



**Union County Educational Services Commission  
Policy 1648.11 The Road Forward - District Plan for Safe Return  
2021-2022 School Year**

**Appendix J – Contact Tracing**

Union County Educational Services Commission recognizes that public school districts contribute to the health and safety of the community by assisting Local, County and State Health Officials in the implementation of contact tracing during the COVID-19 pandemic.

Contact tracing is an important strategy for preventing the transmission of infectious diseases including COVID-19. It involves the process of identifying, notifying and providing support to individuals who may have come in contact with a person who was diagnosed with an infectious disease.

Per the CDC, close contact is currently defined as being within 6 feet of someone with suspected or known COVID-19 for 15 or more minutes during a 24-hour period.

In certain situations, it may be difficult to determine whether individuals have met close contact criterion and an entire cohort, classroom, or other group may need to be considered exposed.

In the event of a laboratory-confirmed case of COVID-19 occurring in any UCESC school or department, the Superintendent or an appointed designee will notify all potential close contacts of their potential exposure to an individual with a confirmed case of COVID-19.

Close contacts will be advised that it is recommended that they take a COVID-19 test 3-5 days after their exposure. They will not be required to quarantine due to this exposure.

UCESC schools will further contribute to implementation of prompt and responsible contact tracing protocols by maintaining timely, accurate and easily accessible records related to:

- Daily Schedules and Attendance of Students and Staff
- Contact Information for Students and Staff
- Visitor Logs and Visitor Contact Information

Schools are responsible for notifying the Superintendent's Office immediately of all close contact notifications received from students, parents, staff and/or Local, County or State Health Departments.

Confidentiality will be strictly maintained when notifying students, parents and staff of potential exposure to COVID-19 and the source of the potential exposure will not be identified as part of contact tracing procedures.