



**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.

Per current NJDOH guidance, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) where both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

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 immediately initiate contact tracing protocols to identify students, staff and/or visitors who were potentially exposed. Designated contacts of community partners will also be notified in the event of potential exposure in a location outside of a Commission school and program.

Based on recommendations of the Local Health Department, the Superintendent or an appointed designee will provide timely notification to parents and staff of close contact exposures and exclusion requirements.

In most cases, unvaccinated students or staff identified as a close contact to an individual with COVID-19 will be advised to self-quarantine and excluded from school or work for 5 full days whereas individuals up to date on their vaccinations who exhibit no COVID-19 compatible symptoms will not be excluded from school or work.

All exclusion determinations will be made on a case-by-case basis, in consideration of relevant factors including the length of exposure, vaccination status of the close contact and current level of community transmission.

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.