

COVID-19 Testing & Tracing Information

Testing Information

The district will work in cooperation with local and state health departments as well as student and employee primary health care providers to coordinate COVID-19 testing when necessary. Further information about protocols for confirmed cases of COVID19 include:

Protocol for Confirmed Case of COVID-19

If there is a confirmed case of COVID-19 at Willsboro Central School:

- Isolate and transport those who are sick
 - Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case
 - Immediately separate staff and children with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidelines for caring for oneself and other who are sick](#)
 - Use the designated isolation room to separate anyone who has COVID-19 symptoms or test positive but does not have symptoms
 - Establish procedures for safely transporting anyone who is sick to their home or healthcare facility. If calling an ambulance or transporting the person to the hospital, alert them first that the person may have COVID-19
- Clean and disinfect
 - Close off areas used by a sick person and do not use these areas until after [cleaning in disinfecting](#)
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible
- Notify Health Officials and Close Contacts
 - In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)
 - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#) and follow [CDC guidance](#) if symptoms develop

Return to School After Illness

Protocols have been established for return to school/work after COVID-19 case, in consultation with local health departments, about the requirements for determining when individuals, particularly, students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The district will refer to the DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had [close or proximate contact](#) with a person with COVID-19.

If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours
- If they have been diagnosed with another condition and a healthcare provider has issued a written note stating they are clear to return to school

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, they should not be at school and should stay home until:

- It has been at least ten (10) days since the individual first had symptoms;
- It has been at least three (3) days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three (3) days since the individuals symptoms improved, including cough and shortness of breath

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of the individual from quarantine and return to school will be conducted in coordination with the local health department.

Contract Tracing Information

The district shall ensure compliance with [contract tracing protocols](#). The district will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test results by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

To assist the local health department with tracing the transmission of COVID-19, the district has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

The district shall assist with contract tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date

3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Assisting the local health department in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

Confidentiality shall be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

Information about COVID-19 containment efforts will be communicated to students, families, and staff members via district website, social media, email, and automated calling system.

In the event that a large-scale testing for COVID-19 will need to be conducted at the school, the district will work with the local health department to do so.

This information is an excerpt from the district's full reopening plan. The entire plan can be found on the school website: www.willsborocsd.org/re-opening

Essex County Health Department Coordination Information

The **attached flow chart** is the process the **Essex County Health Department (ECHD)** expects to follow for all lab confirmed cases of COVID-19.

Local health department and school coordination 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.

The **Essex County Health Department will conduct case investigation and contact tracing** for individuals with a confirmed diagnosis of Covid-19. Contact tracing is part of the case investigation and is a process to identify, monitor, and support individuals who may have been exposed to a person with COVID-19.

- **ECHD** staff will:
 - Issue a health department Order of Isolation to all lab confirmed positive cases and monitor cases per existing guidelines - minimum 10 day isolation from either symptom onset (symptomatic individuals) or first positive test (asymptomatic individuals).
 - Identify potential contacts through interview of the person with COVID-19 (or parent/guardian).
 - The positive person (or parent/guardian for children) is interviewed by **ECHD** 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.

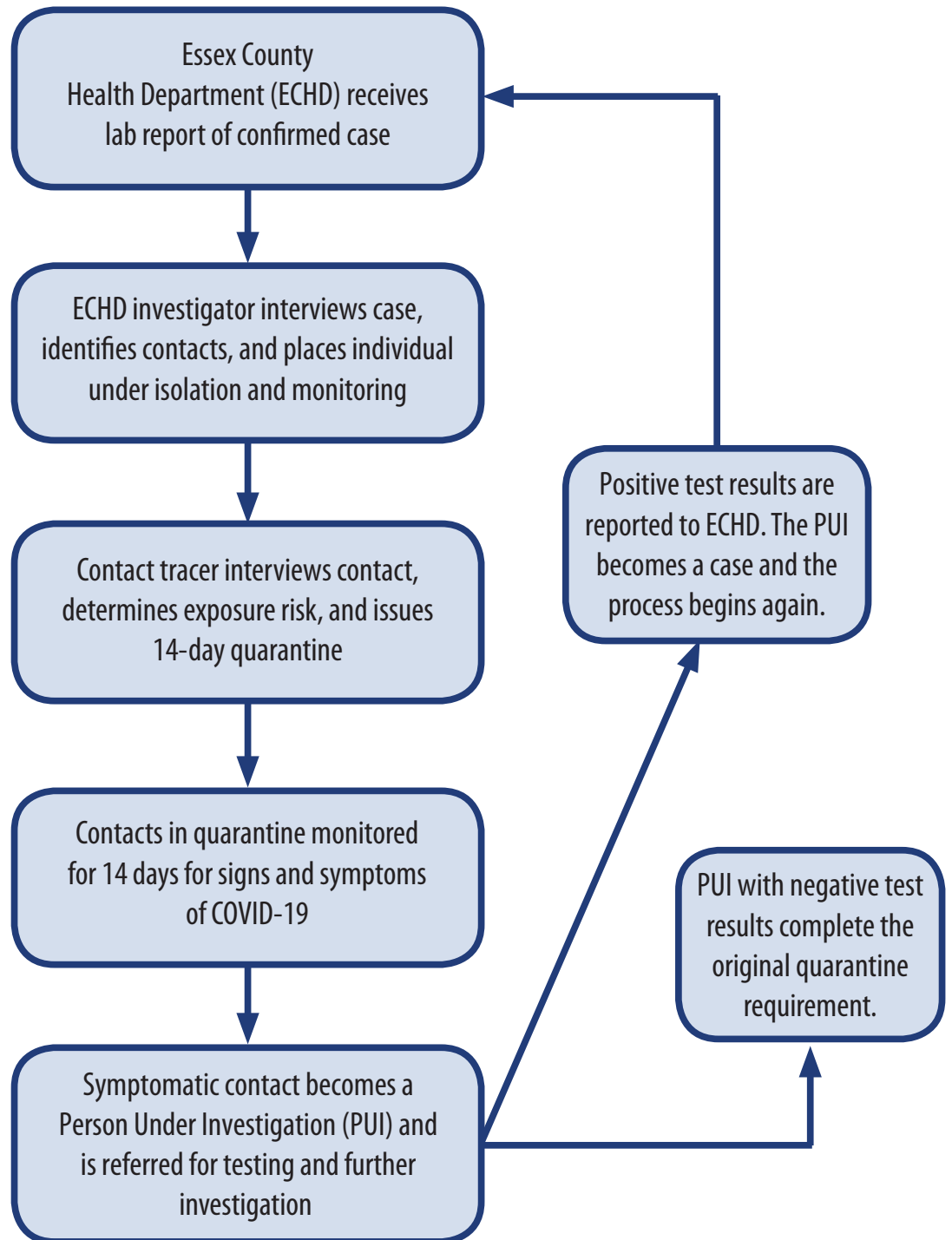
- The potentially exposed individuals (or parents/guardians) are then interviewed and persons who are determined to be close contacts are issued health Orders of Quarantine for 14 days from the date of last exposure.
- For both cases and close contacts, public health staff will monitor their health status and compliance with disease control measures.

All cases and contacts will be linked to testing, treatment, or other resources, as needed and appropriate.

- Any contact who becomes symptomatic will be referred for testing and if positive will be converted to a case, where the initial process will start over again.
- **School** staff will:
 - Provide all necessary tracking information that will help narrow the scope of the investigation to include only the individuals that meet the pre-defined criteria of a contact.
 - Participate in interviews conducted by **ECHD**.
 - Align return to school policies for COVID-19 cases and contacts with ECHD isolation and quarantine time frames and release documentation.

****School districts are not expected to conduct contact tracing activities or make final determinations on potential exposures. They will work with ECHD to ensure a prompt and thorough investigation for all scenarios where COVID-19 is confirmed or suspected. All existing protocols for the mitigation of communicable disease apply****

Lab-Confirmed COVID-19 Case & Contact Flow



*****School administration, school health staff, and student support services provide ECHD with information and assistance with investigations upon request*****

