

## COVID-19 Testing and Contact Tracing

The safety of students and staff will remain our utmost priority as we return to in-person learning schedules. The following protocols will be followed to ensure a safe school environment, and to assist the school and health officials track and contain the spread of COVID-19 in the event of an infection in school.

### Testing and Monitoring

#### Daily protocols

- *Staff:* All staff members will complete a daily health screening questionnaire, as outlined by [NYSED](#) and the [NYCDOH](#), **prior** to entering the school building. Additionally, all staff will receive training on identifying the symptoms of COVID-19 and have available daily a checklist of known symptoms provided by the NYCDOH.
- *Students:* All students will have their temperature checked daily **prior** to entering the school building to confirm the absence of a fever (a temperature above 100°). Temperature will be checked by a trained member of school staff using a non-contact thermometer.
- *All:* All individuals will be asked to stay home if they feel ill or display any [symptoms](#) of COVID-19. In the event an individual begins to display symptoms in school, the individual will be escorted to an Isolation Room (or if transportation is available, may immediately leave school) to effectively quarantine, in accordance with the Isolation Protocols highlighted below.

#### Testing and Isolation Protocols for Suspected Symptoms

- *Staff:* Staff members who develop symptoms of COVID-19 during the school day will immediately notify his/her supervisor, as well as the school's *COVID-coordinator*, by phone call and/or text, and will immediately either proceed to the designated isolation space or arrange departure from the school premises.
- *Students:* If a student develops symptoms of COVID-19 during the school day, the *COVID-coordinator* or a staff member, wearing appropriate PPE, will escort that student to the designated building isolation space and contact the student's parent/guardian for immediate pick-up. Students will remain supervised while in the isolation space.
- *All:* Students or staff members exhibiting symptoms of COVID-19, those who have been in close contact with individuals confirmed of having COVID-19, or individuals who have had recent international travel, or travel to a state with widespread transmission of COVID-19 as designated through the [NYS Travel advisory](#), will be directed to contact their healthcare provider or referred to a local testing site or the local NYCDOH office.
- *Communication:* In the event of a suspected case of COVID-19, school officials will notify all staff and families that might have been exposed. In the event of a confirmed case of COVID-19, the school will additionally contact each staff and family member that might have been exposed to enforce quarantine measures, and will also contact the NYCDOH or [NYC Test + Trace Corps](#) to assist with information-sharing for effective contact tracing protocols.

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### Contact Tracing

- *Communication:* If a student or staff member tests positive for COVID-19, the *COVID-coordinator* and/or Beginning with Children Foundation will contact the NYCDOH and assist in contract tracing efforts through the [New York State Contact Tracing Program](#) and [NYC Test + Trace Corps](#) program. The DOH and NYC Test + Corps will begin an investigation into the risk of exposure to the School community and work with the School to issue clear guidance for next steps based on the outcome.
- *Recordkeeping:* The schools will maintain updated and accurate records relating to student groups, school and student schedules, family and sibling information and visitor logs to support all contact tracing efforts. Such records will follow best practice guidance from the NYCDOH to ensure necessary information is retained and logged daily for immediate information sharing if needed.
- *Information Privacy:* For a suspected case of COVID-19, the school will not release the name or personally identifiable information pertaining to exposed individuals, but it will ensure all potentially exposed individuals receive the proper notifications and support guidance. Such communication will extend to potentially exposed individuals through shared spaces or school transportation otherwise outside of an exposed individuals' cohort. To the extent that the school must release personally identifiable information about a confirmed case of COVID-19, it will only do so to approved government agencies and will ensure compliance with health, privacy, and education laws of its students and staff.

### Closure Triggers

Following a return to in-person learning (whether full or hybrid), the school will follow automatic closure triggers if any of the conditions occur that are highlighted below.

Conclusion of Investigation	During Investigation	Post Investigation
1 Confirmed Case	<ul style="list-style-type: none"><li>• Close Classroom, transition to remote learning</li></ul>	<ul style="list-style-type: none"><li>• Classroom remains closed for 14 days.</li><li>• Students and staff in close contact with positive case self-quarantine for 14 days</li></ul>
At least 2 cases linked together in school, same classroom	<ul style="list-style-type: none"><li>• Close Classroom, transition to remote learning</li></ul>	<ul style="list-style-type: none"><li>• Classroom remains closed for 14 days.</li><li>• Students and staff in close contact with positive case self-quarantine for 14 days</li></ul>
At least 2 cases linked together in school, different classrooms	<ul style="list-style-type: none"><li>• Close School Building, transition to remote learning</li></ul>	<ul style="list-style-type: none"><li>• Classroom of each case remain closed and quarantined, additional school members are quarantined based on where exposure was in the school (e.g. locker room)</li></ul>

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At least 2 cases linked together by circumstances outside of school (i.e. acquired infection by different setting and source)	<ul style="list-style-type: none"><li>• Close School Building, transition to remote learning</li></ul>	<ul style="list-style-type: none"><li>• School opens post investigation</li><li>• Classrooms remain closed for 14 days</li></ul>
At least 2 cases not linked but exposure confirmed for each outside of school setting	<ul style="list-style-type: none"><li>• Close School Building, transition to remote learning</li></ul>	<ul style="list-style-type: none"><li>• School opens post investigation</li><li>• Classrooms remain closed for 14 days</li></ul>
Link unable to be determined	<ul style="list-style-type: none"><li>• Close School Building, transition to remote learning</li></ul>	<ul style="list-style-type: none"><li>• Close School for 14 days</li></ul>

**In addition to the above automatic triggers, Beginning with Children, in conjunction with School Leaders, may consider a full or partial closure of in-person school operations if circumstances impede the schools' ability to operate in a safe and effective manner.**