

COVID-19 Exposure Management **TOOLKIT** for School Liaisons

Key Terms



AB 685

California law that requires employers (including schools) to report COVID-19 outbreaks to their local health department and to notify employees of exposure.

Blueprint for a Safer Economy

California's criteria for loosening or restricting activities (including school reopening) in light of COVID-19.

Case

An individual who has tested positive for COVID-19.

CalCONNECT

An electronic data platform built by the California Department of Public Health to help local health departments with COVID-19 case investigation and contact tracing.

CDPH

California **D**epartment of **P**ublic **H**ealth

Close Contact

A close contact is someone who spent a total of **15 minutes** or more over a **24-hour period** within **6 feet** of a person who tested positive for COVID-19, while they were contagious. The person is considered a close contact whether or not masks were worn.
[See full CDPH guidance.](#)

Contact Tracing

A common public health practice used to prevent the spread of infectious diseases by identifying and notifying people who were exposed to someone with the infection while they were contagious.

FERPA

The **F**ederal **E**ducation **R**ights and **P**rivacy **A**ct – a federal law that protects the privacy of student education records.

Isolate

To separate a COVID-19 positive person from others to prevent disease transmission.

Line List

A document that contains core information about cases or exposed contacts with details such as name, address, contact information, date of birth, test results, last exposure date, etc.





LHD/LHJ

Local **H**ealth **D**epartment or **J**urisdiction

Outbreak

Three or more confirmed or probable cases of staff or students occurring within a 14-day period in people who are epidemiologically-linked (e.g., in the same classroom or with lockers next to each other or ate lunch together in the teachers lounge) in the setting, are from different households, and are not contacts of each other in any other investigation cases.

PPE

Personal **P**rotective **E**quipment such as a face mask.

Quarantine

To keep separate from others someone who was exposed to COVID-19, but is not known to have COVID-19. Because it can take a number of days after their exposure for a person to develop symptoms or test positive, and because they can begin to be contagious to others before they develop any noticeable symptoms, quarantine is an important intervention to reduce the risk of transmission if that person is later found to have COVID-19 themselves. [Current guidance is to quarantine for 10 days after the exposure.](#)

School Liaison

Someone who works for the school district, school site, or county office of education and is designated as the point person for the COVID-19 response on the education side working with the School Specialist from the LHD.

School Specialist

Someone from the health department team who has received additional training in handling the COVID-19 response in a school setting.

SPOT

School **P**ortal for **O**utbreak **T**racking, a web portal that allows schools to confidentially share case and exposed contact information with their LHD through the CalCONNECT system.

Stable Group

Small group of students and staff that stay together to minimize COVID-19 transmission among the school community.

Testing

There are different types of COVID-19 tests, including ones that test for **current infection** (such as PCR tests and rapid antigen tests), and ones that test for **previous infection** (antibody tests). Refer to your local health department or state guidance for testing recommendations and details.
