



## Fact Sheet: Contact Tracing

(Revised August 29, 2020)

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### **Tuckahoe U.F.S.D. Contact Tracing**

**Contact tracing** is the process of identifying, notifying, and monitoring anyone who came in close contact with an individual who tested positive for COVID-19 while they were infectious. When a student or staff member tests positive, a public health staff member will try to work with the individual within 24 hours of receiving the test result. The department of health will conduct a case investigation and trace the people and places the individual may have come in contact with while potentially infectious. While the individual isolates for a minimum of ten days, contact tracers will reach out to the individuals' close contacts to inform them that they were exposed, educate them on what to do, and provide support as necessary for the situation. Contact tracers will not use the individual's name when reaching out to close contacts. Information will stay confidential.

Contact tracing involves reaching out to people exposed to a case of COVID-19 and asking them to stay away from other people until a full incubation period (14 days) has passed. By staying home for 14 days, quarantined close contacts are not able to spread the virus to others if they go on to have the disease. The district will work in conjunction with the Westchester Department of Health and quarantine and isolate individuals, and will consider alerting cohorts or closing the district in coordination with the Department of Health.

The Superintendent of Schools is the COVID-19 coordinator and will be notified of any positive case in the district.

Case investigation is the identification and investigation of patients who are classified as being a confirmed or probable case of COVID-19. This includes learning when the case was infectious and identifying the people and places they were around while infectious. The district will work with the Westchester Department of Health during all aspects of case identification as it pertains to the school district. This information includes the list of close contacts and their locating information, activity history during the 14 days prior to illness including specific details during their infectious period prior to isolation and exposure locations (including schedules, events etc). Attendance Records will be used for the 2 days prior to onset of symptoms or date of testing for asymptomatic persons. Our district contract tracing coordinators are indicated below:

Mr. Paul Tobin	<a href="mailto:TobinP@TuckahoeSchools.org">TobinP@TuckahoeSchools.org</a>
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District Contact Tracing Coordinator	
Mr. John Morash Elementary School Contact Tracing Coordinator	<a href="mailto:MorashJ@TuckahoeSchools.org">MorashJ@TuckahoeSchools.org</a>
Dr. Bart Lineham Secondary School Contact Tracing Coordinator	<a href="mailto:LinehanB@TuckahoeSchools.org">LinehanB@TuckahoeSchools.org</a>

Ultimately, the Westchester Department of Health will make the decision regarding who is considered a close contact and who should isolate and quarantine. The district will work collaboratively on contact tracing, by giving information related to the person's contacts and their school schedule. For COVID-19, guidelines from the federal Centers for Disease Control and Prevention define "close contact" as anyone who has been within six feet of a person infected with the virus for a "prolonged period of time," as well as those who have had direct contact with the infected person's secretions. These guidelines are then interpreted by local public health departments. The district cannot share who is positive, but contact tracing in the district will involve school schedules and matching the proximate contact of people who have come in close contact. The district will submit the comprehensive contact tracing log to WDOH.

In returning to school, there are questions about who may be required to quarantine in the case of a confirmed diagnosis of COVID-19. We will illustrate an example below:

**Person A** is diagnosed with laboratory-confirmed COVID-19. If **Person B** had contact with **Person A**, close (defined as "being within 6 ft of a person displaying symptoms of COVID-19 or someone who has tested positive of COVID-19") or proximate (defined as "being in the same enclosed environment such as a classroom, office, or gatherings but greater than 6 ft from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19"), **Person B** would be subject to mandatory quarantine (if close contact) or precautionary quarantine (if proximate contact).

Mandatory quarantine is required for a person who has been in close contact (6 ft.) with someone who is positive, but is not displaying symptoms for COVID-19; or person has traveled to hotspot areas. Precautionary quarantine is required for a person who is known to have had a proximate exposure to a positive person but has not had direct contact with a positive person and is not displaying symptoms.

Any individual (**Person C**) who is a contact of **Person B** (e.g. spouse, children, co-workers, etc.) is considered a "contact of a contact." **Person C** is not yet considered at risk for infection

and would not be subject to quarantine, unless **Person B** had or developed symptoms, or tested positive for the virus causing COVID-19.

The district will coordinate and report this information to them the department of health.

### **Building Procedures for Handling a Positive COVID-19 Exposure**

1. Upon learning of a COVID-19 positive individual (staff or student) who was in the school building:
  - a. Inform that person (parent/guardian for student that they are required to be on a minimum 10-day isolation from school and that it is advisable that they isolate from the other people with whom they live. Identify if they were asymptomatic or when they started exhibiting symptoms. Additionally, obtain the location where and date when the COVID-19 testing was completed and confirm their date of birth.
  - b. Contact the Superintendent and advise her of the possible exposure.
  - c. Contact the Westchester Department of Health
  - d. Contact the TUFSD Team in coordination with the Superintendent to begin contact tracing.
  - e. Send notification that the school will transition to virtual instruction for 48 hours for contact tracing and building disinfecting. (For the 1st 24 hours, the building will be closed to all but School and District Administrators, Building Maintenance Staff, School Nurses and Secretaries.)
  - f. School blast call to parents and guardians
  - g. School blast call to staff members
    - i. E-mail Blast (BCC) to parents and guardians
    - ii. E-mail to staff members
    - iii. Contact Transportation Providers
2. Begin the process of contact tracing
  - a. Contact tracing must be done while keeping the identity of the positive person confidential.
  - b. Authorized people to work on contact tracing include: School and District Administrators, School Nurses and building Secretaries.
  - c. Use spreadsheet with the following information:
    - i. For Staff:

1. Full Name
  2. Date of Birth
  3. Complete Address (attention to state of residence)
  4. County of Residence
  5. E-mail address
  6. Phone #
- ii. For Students
    1. Full Name
    2. Date of Birth
    3. Parent/Guardian contact information (address, phone and e-mail)
- d. Open and Name/Date Staff Contact Tracing Log and Student Contact Tracing Log
3. Contact tracing procedures:
    - a. Contact Tracing will be for the 48-hour period prior to the recognition of a positive test or the onset of symptoms.
    - b. Review the school schedule
      - i. Determine which class groupings had contact with the positive individual
      - ii. Class groupings include not just students but any staff members who also work with that group or groups (1:1s, Aides and any other support staff)
      - iii. Determine what staff members were assigned to work with the positive individual (including Teacher, TAS, Aide pairings)
      - iv. Confirm the schedules and staff and students with positive individual for the days in question
      - v. Confirm staff absences and any substitutions for the period in question.
      - vi. Determine where the positive person took lunch and who was present during that time period.
    - c. Review all classes Related Services Schedules and specials for the period in question to determine what students (along with staff support) were seen on those days.
      - i. You may not disclose the identity of the positive individual.
    - d. Review the nursing logs for the period in question and work with the School Nurse to identify what staff members may have brought a positive student to and from the nurse's office or what positive staff members may have escorted students to the nurse's office. Also review with the nurse the PPE used if a positive person was in fact in close or Proximate contact with the nurse.

- e. Review lunch room and other common rooms etc. to identify if a positive individual was in those spaces.
  - f. Review Schedules of the positive individual (staff or student)
  - g. Review Incident Reports to identify any interactions that may have occurred between the positive individual and others.
  - h. Review the Contact Tracing Log at the front desk to identify any other contacts that may have occurred between the positive individual and others.
  - i. Review the Visitor Log to determine who was in the building during the time period.
  - j. Identify others who had access or use the building during the school day (religious ed., clubs, sporting events, etc.)
4. Contact Tracing Interview:
- a. Make contact with the positive individual and use the list generated (from 3 above) to determine if the contact was Close or Proximate
    - i. Close: being within six feet for 10 minutes or longer of a person who tested positive OR any contact with the person who tested positive when one or both individuals were not wearing a mask.
    - ii. Proximate: being in the same enclosed environment but greater than six feet of the person who tested positive.
  - b. Directly ask the positive individual about other contact (Close or Proximate) with:
    - i. School Administrators, Nursing and Secretarial Staff
    - ii. Building Maintenance, Cleaning and Food Service Staff
    - iii. Support Staff (Monitors, 1:1s, etc.)
    - iv. Instructional Staff (Teachers, TAs, etc.)
    - v. Related Service Providers
    - vi. Transportation Staff (Drivers, Monitors, etc.) students on bus.
    - vii. Other contacts of which we might not be aware (friendships, lunch partners, community patronage, visitors, etc.)
5. Using the material identified from 3 and 4 above, complete the Staff Contact Tracing Log and Student Contact Tracing Log.
6. Communicate completed Contact Tracing Logs to the appropriate Department of Health (DOH):
- a. Westchester County DOH Communication Method
    - i. Fax 914-995-5343
    - ii. Attn: Dr. Lori Smittle

- iii. Re: \_\_\_\_\_ TUFSD Tracing Logs
  - b. Call or e-mail to all staff deemed Close Contact
  - c. Call or e-mail to all staff deemed Proximate Contact
  - d. Call or e-mail to parents/guardians of students deemed Close Contact.
  - e. Call, or e-mail to parents/guardians of students deemed Proximate Contact.
- 7. Communicate to the larger school community actions taken, updates, extended virtual instruction and/or resumption of in-school instruction:
  - a. Blast call to parents, guardians and staff
  - b. E-mail (BCC) to parents and guardians
  - c. E-mail to Board Members