



## **CONTACT TRACING**

As indicated prior, the Governor is requiring that all schools provide their plan for Contact Tracing. The WCSD will work closely and in collaboration with the Dutchess County Department of Behavioral and Community Health, upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors; as indicated in our WCSD Reopening Plan visitors will be kept to a minimal.

In the case of an individual testing positive, WCSD will address each case with the Dutchess County Department of Behavioral and Community Health in tracing all contacts of the individual, in accordance with the protocols, and tools provided by the Dutchess County Department of Behavioral and Community Health. Confidentiality will and must be maintained as required by federal and state law and regulations.

For your convenience, we have done a Cut and Paste of The Contact Tracing Procedure of Dutchess County Schools from the Dutchess County Department of Behavioral and Community Health; this information can also be located in our entire local health \*\*\*\*

### **Background**

COVID-19 remains a serious public health threat to the residents of Dutchess County, NY. Recently, the Governor of New York State has approved that both public and private K-12 schools will be able to open for the upcoming school year and was given guidance documents to develop plans to safely re-open with many COVID-19 mitigations. One of those mitigations is to have a plan for contact tracing when a positive case is reported in a school setting. The process for contract tracing in Dutchess County schools is described by the steps listed below.

- 1. Report the confirmed or suspected case of COVID-19 to the • Mode of transportation to and from school during past 48 hours prior to symptom onset. As a secondary contact for case reporting and other questions, schools may call the COVID Call Center at 845-486-3555.**

Nurse or designee from school to contact DBCH with the following required information completed:

- Demographic information required to begin investigation including
  - Full name(s) of individual(s)
  - Date of Birth
  - Physical address;
- Guardian/caregiver information including
  - Full name,
  - Phone number,
  - Email address
- Date of symptom(s)onset;
- Positive test date and healthcare provider, if available
- If not and/or obtainable
- Name and date of birth for each household member,
- Recent travel history within past 14 days and location(s);
- Last day student was in school;
- Names of potential contacts during 48 hours prior to symptom onset including classes, extracurricular activities
- Mode of transportation to and from school during the past 48 hours prior to symptom onset.

**Index case (or proxy) will be interviewed by DBCH staff:**

- This is to ascertain the incubation period (14 days before the onset of symptoms or positive test) and exposure period (48 hours before symptom onset and or positive test) to elicit contacts.

**DBCH staff will interview contacts of index case as needed**

- DBCH staff may require line lists with relevant contact information of potentially exposed individuals as well as clarify information based on the interview of the index. An exposure is defined by CDC guidelines.
- Each instance of exposure will require review and investigation by DBCH staff.

**DBCH to issue quarantine orders as needed**

- Based on investigative activities those that are considered exposed will be notified to quarantine for 14 days.

- They will be entered into the NYS COVID-19 program and notified by NYS Contact Tracers and receive letters of quarantine.
- Schools may have already sent the individual home to begin the quarantine prior to the formal notice of quarantine.

**Schools to communicate with parents and students**

- WCSD communicates the positive case via a “Dear Parent” Letter to impacted groups or the district at large.

**Mode of transportation to and from school during past 48 hours prior to symptom onset. As a secondary contact for case reporting and other questions, schools may call the COVID Call Center at 845-486-3555.**

*Updated by the Dutchess County Department of Behavioral and Community Health as of August 24, 2020.*