

<b>Standard Operating Procedure (SOP)</b>	
<b>Issued:</b> 8/26/2020	<b>Revised:</b> 12/30/2021 (See Change Log/Appendix F)
<b>SUBJECT:</b> Investigation of COVID-19 Cases in Pre-K-12 Schools	
Maine Center for Disease Control and Prevention Division of Disease Surveillance	

## I. PURPOSE

This SOP provides a framework for responding to COVID-19 cases among students, teachers, or staff within a school. The guidance in this SOP is not exhaustive, nor does it replace a school’s strategic plan for COVID-19, or direct engagement with the Maine Department of Education (Maine DOE) or Maine Center for Disease Control and Prevention (Maine CDC). The primary goal of this document is to enable students and staff to remain in the school classroom through vaccination, pooled testing, isolation/quarantine, and masking.

## II. ISOLATION AND QUARANTINE

### Case Definitions

Maine CDC is following case definitions for COVID-19 as established by the Council of State and Territorial Epidemiologists. The current case definitions can be found [here](#). These case definitions are subject to change.

### School Responsibilities

A designated school staff member affiliated with the school where a case of COVID-19 is identified will be the primary point of contact and serve as an essential part of any epidemiological investigation. The designee should contact other applicable designated school administrators, school health advisors/school physicians, as needed.

The designated school staff member shall serve as the primary point of contact for families of confirmed cases. The designee should:

- Communicate with the family of a confirmed case and share guidance on [isolation and quarantine](#) for the confirmed case and for family members living in the same household;
- Provide an anticipated release from isolation date, specifically for those individuals who will not be investigated;
- Make social service referrals with the family’s permission to [covidsocialsupport@maine.gov](mailto:covidsocialsupport@maine.gov);
- Recommend that the parent/guardian monitor other family members for [symptoms](#) of COVID-19;
- Advise families to alert their health care provider of the positive COVID-19 test, especially if symptoms worsen; and
- Advise close contacts to seek a COVID-19 test.

### **Laboratory Testing**

Maine CDC recommends testing close contacts of COVID-19 cases. Asymptomatic close contacts should test on day 5 following exposure. Symptomatic close contacts should test as soon as possible.

Because of the potential for asymptomatic and pre-symptomatic transmission, it is important that close contacts of COVID-19 cases be identified and tested in the appropriate time frame. Individuals identified as close contacts should follow the U.S. CDC's [guidance on quarantine](#). Testing of close contacts also helps identify additional cases and helps identify further close contacts who should quarantine. **PCR confirmation of a positive antigen test is not required if the antigen test is conducted on an individual with a known exposure to a positive case or linked positive PCR pooled test.**

In general, individuals who test positive should not be retested for 90 days following the date of the positive test result. However, an individual who develops new onset of symptoms consistent with COVID-19 infection during the 90-day period following the initial positive test collection date should be retested and should isolate until 24 hours after symptoms have resolved although there will not be contact tracing. An individual who tests positive again 90 days after the last positive test must complete isolation following the new, positive result. Pooled testing participants do not need additional testing beyond the pooled testing if identified as close contacts.

### **At-Home Test Results**

With increasing availability of at-home COVID-19 tests, schools may choose to accept the results from such tests. Please note that Maine CDC does not investigate or accept reports of positive results from at-home tests or count such positive results as cases.

Maine CDC recommends that schools that choose to accept home-based test results do so when the school is able to verify the collection date and patient. Having this information will help determine the start and end dates of isolation and quarantine, if indicated.

### **School-Based Pooled Testing**

The Maine CDC and Maine Department of Education (DOE) have implemented a pooled PCR testing program, available to public and private schools (private Pre-K-only programs are not eligible to apply). Pooled testing involves mixing several test samples together in a "batch" or "pool" and then testing the pooled sample with a PCR test for detection of SARS-CoV-2. The optimum size of each pool is 25 students. Students who participate in this pooled testing program can avoid quarantine if exposed to COVID-19, regardless of vaccination status.

In December 2021, the U.S. CDC issued [guidance](#) on a "Test to Stay strategy" for students exposed to COVID-19. Test to Stay is a practice comprising contact tracing and serial testing to allow school-associated close contacts who are not fully vaccinated to continue in-person learning and avoid quarantine. Maine CDC recognizes that schools may opt for Test to Stay as another approach to avoiding quarantine.

### **Isolation, Contact Tracing, and Quarantine**

- All students, teachers, or staff who test positive for COVID-19, regardless of vaccination status,

shall isolate until they meet the [U.S. CDC criteria for release from isolation](#). After isolating the positive case, the school-designated contact tracer should identify and notify all close contacts (see Appendix A).

- Maine DOE will work with school officials to provide technical assistance in the identification of close contacts within schools. In a school setting where there is no assigned seating the whole classroom will be counted as close contacts. Where a school strictly adheres to assigned seating, close contacts will be identified using the definition above.
- Exposures that occur in outdoor settings or on a school bus do not constitute a close contact and, thus, do not require quarantine, regardless of vaccination status. This applies even where there is physical contact in outdoor settings (*e.g.*, during sporting events).
- Designated school staff, along with other school officials, should make initial contact with close contacts to ensure they begin their quarantine period in a timely manner. If close contacts need to quarantine from school, and are identified while school is in session, they may complete the day and must be masked. If private transport is unavailable, taking the bus home is acceptable.
- Those who are enrolled in the pooled testing program should be informed of their need to quarantine outside of school activities and the need to monitor for symptoms.

### **Quarantine Exemptions**

Close contacts must quarantine for 5 days from last COVID-19 exposure from school and school activities and then wear a mask for an additional 5 days **unless** at least one of the following conditions applies:

1. The close contact (staff or student) is boosted; **or**
2. The close contact is a fully vaccinated 16-17 year old student who, [according to the U.S. CDC](#), *may* receive a booster but has not yet done so; **or**
3. The close contact (staff or student) is [not eligible](#) for a booster but is fully vaccinated; **or**
4. The close contact (staff or student) completed their second mRNA dose within 6 months (or completed their J&J vaccine within two months); **or**
5. The close contact (staff or student) participates in school pooled testing; **or**
6. The school is enforcing a mandatory masking policy.

Staff and students who do not fall within exceptions 1-6 above must quarantine if they are a close contact, regardless of the location of exposure.

If the student or staff only fall within exceptions 5-6, they must quarantine in the community, per Maine CDC quarantine guidelines.

**Table 1: Summary of Quarantine Exceptions**

After the school designee has identified close contacts, the school’s contact tracer can use the table below or description above to follow up. Every close contact should receive a letter alerting them to the exposure and providing guidance (Appendix B & Appendix C).

<b>For each close contact who is asymptomatic and who has not tested positive for COVID-19:</b>			
<b>Where was the exposure? →</b>		<b>In Community</b>	<b>At School</b>
<b>What exceptions to quarantine do they qualify for? ↓</b>			
1	Is boosted	No quarantine; wear a mask around others x 10 days	
2	Is a fully vaccinated 16-17 year old student who, according to the U.S. CDC, may receive a booster, but has not yet done so		
3	Is not eligible for a booster, but is fully vaccinated		
4	Completed their second dose of Pfizer or Moderna vaccine within 6 months, or J&J vaccine within two months		
5	Participates in school pooled testing	Community quarantine x 5 days; wear a mask around others x 10 days	
6	The school is enforcing a mandatory masking policy		
7	None	Quarantine x 5 days; wear a mask around others x 10 days	

### III. OUTBREAK RESPONSE

Beginning in January 2022, the Maine CDC will open an epidemiological investigation in a school when at least 15% of students and staff are absent due to illness. This approach is consistent with Maine CDC's approach to other communicable diseases, including other respiratory illnesses.

Schools will use the absenteeism reporting module in NEO, which is the standard process for reporting health-related absenteeism. Schools who do not have access to NEO should report the 15% absenteeism to Maine CDC by email to [disease.reporting@maine.gov](mailto:disease.reporting@maine.gov) (do not send any personal identifying information), by fax at 207-287-6865, or by phone to 1-800-821-5821.

When a school reports 15% absenteeism, Maine CDC will follow up with the school to obtain additional information and determine if the absenteeism report meets outbreak status. Among other pieces of information, Maine CDC will inquire about:

- Number of COVID-19 positive students and staff;
- Number by test type (PCR or antigen);
- Number of students of staff who are in quarantine and not in school; and
- Number of students and staff working/attending remotely.

After the initial 15% absenteeism report, a school must then report absenteeism daily.

Outbreaks will be closed after 14 consecutive days with reports of <15% absenteeism. If a school on day 15 has  $\geq 15\%$  absenteeism, then a new outbreak would be opened.

The school should notify all associated individuals 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).

School outbreak status does not necessarily warrant school closure and can be evaluated on a case-by-case basis. Maine CDC may, however, recommend suspending some or even all in-person extra-curricular activities for the duration of the outbreak.

### IV. NOTIFICATION AND COMMUNICATION

#### **Notification of a Confirmed or Probable Case to Schools**

Case investigators must inform the school if the case was physically in attendance during their infectious period. Case investigators are encouraged to inform the school if the case was in attendance during their exposure period. Maine CDC and the designated school staff member will monitor new cases.

#### **Notification of a Confirmed or Probable Case to Maine CDC**

School officials may be notified of a confirmed or probable case among a student 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 a positive COVID-19 test result, school staff should contact the designated school personnel. That individual will report the suspect case using the DOE Positive Case Reporting Form. The school will be notified by either Maine DOE or Maine CDC if the case is

confirmed or probable and the school will begin its notifications of close contacts. The designated school personnel will be the communication link among the family, the Maine DOE and the Maine CDC.

### **Communication with Family Members**

Maine CDC recommends that the designated school staff member communicate with the family of a case (when that case is a student). The designated school staff member 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 designee should also reach out to the DOE reporting hotline (207-624-6717) or use the reporting link to inform Maine DOE of the case. The school should notify family members of students that will be in quarantine. Sample letters are available in the appendices.

### **Communication with School Community**

Maine CDC recommends that the school notify community members when a school-associated confirmed or probable case is detected. 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). Sample letters for such communication are available in the appendices.

### **Public Reporting**

Maine CDC may report publicly when an epidemiological investigation has confirmed an outbreak of COVID-19 associated with a school, as it does in other settings. Schools should notify their school community before Maine CDC announces a school is in outbreak status when possible.

### **After Hours**

The DOE reporting hotline (207-624-6717) is available for designated school personnel who have questions.

## V. GLOSSARY

<b>Term</b>	<b>Definition</b>
Close contact	In general, being within 6 feet of an infected person (with or without a face mask) for at least 15 minutes (cumulatively in a day), or having direct physical contact with a person with 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) using a molecular test.
Contact tracing	Process of identifying and notifying 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. When in a cohort, each group must physically distance themselves from each other and from other cohorts.
Fully vaccinated	2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine.
Incubation period	The time between exposure to an infection and the appearance of first symptoms. SARS-CoV-2 has an incubation period of 2-14 days.
Infectious period (asymptomatic cases)	2-days prior to the date the specimen/swab was collected, until federal CDC criteria to discontinue isolation are met
Infectious period (symptomatic cases)	2-days before any symptom onset within 10 days prior to positive test result until federal CDC criteria to discontinue isolation are met
Isolation	Process of separating individuals who are infected with COVID-19 from others
Outbreak investigation	Maine CDC opens an outbreak investigation after at least 15% of students and staff are absent from school due to illness on any given day.
Pooled testing participant	An individual who is participating in school pooled testing that has either tested in the most recent pooled testing or was absent and used an antigen or molecular test in place of pooled testing.
Probable case	Individual who has a positive antigen test, or is a symptomatic close contact of a lab-confirmed case of COVID-19
Quarantine	Process of separating and restricting the movement of persons who were in close contact with someone who tested positive or had symptoms of COVID-19
Symptomatic individual	A person who is experiencing one or more of the <a href="#">symptoms</a> of COVID-19 as defined in U.S. and Maine CDC guidelines.
Testing	Three types of tests are available for COVID-19: molecular, antigen, and antibody tests. Molecular and antigen tests indicate if you have a current infection while antibody tests indicate a previous infection. In this SOP, 'testing' refers to molecular or antigen-based tests to diagnose a person with COVID-19 infection.

## **Appendix A: Sample notification letter to school communities: an individual associated with [School] recently tested positive for COVID-19**

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). We are informing you out of an abundance of caution. A school representative will contact you directly if you/your student are identified as a close contact of someone who tested positive.

Please monitor for signs and symptoms of COVID-19, which can 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 remember that being up-to-date on influenza and routine vaccinations can help minimize the occurrence and transmission of other respiratory illnesses.

Maine CDC recommends prevention measures to minimize 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. Stay home while you are sick and avoid close contact with others. Wear a cloth face covering in public indoor spaces, especially if you are not vaccinated. Cloth face coverings are recommended in schools and childcare settings for people over 5 years of age. Get a COVID-19 vaccine and COVID-19 booster when it is available to you. When in public, avoid social distances of less than 6 feet and direct physical contact.

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](mailto:info@211maine.org). Call a health care provider for questions about your symptoms. More information can be found at [www.maine.gov/dhhs/coronavirus](http://www.maine.gov/dhhs/coronavirus) or [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

Sincerely,



## **Appendix B: Sample notification letter to school communities: close contacts who do not meet any quarantine exceptions**

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) and that you/your student has been identified as a close contact. A school representative will contact you directly if you are identified as a close contact of someone who tested positive. We are aware that you/your student do not meet any of these below quarantine exceptions:

1. You/your student is boosted (if eligible for a booster); **or**
2. Your 16-17 year old student who, [according to the U.S. CDC](#), *may* receive a booster but has not yet done so; **or**
3. You/your student, who is not eligible for a booster, is fully vaccinated; **or**
4. You/your student completed their second dose of Pfizer or Moderna vaccine within 6 months (or completed their J&J vaccine within two months); **or**
5. You/your student participates in school pooled testing; **or**
6. The school is enforcing a mandatory masking policy.

This means that you must quarantine and stay home for 5 days per US CDC and Maine CDC guidelines. Maine CDC encourages you/your student to get tested 5 days after exposure. After that, you/your student can leave your house and return to school but you/your student must continue to wear a mask around others for at least 5 additional days. If you/your student develop symptoms, get tested, stay home, and call a healthcare provider for questions or concerns about your/your student's symptoms.

Please monitor for signs and symptoms of COVID-19 which can include:

- |   |  |
|---|--|
| <input type="radio"/> fever or chills                             | <input type="radio"/> headache                   |
| <input type="radio"/> cough                                       | <input type="radio"/> new loss of taste or smell |
| <input type="radio"/> shortness of breath or difficulty breathing | <input type="radio"/> sore throat                |
| <input type="radio"/> fatigue                                     | <input type="radio"/> congestion or runny nose   |
| <input type="radio"/> muscle or body aches                        | <input type="radio"/> nausea or vomiting         |
|   | <input type="radio"/> diarrhea                   |

Please remember that being up-to-date on influenza and routine vaccinations can help minimize the occurrence and transmission of other respiratory illnesses.

Maine CDC recommends prevention measures to minimize 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. Stay home while you are sick and avoid close contact with others. Wear a cloth face covering in public

indoor spaces, especially if you are not vaccinated. Cloth face coverings are recommended in schools and childcare settings for people over 5 years of age. Get a COVID-19 vaccine and COVID-19 booster when it is available to you. When in public, avoid social distances of less than 6 feet and direct physical contact.

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](mailto:info@211maine.org). Call a health care provider for questions about your symptoms. More information can be found at [www.maine.gov/dhhs/coronavirus](http://www.maine.gov/dhhs/coronavirus) or [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

Sincerely,

## Appendix C: Sample notification letter to school communities: close contact who meets at least one quarantine exception

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) and that you/your student has been identified as a close contact.

A school representative will contact you directly if you are identified as a close contact of someone who tested positive. We are aware that you/your student meet at least one of the below quarantine exceptions:

1. You/your student is boosted (if eligible for a booster); **or**
2. Your 16-17 year old student who, [according to the U.S. CDC](#), *may* receive a booster but has not yet done so; **or**
3. You/your student, who is not eligible for a booster, but fully vaccinated; **or**
4. You/your student completed their second dose of Pfizer or Moderna vaccine within 6 months (or completed their J&J vaccine within two months); **or**
5. You/your student participates in school pooled testing; **or**
6. The school is enforcing a mandatory masking policy.

This means that you can continue to participate in school and school activities. You/your student must wear a mask around others for at least 10 days and Maine CDC encourages you/your student to get tested 5 days after exposure. If you/your student only falls within exceptions 4-5, you/your student must quarantine outside of school and school activities per Maine CDC quarantine guidelines. If you/your student develop symptoms, get tested, stay home, and call a healthcare provider for questions or concerns about you/your student's symptoms.

Please monitor for signs and symptoms of COVID-19 which can include:

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

Please remember that being up-to-date on influenza and routine vaccinations can help minimize the occurrence and transmission of other respiratory illnesses.

Maine CDC recommends prevention measures to minimize 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. Stay home while you are sick and avoid close contact with others. Wear a cloth face covering in public indoor spaces, especially if you are not vaccinated. Cloth face coverings are recommended in schools and childcare settings for people over 5 years of age. Get a COVID-19 vaccine and COVID-19 booster when it is available to you. When in public, avoid social distances of less than 6 feet and direct physical contact.

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](mailto:info@211maine.org). Call a health care provider for questions about your symptoms. More information can be found at [www.maine.gov/dhhs/coronavirus](http://www.maine.gov/dhhs/coronavirus) or [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

Sincerely,

## **Appendix D: Sample notification letter to student, staff or family: you/your student recently tested positive for COVID-19**

Dear Staff, Student, and Families,

This letter is to inform you that you/your student recently tested positive for Coronavirus Disease 2019 (COVID-19). This means that you/your student must isolate and stay home for at least 5 days per US CDC and Maine CDC guidelines.

If you/your student have no symptoms or your symptoms are resolving after 5 days, you can leave your house and return to school. You/your student must continue to wear a mask around others for at least 5 additional days.

If you/your student have persistent or worsening symptoms after 5 days, stay home until you have no symptoms or you/your student's symptoms are resolving AND until 24 hours after you/your student's fever resolves without the use of medications. At that time, you/your student can leave the house and return to school. If you have questions about you/your student's symptoms, please call a healthcare provider. You/your student must continue to wear a mask around others for at least 5 additional days.

Please remember that being up-to-date on influenza and routine vaccinations can help minimize the occurrence and transmission of other respiratory illnesses.

Maine CDC recommends prevention measures to minimize 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. Stay home while you are sick and avoid close contact with others. Wear a cloth face covering in public indoor spaces, especially if you are not vaccinated. Cloth face coverings are recommended in schools and childcare settings for people over 5 years of age. Get a COVID-19 vaccine and COVID-19 booster when it is available to you. When in public, avoid social distances of less than 6 feet and direct physical contact.

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](mailto:info@211maine.org). More information can be found at [www.maine.gov/dhhs/coronavirus](http://www.maine.gov/dhhs/coronavirus) or [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

Sincerely,

## Appendix E: Sample notification letter to school communities: letter for outbreaks

Dear Staff, Students, and Families,

This letter is to inform you that there is an outbreak of COVID-19 at (School Name). The Maine CDC opens a school-based outbreak investigation when at least 15% of students/staff/teachers in a school are reported absent. Based on recommendations from the Maine CDC, we are taking steps to help prevent further spread of COVID-19. Your child can return on (date). A school representative will contact you directly if you/your student are identified as a close contact of someone who tested positive.

Please monitor yourself/your student for signs and symptoms of COVID-19, which can 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

If you/your student develop symptoms, get tested, stay home, and call a healthcare provider for questions or concerns about your/your student's symptoms.

Please remember that being up-to-date on influenza and routine vaccinations can help minimize the occurrence and transmission of other respiratory illnesses.

Maine CDC recommends prevention measures to minimize 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. Stay home while you are sick and avoid close contact with others. Wear a mask in public indoor spaces, especially if you are not vaccinated. Cloth face coverings are recommended in schools and childcare settings for people over 5 years of age. Get a COVID-19 vaccine and COVID-19 booster when it is available to you. When in public, avoid social distances of less than 6 feet and direct physical contact.

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](mailto:info@211maine.org). Call a health care provider for questions about your symptoms. More information can be found at [www.maine.gov/dhhs/coronavirus](http://www.maine.gov/dhhs/coronavirus) or [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

Sincerely,

## Appendix F: Change Log

Date of original version: 8/26/2020

Date of Change	Description of Change	Author
9/9/2020	To reflect designation of close contacts from school sports	Team
9/15/2020	To clarify conditions under which an outbreak investigation is opened	Team
9/23/2020	To clarify the definition of close contacts in an outbreak	Team
9/28/2020	To clarify case investigation process, AHOC, and bus windows	Team
9/29/2020	To clarify the role of antigen testing and, separately, school sports by creating Appendix B	Team
9/30/2020	To clarify bus exposures and, separately, to add Appendix C for school-based testing documents	Team
10/2/2020	To clarify cleaning guidance and community-based sports	Team
10/4/2020	To add Appendix D, which will track all subsequent revisions	NDS
10/31/2020	Updated Outbreak G section to match Table 4	AF
11/14/2020	Updated Community sports link, probable case investigation, outbreak school letter	AF
12/8/2020	Updated with changes to definition of “probable case,” case investigation prioritization, contact tracing, quarantine, and community sports	JML
12/12/2020	Updated background section and formatting	AF
2/25/2021	Updated requirements of quarantine and isolation for those with a previous positive test in the last 90 days, quarantine requirements for fully vaccinated individuals; Addition to role of designated school personnel, DOE contact tracing team and superintendent if school deemed an outbreak, insert page numbers; Updated guidance regarding quarantine of individuals who are identified as close contacts of a case and use of antigen testing, role of the designated school personnel clarified use of BinaxNOW testing for essential teachers/staff	MA
3/31/2021	Clarify the preliminary and official ending of outbreak timelines, updated close contacts within a school setting	MA
5/13/2021	Addition of pooled testing guidance and home-based	MA

	testing clarification on close contact for those in School Pooled testing, updated testing guidance in sample notification letter for close contacts, updated infectious period for symptomatic cases definition in glossary	
8/3/2021	Simplification of close contact definition, update testing recommendations for vaccinated individuals, addition of guidance for informing pooling close contacts of the need to quarantine in the community, addition of 4 new COVID-19 symptoms	Team
8/10/2021	Interpretation of federal exception for quarantine; reorganization of isolation and quarantine section, addition of Table 2 for understanding quarantine exceptions	Team
8/12/2021	Updated exception to close contact quarantine per US CDC changes.	NDS
9/8/2021	Clarified Purpose, created a “cleaner” table 2, ordered contact tracing section before quarantine and concomitant exceptions, added proscription for essential workers to staff exceptions to quarantine, removed tables 3 & 4 and summarized the difference between assigned and non-assigned seat contact tracing in-text, removed emergency orders section from pooled testing description, changed BinaxNOW references to generic antigen	CS
10/29/2021	Updated to reflect recommendation for vaccinated close contacts to test 5-7 days after an exposure and the provide the recommended pool testing size	NDS, DB
12/29/2021	Changes to definition of ‘outbreak’ in a school setting; removed outdoor close contact from definition of close contact; additional changes to align with recent U.S. CDC isolation/quarantine guidance	Team