

SWBOCES Plan for COVID-19 Contact Tracing

Daily attendance practices exist in each Southern Westchester BOCES site to identify staff and students who are on campuses each day. During the initial phase of our reopening, visitors will be restricted. Additionally, practices are in place in each location to limit movement in buildings. Southern Westchester BOCES has developed a mobile app and a supplemental paper tracking system to screen all members of the SWBOCES programs and services for symptoms, contact with persons with COVID-19 and recent travel to locations on the travel restriction list. The app does not replace normal attendance procedures.

Secure reporting systems have been created for individuals who do not meet the criteria to be on site. Designated phone lines are being established for those unable to report through email. Employees and parents/guardians who can report through email should send a blank email without personal or medical information.

- Parents/Guardians should send a blank email to healthupdates@swboces.org
- SWBOCES employees should send a blank email to covidalerts@swboces.org

The email will respond with a fillable form. That form should be filled out as soon as possible. After receiving the fillable form, SWBOCES leaders will then provide guidance for next steps until the employee or student is able to return to campuses. This form will be used to assist with required communication with the Westchester County Department of Health. Two administrators will monitor the email and communication for students. The Human Resources department will monitor the email and communication from staff. An additional administrator will help manage contact data.

The Westchester County Department of Health (WCDOH) will lead contact tracing efforts following a positive diagnosis of COVID-19 that may impact our SWBOCES community. SWBOCES will collaborate with the WCDOH by providing attendance records via sign-in sheets or the digital health screening tool, logs of employees and visitors and other information to support the WCDOH in tracing all contacts with the COVID-19 positive individual.

The WCDOH will be notified immediately once Southern Westchester BOCES is aware that a student or employee has a confirmed diagnosis of COVID-19. SWBOCES will work with the WCDOH to support contact tracing. Notification to exposed individuals will be done by the WCDOH pursuant to the contact tracing protocol established by the WCDOH. If an employee lives outside of Westchester County, SWBOCES will work with that county's Department of Health.

As part of the WCDOH tracing process, SWBOCES will provide required information for students or staff members who may have had direct contact with a COVID-19 case,

including name, address, date of birth, phone number and email. That information will be sent to the WCDOH. The Director of Human Resources will serve as the primary contact for the WCDOH.