

Checklist for Educational and Childcare Facilities to Assist in Identifying Close Contacts to COVID-19

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Contact tracing can help prevent transmission of COVID-19. Contact tracing involves identifying people who are at risk of COVID-19 following close contact to someone with COVID-19 then notifying them of their risk, recommending testing and advising self-quarantine. Testing allows for early identification of infection to break chains of transmission, but a person needs to quarantine even with a negative test because it can take 14 days after an exposure for a person to develop COVID-19.

Purpose: The purpose of this guidance is to support educational and childcare facilities to assist the NH Department of Health and Human Services (DHHS) in contact tracing when a person with COVID-19 is identified within their facility. Contact tracing is a collaborative process and requires assistance from community partners, including educational and childcare facilities.

Definitions:

Close contact: a person being within 6 feet of someone with COVID-19 for at least 10 cumulative minutes over the person's infectious period; this exposure can occur over multiple additive time periods in the course of a single day or multiple days.

Infectious period: a person diagnosed with COVID-19 is considered to be infectious starting 2 days before their symptom onset (or 2 days before the specimen collection date of their positive test if asymptomatic), until they are removed from isolation based on CDC's criteria for [discontinuation of home isolation](#).

Isolation: assumes infectiousness for at least 10 days after symptom onset (or 10 days after the date of collection of the positive specimen if the person is asymptomatic). ([self-isolation guidelines](#))

Quarantine: used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. Someone must quarantine for 14 days from the last day they were exposed to a person infected with COVID-19. ([self-quarantine guidelines](#))

Steps

1. When a person is confirmed with COVID-19, the educational or childcare facility should identify on what dates the person was within their facility or participating in extracurricular activities (e.g., sports, band, chorus, etc.) during their infectious period.
2. Then, please use the checklist below to assist in identifying who should be considered a close contact requiring exclusion from school/childcare, testing, and self-quarantine.
3. The facility should compile a list of classrooms and settings the person with COVID-19 visited during their infectious period and a list of names and contact information (i.e., the “line list”) for people identified as potential close contacts based on the checklist below.

The following individuals should be identified on a “line list” as potential close contacts:

- Persons sitting within 6 feet adjacent on either side, in-front, or in-back of a person with COVID-19 (for each classroom, including during lunch and snack breaks).
- Persons participating in classroom small group activities.
- The entire classroom if students are allowed to mingle or interact in an uncontrolled fashion.
- Persons part of a team or group that interacted with a person with COVID-19 during recess or physical education (i.e., uncontrolled physical activity).
- Any person in the same room (i.e., a closed confined space) as a person with COVID-19 while they were singing or playing a wind instrument (regardless of physical distancing). These situations will need to be investigated on a case-by-case basis with the DHHS investigator to identify risk of exposure, and may take into account the amount of physical distance, size of the room, and use of face masks during activities.
- Any person participating in sporting events (training sessions, practices, games) with a person with COVID-19. Because these situations may be higher risk, they will need to be investigated on a case-by-case basis with the DHHS investigator to identify risks for close contact exposures.
- Any persons seated within 6 feet on either side, in-front, or in-back of a person with COVID-19 on a bus or transportation vehicle.



Bureau of Infectious Disease Control

Sample K – 12 School Student Close Contacts Line List

First Name	Last Name	Date of Birth	Grade	Exposure Location	Exposure Date (REQUIRED)	Parent/Guardian Name(s), Phone #(s), Email(s)	Who are they a contact of? (REQUIRED)