



COVID-Positive Isolation / Masking Guidelines

Updated January 22, 2024

- [Instructions if you are COVID-positive](#)
- [Instructions if you had close contact with a COVID-positive person](#)

COVID-Positive: This letter is sent to employees and students who report they are COVID-positive

We are reaching out to you regarding your recent COVID-19 test results. **Please complete the attached contact tracing form fully and return to us within 24 hours (please provide us your FULL address, zip code included, and the FULL names of all your close contacts), also include your EMPLOYEE ID/STUDENT ID # under the Additional Notes** and be sure to notify your immediate supervisor, as we do not have access to that information. Also, please see the Los Angeles County Department of Public Health (LACDPH) notification letter below.

The purpose of this email is to inform you that you must isolate at home immediately **if you have symptoms** due to a positive result on a COVID-19 viral test performed on **(Insert Date)**.

1. **Stay home if you have COVID-19 symptoms**, until you have not had a fever for 24 hours without using fever reducing medication AND other **COVID-19 symptoms** are mild and improving.

- **If you do not have symptoms, you should follow the [California Department of Public Health recommendations below to reduce exposure to others.](#)**

Mask when you are around other people indoors for the 10 days* after you become sick or test positive (if no symptoms). **You may remove your mask sooner than 10 days if you have two sequential negative tests at least one day apart.** Day 0 is symptom onset date or positive test date. If test results are still positive, the person may still be infectious, and should continue wearing a mask and wait at least one day before taking another test up to Day 10.

All persons wearing masks should optimize mask fit and filtration, ideally through use of a [respirator](#) (N95, KN95, KF94). If a respirator is not available, a surgical mask may be used. See [When and Why to Wear a Mask](#) for more information.

2. **Avoid contact with people at higher-risk for severe COVID-19 for 10 days***. Higher-risk individuals include the elderly, those who live in congregate care facilities, those who have immunocompromising conditions, and that put them at higher risk for serious illness.
 3. **Seek Treatment** . If you have symptoms, particularly if you are at [higher risk for severe COVID-19](#), speak with a healthcare provider as soon as you test positive. You may be eligible for [antiviral medicines](#) or other treatments for COVID-19. COVID-19 antiviral medicines work best if taken as soon as possible, and within 5-7 days from when symptoms start.
- Call 1-833-422-4255 if you are unable to contact a healthcare provider, or use the [treatment options](#) to find one.

***The potential infectious period is 2 days before the date of symptoms began or the positive test date (if no symptoms) through Day 10. (Day 0 is the symptom onset date or positive test date).**

If you have questions on the instructions above, please call the **COVID Info Hotline at 1-833-540-0473**, which is available in multiple languages.

For additional information about Coronavirus in Los Angeles County, please visit the [LA County Department of Public Health coronavirus webpage](#) at ph.lacounty.gov/Coronavirus.

In closing, we would like to inform you that all information, including the name(s) of ill persons, shared regarding any Public Health investigation is confidential to protect patient privacy.

Close Contact: This letter is sent to employees and students who have been identified as being in close contact with a COVID-positive person

We are writing to tell you that at least one individual with COVID-19 was identified within **(Campus Location)** while infectious. The individual with COVID-19 was on site while infectious on **(date)**. Our records have determined that you were exposed to this individual with COVID-19 on **(date)** and meet criteria to be considered a close contact.

Please see instructions below from [California Department of Public Health](#) on what to do next following the last date of exposure **(date)**. *Day 0 is the last date of exposure. Day 1 is the first day after the last date of exposure*].

ACTIONS FOR CLOSE CONTACTS

- (1) **If you have new COVID-19 symptoms**, you should test and mask right away.
- (2) **If you do NOT have symptoms**, and are at higher risk of severe COVID-19 infection and would benefit from treatment, you should test within 5 days.
- (3) **If you do NOT have symptoms** and have contact with people who are at higher risk for severe infection, **you should mask indoors when around such people for 10 days**. Consider testing within 5 days after the last exposure date (Day 0) and before contact with higher-risk people.

Please see instructions below from [California Department of Public Health](#) in regard to testing.

TESTING

People who have had a previous infection within the last 30 days **and do not have symptoms** are not recommended to test.

People who have had a previous infection in the past 31-90 days may be tested with an antigen test. Molecular (NAAT/PCR) tests are not recommended for people who had a previous infection in the last 90 days. For more information, see **CDC COVID-19 Testing: What You Need to Know**.

- Diagnostic testing is recommended for all people with new **symptoms of COVID-19**.
- Diagnostic testing is recommended for exposed people without symptoms **who are at higher-risk of severe COVID-19 infection** and may benefit from treatment if infected or who have contact with people at higher-risk for severe infection.

It is important to get **vaccinated** for COVID-19 and stay up to date with all recommended doses, including your updated booster. This is the best way to protect yourself from getting seriously

ill and dying from COVID-19. Vaccination also reduces the risk of long COVID. To find a local vaccine location and to make an appointment, visit [County of Los Angeles Public Health – Vaccines](#) or contact your healthcare provider. You can also call the DPH Vaccine Call Center at 1-833-540-0473 (open daily from 8am to 8:30pm) for assistance with making appointments, accessing transportation to vaccine appointments, or scheduling in-home vaccination visits.

Ensuring that you and our educational environment is safe is of greatest importance to us. For additional questions about COVID-19 in Los Angeles County, please visit the [LA County Department of Public Health COVID-19 webpage](#) (ph.lacounty.gov/coronavirus).

If you have any questions or concerns, please contact us directly at **(insert name, number and/or email of Institution Safety Officer contact)**.

Sincerely,
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