WHAT TO DO IF A STUDENT BECOMES SICK OR REPORTS A NEW COVID-19 DIAGNOSIS AT SCHOOL

Student(s) shows signs of infectious illness consistent with COVID-19.2

Teacher or staff excuses student(s) from classroom, cohort or area within the school. Alert the COVID-19 POC. If masking is not required at the school, provide student with mask as soon as possible.

COVID-19 POC takes student(s) to isolation room/area and ensures student(s) is properly supervised and masked. The parent, guardian, or caregiver is called. Arrangements are made for student(s) to either go home or seek emergency medical attention.3

Note: If multiple ill students must be placed in the same isolation room/area, ensure mask use and stay at least 6 feet apart while supervised.

Parent, guardian, or caregiver picks up student(s). Parent, guardian, or caregiver contacts healthcare provider for evaluation and possible COVID-19 test.

Note: If a school does not have a routine screening testing program, the ability to do rapid testing on site could facilitate COVID-19 diagnosis and inform the need for quarantine of close contacts and isolation.

Clean and disinfect areas that the ill student(s) occupied. Ventilate the area(s), wait as long as possible before cleaning to let virus particles settle (at least several hours), and use personal protective equipment (including any protection needed for the cleaning and disinfection products) to reduce risk of infection.

Student(s) return to school following existing school illness management policies.

Student positive COVID-19 test result.

Student(s) diagnosed with COVID-19 and begins home isolation.

COVID-19 POC starts a list of close contacts of the ill student(s) and informs staff, parents, guardians, or caregivers of close contacts of possible exposure.4

COVID-19 POC works with local health officials to assess spread and support follow up with staff, parents, guardians, or caregivers of student(s) that had contact with the ill student(s).5

Parents, guardians, or caregivers of close contacts are advised to keep their children home (quarantine according to local health department requirements) and to consult with the student(s)' healthcare provider for evaluation and possible COVID-19 test.6

Members of the ill student(s)' household and staff who had close contact with the student are advised to quarantine according to local health department requirements.7

The ill student(s) can return to school and end isolation once the following are met:
- 10 days out from the start of the symptoms, AND
- Fever free for 24 hours without fever reducing medication, AND
- Symptoms have improved.

Note: COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as director)

1Scenario based on geographic area with community transmission of SARS-CoV-2 the virus that causes COVID-19.

2The most common symptoms of COVID-19 in children include fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breath or difficulty breathing, diarrhea or vomiting, stomach ache, tiredness, headache, muscle or body aches, and poor appetite or poor feeding (especially in babies under 1 year old).

3Schools that do not have a universal mask requirement could require masking by students, teachers, and staff if they are experiencing onset of upper respiratory infection symptoms at school while waiting to be picked up or leave the school.

4With no known close contact.

5Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask. See exception in the definition for the exclusion of students in the K-12 indoor classroom: https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan-appendix.html#contact

6To the extent allowable by applicable laws regarding privacy.

7CDC guidance provides that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine, but should get tested after an exposure to someone with COVID-19.

cdc.gov/coronavirus

C322180-C August 4, 2021 3:54 PM
COVID SAFETY & CONTACT TRACING PROTOCOLS

- Notification of a COVID+ student/staff member (lab confirmed test)
- Notify appropriate school personnel
- Enact any cleaning protocols if needed
- Confirm dates of attendance and potential exposure at school (2 days prior to symptom onset or, if asymptomatic, 2 days prior to specimen collection)
- Contact DOH to inform them of the forthcoming case and to confirm the positive test
- Begin contact tracing
- Using inclusive dates, identify close contacts
- Use seating charts, attendance logs, and rosters to confirm all close contacts
- Fill out contact tracing form, if someone identifies that they are COVID recovered or fully vaccinated, annotate that on the form. DOH will confirm.
- Confirm all information on the contact tracing log before submission
- Submit the log to DOH
- After DOH confirms log and fully vaccinated or COVID recovered individuals (90 day window), begin calls home
- DOH will issue quarantine/isolation letters and confirm any fully vaccinated or COVID recovered individuals (90 day window)
- Confirm release dates from isolation/quarantine with DOH and inform nurse and HR

DEFINITIONS

Close Contact through Proximity and Duration of Exposure
Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).

CDC Exception
In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.

Isolation
Separate sick people with a contagious disease from people who are not sick.

Quarantine
Separate and restrict the movement of people who were exposed to a contagious disease to see if they become sick.

Contact of Contact
A person who was in contact with someone who is quarantine as a result of a positive case.
STUDENT OR STAFF IS SYMPTOMATIC
Fever, cough, shortness of breath, headache, new loss of taste or smell, sore throat, congestion, nausea, vomiting, diarrhea, muscle or body aches.

Student or staff has documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.

Isolate and send home immediately. Inform student or staff they must seek medical attention and must follow the appropriate protocol.

Positive student or staff will be isolated for a minimum of 10 days from start of symptoms and must be 72 hours fever free without the use of fever reducing medications and have resolution of other symptoms before return.

Contacts to positive case (that do not develop symptoms) can return to school after 14-day quarantine period.

Student or staff test positive for COVID-19. School notifies COVID case to local county health department.

CALL: (845) 656-4905
COMPLETE COVID FORM AND FAX TO: (845) 279-4104

• Local Health Department contacts student, parent, staff or visitor to perform case investigation and begin contact tracing.

• Local Health Department will notify the school for collaboration with contact tracing and to identify close contacts.

• Close contacts include persons within 6 ft. or less for more than 10 minutes. Contact tracers may also consider duration and proximity of contact and other criteria in determining close contacts.

• A close contact will be quarantined for 14 days from the date of last exposure and advised to monitor for symptoms.
COVID-19 SCHOOL CONTACT MONITORING PROCESS

Putnam County Department of Health (PCDOH) receives lab report of confirmed case.

PCDOH investigator interviews confirmed case, identifies contacts (in consultation with the case and the School COVID-19 Coordinator) and places confirmed case under isolation and monitoring.

Contact tracer interviews contact, determines exposure risk, and issues 14-day quarantine.

Contacts in quarantine monitored for 14 days for signs and symptoms of COVID-19.

Symptomatic contacts become a Person Under Investigation (PUI) and are referred for testing and further investigation.

Positive test results are reported to PCDOH. The PUI becomes a case and the process begins.

PUIs with negative test results complete the original quarantine requirement.

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

REVISED: 08/24/21
Information from Governor Kathy Hochul’s Office on School Reopening Resources

September 7, 2021

During Governor Hochul’s first day in office, she announced a plan to help support a safe return to school in the fall. To help ensure testing is available to students as they return to school, funds are being utilized to launch a COVID-19 Testing in Schools Program, also referred to as the ELC School Reopening Program, in partnerships with local health departments and BOCES throughout New York State outside of New York City. New York City has received funds to initiate a COVID-19 Testing in Schools program. All K-12 schools, public, private, charter, and parochial are eligible to receive support through this initiative.

If your school/district operates in one of the counties listed below, please contact your county BOCES for more information.

- Montgomery and Fulton Counties: Hamilton-Fulton-Montgomery BOCES
- Herkimer County: Herkimer-Fulton-Hamilton-Otsego BOCES
- Madison County: Madison-Oneida BOCES
- Oneida County: Oneida-Herkimer-Madison BOCES

For schools/districts in all other counties, please reach out to your local health department for more information if you have not yet heard from them. It is imperative that schools and local departments of health are working closely to ensure testing is available. For schools operating in NYC, please contact the New York City Department of Health and Mental Hygiene for information.

The CDC recently released a COVID-19 Testing Communication Toolkit for Schools which provides helpful resources for communicating with parents, caregivers, staff, and students about COVID-19 school testing. This kit includes:

- Social media content that communicates the importance of COVID-19 school testing and can be shared on Instagram, Twitter, and Facebook.
- Informational flyers to promote school COVID-19 testing programs and answer questions about COVID-19 school testing.
- Posters that highlight the benefits of COVID-19 testing programs in schools and portray in-person learning and activities.
- Customizable letters and FAQs for teachers, parents, and guardians that address frequently asked questions about school COVID-19 testing programs.