

**ALEXANDRIA CENTRAL SCHOOL
DISTRICT**



**REOPENING PLAN
Contact Tracing and Testing**

August 2020

Category: Health and Safety



Mandatory Assurance #1: Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction: (1) Ability to maintain appropriate social distancing or face coverings; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity—consult your local department of health.

Mandatory Assurance #2: Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians, of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.

Mandatory Assurance #3: Each school and/or district reopening plan must include a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

Mandatory Assurance #4: Each school and/or district reopening plan as a written protocol developed in collaboration with the district or school’s director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

Mandatory Assurance #5: Each school and/or district reopening plan has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

Mandatory Assurance #6: Each school and/or district reopening plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.

Mandatory Assurance #7: Each school and/or district reopening plan has written protocol requiring students or staff with temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

Mandatory Assurance #8: Each school and/or district reopening plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.

Mandatory Assurance #9: Each school and/or district reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

Mandatory Assurance #10: Each school and/or district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene

Mandatory Assurance #11: Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.

Mandatory Assurance #12: Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

Mandatory Assurance #13: Each school and/or district reopening plan has written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

Mandatory Assurance #14: Each school and/or district reopening plan has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

Mandatory Assurance #15: Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

Mandatory Assurance #16: Each school and/or district reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

Mandatory Assurance #17: Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.

Mandatory Assurance #18: Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.

Mandatory Assurance #19: Each school and/or district reopening plan has a written plan for district school run before and aftercare programs.

Mandatory Assurance #20: Each school and/or district reopening plan designates a COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

Contact Tracing and Testing in coordination with Jefferson County Public Health

For additional information please see Alexandria CSD Reopening Plan, Health and Safety

COVID-19 Testing

The decision of whether a test may need to be conducted will be determined by the student or staff member's physician, the ACS school physician, or the Jefferson County Department of Health except if a student or staff member is symptomatic. If symptomatic, a COVID 19 test will be required to return to school.

In the event that large-scale testing may need to be conducted at ACS, the district administration will consult with the School Physician and the Jefferson County Health Department, who will then access the New York State Department of Health (NYSDOH) to identify potential provider(s) and to develop testing protocols and/or procedures.

Contact Tracing Jefferson County Schools

Coordination between the Jefferson County Health Department and the Alexandria CSD is an integral part of mitigating Covid-19. Both are committed to coordinating all activities necessary to ensure the health of students, staff, and the community. Jefferson County Public Health Services (JCPHS) will conduct a case investigation of individuals with a confirmed diagnosis of Covid-19. Contact tracing follows a case investigation and is a process to identify, monitor, and support individuals who may have been exposed to a person with COVID-19.

Staff at ACS will play an important role in supporting the JCPHS's efforts to obtain needed information. Similar collaboration occurs routinely for case and contact investigations of other communicable diseases and would be expected to continue seamlessly for COVID-19 investigations. When a COVID-19 case is identified, JCPHS will request assistance from the school to identify potential contacts.

Case investigators and contact tracers will:

- Identify potential contacts through interviews with the person(s) (or parent/guardian for children) with COVID-19 and with school personnel.
- The positive person(s) (or parent/guardian for children) will be interviewed by JCPHS staff, who elicit information about the person's illness, determine when they may have become infectious and determine other people who might have been exposed. Those potentially exposed individuals (or parent/guardian) are then interviewed; persons who are determined to be close contacts are referred for testing and advised to quarantine for 14 days from the date of last exposure. For both cases and close contacts, public health staff will monitor their health status and compliance with disease control measures and connect them to local resources as necessary.
- JCPHS staff will gather information about student/staff proximity within the school, including staff/student locations at specific times or locating information for identified children or staff associated with the facility. JCPHS may need to interview teachers, school staff, bus drivers, students etc...

- JCPHS staff will alert contacts of their exposure, assess their symptoms and risk, and provide instructions for the next steps. The named contacts will be told of their potential exposure to COVID-19, but the person to whom they were exposed will not be named.
- JCPHS staff will link those with symptoms to testing and care.

School Protocol for Symptomatic or Positive COVID-19 Student or Employee

