- Any bus that carried a confirmed or probable case should be cleaned according to federal CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

(4) After school activities:

- Anyone with more than 15 minutes of cumulative contact will be considered a close contact.
- Indoor extracurricular activities will have to be assessed independently depending on the nature of the activity, the setup of the activity, and the mitigation strategies in place.

G. Outbreak Response

Once a school reaches outbreak status (3 cases within 14 days):

- All individuals associated with the school should be notified by the school of the outbreak (*see* Section V below). School officials should make such notifications in writing, using a template provided by Maine CDC (*see* Appendix A).
- A Maine CDC outbreak investigator will coordinate with the school, and each case will still be assigned a case investigator who will follow the standard investigation protocol.
- If all three cases are within a single classroom, the entire classroom shall be considered a close contact for purposes of quarantine and testing.
- If three cases are spread across multiple classrooms:

- The school moves to remote learning for the period of cleaning following federal CDC guidance <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Maine CDC recommends that students, teachers, and staff be tested for COVID 19.
- **Close contacts:** Students, with a negative COVID 19 test **cannot** return to school. They must complete the 14-day quarantine. Essential workers may return so long as they follow the guidelines outlined in Section F.
- **Non-close contacts** - Students, teachers and staff with a negative COVID 19 test **can** return to school after cleaning is completed
 - Students, teachers, and staff who chose not to be tested must complete the 14-day quarantine.
- Maine CDC will recommend suspending all in person extra-curricular activities for 14 days.
- In situations where students are cohorted in a single classroom and teachers rotate through the classroom, where there is a single case, all the teachers who rotated through the classroom will be considered close contacts.
- Outbreaks are closed 28 days after the last positive test or symptom onset, whichever is later.

The following table summarizes the public health actions that will be taken in response to cases detected within schools.

Table 1: Recommended Public Health Actions for COVID-19 in Schools

Number of Cases	Location	Testing Recommendation	Quarantine Recommendation	Cleaning/Closure Recommendation	Notes
1 or 2	Single classroom	All students/staff within the classroom	All students in the classroom	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc.
1 or 2	Two or more classrooms	All students/staff within both classrooms	All students in the classrooms	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc.
3+ (outbreak)	Single classroom	All students/staff within the classroom	All students in the classroom	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc.
3+ (outbreak)	Multiple classrooms	Entire school	Close contacts: 14 days Non-close contacts: may return following a negative test result.	Clean or leave classroom dormant for 7 days	Additional potential locations for close contacts include busses, after-school activities, etc. If and only if students are cohorted in one classroom, it is possible that only affected classrooms will be closed.

V. NOTIFICATION AND COMMUNICATION

A. Notification of a Confirmed or Probable Case to Maine CDC

School officials may be notified of a confirmed or probable case among a student, teacher, or staff member by the individual or parents (if the case is a student). If school staff are notified by a parent/guardian that their child received notice from their health care provider that the COVID-19 test was positive, school staff should contact the school nurse. The school nurse will notify Maine DOE School Nurse Consultant, who will notify Maine CDC’s school liaison of the confirmed case. The school nurse will be the communication link among the family, the Maine DOE School Nurse Consultant, and the Maine CDC school liaison. Following notification, the Maine CDC school liaison will connect the case investigator with the school nurse.

B. Notification of a Confirmed or Probable Case to Schools

Maine CDC will have a designated liaison who will work closely with the Maine Department of Education (DOE) on COVID-related matters in schools. If Maine CDC learns of a confirmed or probable case associated with a school in the course of its review of new cases, Maine CDC’s school liaison will alert the Maine DOE School Nurse Consultant. The DOE School Nurse Consultant will alert the school.

C. Communication with Family Members

Maine CDC recommends that the school nurse communicate with the family of a confirmed or probable case (when that case is a student). The school nurse will be best suited to provide information to the family and reassure the family that Maine CDC investigators will be in contact with them. The school nurse should also reach out to the DOE School Nurse Consultant to inform DOE of the case. DOE’s School Nurse Consultant will coordinate with Maine CDC’s school liaison. The school should notify family members of students that will be in quarantine. A sample letter is available in Appendix A.

D. Communication with School Community

Maine CDC recommends that school community members be notified when a confirmed or probable case has been detected that is associated with the school. The school is best able to notify parents, staff, teachers, and other community stakeholders (e.g., Board of Education, Superintendent, etc.) of the confirmed or probable case(s). Template letters for such communication are available in the appendices.

E. Public Reporting

Maine CDC will report publicly when an investigation has been opened into a potential outbreak of COVID-19 associated with a school, as it does in other settings.

VI. CONTACT TRACING PROTOCOLS IN SCHOOLS

Maine CDC will work with school officials to conduct contact tracing and symptom monitoring for close contacts of confirmed COVID-19 cases within schools.

Maine CDC uses a platform called Sara Alert to conduct symptom checks and monitoring on close contacts of confirmed cases. Maine CDC will enroll asymptomatic close contacts of confirmed cases—whether teachers, students, or staff—into Sara Alert for daily monitoring during the quarantine period. Maine CDC will monitor those close contacts during their quarantine period and, if any of those individuals becomes symptomatic, will provide guidance on testing and other clinical evaluation. The DOE school nurse consultant and the Maine CDC school liaison will have access to the Sara Alert system.

Note that school contacts will be enrolled into a dedicated jurisdiction within Sara Alert. In addition, school-aged children and teachers/staff may be in quarantine and enrolled in Sara Alert but not in the dedicated jurisdiction if their exposure was not related to the school.

VII. GLOSSARY

Term	Definition
Close contact	Being within 6 feet of an infected person (with or without a face mask) for at least 15 minutes (in aggregate for certain situations like athletics), or having unprotected direct contact with secretions or excretions of a person with confirmed COVID-19 during the infectious period
Community transmission	Occurs when individuals acquire COVID-19 through contact with someone in their local community, rather than through travel to an affected location.
Confirmed case	A person who has tested positive for SARS-CoV-2 infection (the virus that causes COVID-19)

Contact tracing	Process of identifying individuals who have had close contact (see definition above) with someone infected with COVID-19
Cohort	A consistent group of students and staff who interacts with each other but not with members of other groups on a regular basis. Groups should be as small as possible, with maximum numbers outlined in the different reopening scenarios. When in a cohort, each group must physically distance themselves from each other and from other cohorts.
COVID-19	Abbreviation for the disease caused by the novel coronavirus SARS CoV-2
Incubation period	The time between exposure to an infection and the appearance of first symptoms. The virus that causes COVID-19 has an incubation period of 2-14 days.
Infectious period (asymptomatic cases)	2 days prior to testing (the date of the swabbing was conducted) until CDC criteria to discontinue isolation are met
Infectious period (symptomatic cases)	2 days before symptom onset until CDC criteria to discontinue isolation are met
Isolation	Process of separating individuals who are infected with COVID-19 from others. Isolation lasts a minimum of 10 days from symptom onset if symptomatic. If a person infected with COVID-19 has no symptoms, isolation lasts a minimum of 10 days from the date of test specimen collection (test). For individuals with severely immunocompromising conditions, isolation is at least 20 days.
Protocol	Recommended actions to follow in the event of a probable or confirmed case of COVID-19 occurs
Probable case	Individual who has at least two of the following symptoms: fever (measured > 100.4 degrees Fahrenheit or subjective), chills (rigors), body aches(myalgia), headache, sore throat, nausea or vomiting, diarrhea, fatigue, or congestion or runny nose OR at least one of the following symptoms: cough, shortness of breath, or difficulty breathing, new loss of smell or new loss of taste AND is epidemiologically linked to another case or has a positive antigen test.
Quarantine	Process of separating and restricting the movement of individuals who were in close contact with someone who tested positive or had symptoms of COVID-19. Anyone who has been in close contact with someone who has COVID-19 must stay home for a minimum of 14 days since the last day of contact with the person with COVID-19 and watch for symptoms of COVID-19. Persons in quarantine should self-monitor for symptoms and seek medical advice and test if recommended by Maine CDC or healthcare provider.
Screening	Assessing individuals for symptoms of COVID-19 verbally or via self/parent attestation. Temperature checks may be performed by the school if desired.
Symptomatic individual	A person who is experiencing one or more of the symptoms of COVID-19 as defined in CDC guidelines
Testing	Two types of tests are available for COVID-19: molecular and antibody tests. Molecular tests indicate if you have a current infection while antibody tests indicate a previous infection. Throughout this document, 'testing' refers to the molecular test to diagnose a person with COVID-19.

Appendix A: Sample notification letters to school communities

Dear Staff, Students, and Families,

This letter is to inform you that an individual associated with (School) recently tested positive for Coronavirus Disease 2019 (COVID-19). There is a possibility that other staff or students came in contact with this individual and therefore may be exposed to the virus. We are informing you out of an abundance of caution. Please monitor yourself/your student for signs and symptoms. Call a health care provider if symptoms start. It is important that you call a health care facility before you show up in person. Stay home if you are sick.

COVID-19 is a respiratory illness that ranges from mild to severe. It can be more severe in adults 60 years and older and in those with underlying conditions. The virus mainly spreads when an infected person coughs or sneezes and an uninfected person breathes in the virus. Signs and symptoms include:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Please keep in mind that many things can cause respiratory illness, so students and staff should be up-to-date on influenza and routine vaccinations.

Maine CDC or a school representative will contact you directly if you are identified as a close contact of someone who tested positive. Close contacts will be asked to quarantine for 14 days from last exposure to the positive individual. A negative test result does not get an individual out of quarantine.

Maine CDC recommends prevention measures to prevent the spread of COVID-19. These measures include proper handwashing with soap and warm water, which is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are sick. Cover your cough or sneeze into a tissue, then throw the tissue in the trash. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Questions for the school can be directed at (Name of school representative) by calling (contact number). For general COVID-19 questions, dial 211 (or 1-866-811-5695). You can also text your ZIP code to 898-211 or email info@211maine.org. Call a health care provider for questions about your symptoms. More information can be found at www.maine.gov/dhhs/coronavirus or www.cdc.gov/coronavirus.

Sincerely,

Sample notification letter for close contacts

Dear ,

This letter is to inform you that Maine CDC identified your student as a close contact to a Coronavirus Disease 2019 (COVID-19) case. This means that your student will need to quarantine at home for 14 days from last exposure to this individual. While a negative test result will not get you/your student out of quarantine, testing is recommended five to seven days after possible exposure. Five to seven days is the average length of time it takes to have a viral load that would show up on a test result. If your student tests positive, it may increase the length of time that you/your child would need to stay home until. Currently, your student can come back to school on (DATE) so long as they are still asymptomatic and have not tested positive.

COVID-19 is a respiratory illness that ranges from mild to severe. It can be more severe in adults 60 years and older and in those with underlying conditions. The virus mainly spreads when an infected person coughs or sneezes and an uninfected person breathes in the virus. Signs and symptoms include:

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- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Please keep in mind that many things can cause respiratory illness, so students and staff should be up-to-date on influenza and routine vaccinations.

Maine CDC recommends prevention measures to prevent the spread of COVID-19. These measures include proper handwashing with soap and warm water, which is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are sick. Cover your cough or sneeze into a tissue, then throw the tissue in the trash. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Questions for the school can be directed at (Name of school representative) by calling (contact number). For general COVID-19 questions, dial 211 (or 1-866-811-5695). You can also text your ZIP code to 898-211 or email info@211maine.org. Call a health care provider for questions about your symptoms. More information can be found at www.maine.gov/dhhs/coronavirus or www.cdc.gov/coronavirus.

Sincerely,

Sample notification letter for outbreaks

Dear Staff, Students, and Families,

This letter is to inform you that there is an outbreak of Coronavirus Disease 2019 (COVID-19) at (School Name). An outbreak means that there are three or more cases of COVID-19 within a 14-day period that are epidemiologically linked. Based on recommendations from the Maine CDC, we are closing the school for cleaning to help prevent further spread of COVID-19. Your child can return on (date) with proof of a negative PCR COVID-19 test. If you choose to forgo testing, your child can return to school on (date).

Please monitor yourself/your student for signs and symptoms. Call a health care provider if symptoms start. It is important that you call a health care facility before you show up in person.

COVID-19 is a respiratory illness that ranges from mild to severe. It can be more severe in adults 60 years and older and in those with underlying conditions. The virus mainly spreads when an infected person coughs or sneezes and an uninfected person breathes in the virus. Signs and symptoms include:

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- sore throat
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Please keep in mind that many things can cause respiratory illness, so students and staff should be up-to-date on influenza and routine vaccinations.

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Maine CDC recommends prevention measures to prevent the spread of COVID-19. These measures include proper handwashing with soap and warm water, which is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are sick. Cover your cough or sneeze into a tissue, then throw the tissue in the trash. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Questions for the school can be directed at (Name of school representative) by calling (contact number). For general COVID-19 questions, dial 211 (or 1-866-811-5695). You can also text your ZIP code to 898-211 or email info@211maine.org. Call a health care provider for questions about your symptoms. More information can be found at www.maine.gov/dhhs/coronavirus or www.cdc.gov/coronavirus.

Sincerely,