



# **Cheektowaga-Sloan Union Free School District**

COVID-19 Contact Tracing  
Procedures

*August 14, 2020*



### **What is COVID-19? (FDA: [LINK](#))**

*Note: Please consult the links for the most up-to-date information*

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. CDC has information on [COVID-19 symptoms](#) and caring for yourself and others. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

If an employee, visitor or student test positive for COVID-19, the Cheektowaga-Sloan Union Free School District (CSUFSD) must cooperate with the State and Local Health Department for contact tracing, isolation, and quarantine requirements. Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. Our process will allow for public health officials to put in place isolation or other measures to limit the spread of the virus.

### **New York State Contact Tracing- Information ([LINK](#))**

*Note: Please consult the link for the most up-to-date information*

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19 and make it safer to begin to return to normal again.

Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease. If you get a call from **“NYS Contact Tracing” (518-387-9993), PLEASE answer the phone.** Answering the phone will keep your loved ones and the community safe.

#### **A contact tracer will:**

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

NYS Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and reach out to potentially exposed people via phone and text. The district will cooperate with the Erie County Department of Health tracing efforts, including identifying/notifying potential contacts, while maintaining confidentiality for all those involved. The District will follow the guidance from our local health department to determine who should be temporarily excluded from school due to potential exposure of COVID-19.

The District has protocols in place to support local health departments in contact tracing efforts, including daily sign in logs with the name, date, time entered/exited and purpose of business and daily questionnaires that all staff and visitors are required to complete prior to



entering the buildings. A record of these daily sign in logs and questionnaires are being electronically maintained. Every Friday, an assigned staff member is collecting the weekly sign in sheets, scanning them, and submitting them to the Coordinator of Data and Technology for storage.

In the case of an individual testing positive, the District will work with the Erie County Department of Health to help identify all close contacts and assist with contact tracing efforts, in accordance with the protocols, training and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by Federal and State law and regulations.

Health officials, staff and families will be notified of any positive case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The facts and circumstances surrounding each case will determine the proper steps for notification, testing, contact tracing, school closures, cleaning and disinfecting, and the parameters for returning to work/school. These factors include whether or not the individual is/was symptomatic, asymptomatic, or tested positive for COVID-19. The District, in conjunction with the Erie County Health Department, will contact the student and family or employee to provide additional guidance on when to return to work/school.

The District will support the efforts of the NYS Contact Tracers by taking the following actions:

- **For employees and visitors who test positive:**
  - Upon confirmation of an employee testing positive, the District will complete the required “Business Reporting Form” for the Erie County Department of Health ([LINK](#)).
  - The Erie County Department of Health (ECDOH) will reach out to the building principal and the principal will work with the ECDOH to identify close contacts.
  - The ECDOH will contact all identified close contacts and inform them about quarantining requirements and provide information on how to get a test.
  - The District will work with the building principals to gather data from eSchool, our student management system, to identify daily schedules and contact information. The schedule will be used to identify potential locations and times the person moved throughout the building.
  - The Coordinator of Data and Technology will pull the electronic version of the daily sign in logs within the specified date range and determine the dates and times the person was in the building.
  - Daily Health screenings will be pulled within the specified date range.
  - The Building Principal will work closely with the Head Custodian and Facilities Director & Maintenance Mechanic Crew Chief to fully disinfect any space and/or materials contacted by the individual testing positive for COVID-19, and those found in the contact tracing process. The District will follow the cleaning and disinfection procedures for the school in accordance with CDC and DOH guidance under the direction of the Facilities Director & Maintenance Mechanic



Crew Chief. Cleaning products will be acquired through our current purchasing process led by our Business Manager in conjunction with our Facilities Director & Maintenance Mechanic Crew Chief.

- **For students who test positive...**
  - The District will work with the building principals to gather data from eSchool, our student management system, regarding attendance, class schedules, and contact information.
  - The school nurse will be informed and cooperate by providing required information.
  - Transportation will be reviewed to determine potential exposure (if applicable);
  - The teacher(s) on the student's schedule will assist by identifying other people who may have come into contact with the student who has tested positive.
  - Assigned seating charts will be reviewed identify close contacts.
  - The Building Principal will work closely with the Head Custodian and Facilities Director & Maintenance Mechanic Crew Chief to fully disinfect any space and/or materials contacted by the individual testing positive for COVID-19, and those found in the contact tracing process. The District will follow the cleaning and disinfection procedures for the school in accordance with CDC and DOH guidance under the direction of the Facilities Director & Maintenance Mechanic Crew Chief. Cleaning products will be acquired through our current purchasing process led by our Business Manager in conjunction with our Facilities Director & Maintenance Mechanic Crew Chief.

The District has taken several actions to reduce movement throughout the school and limit the number of contacts people will have during the school day. For more details on the actions the District has taken, please consult the full "Cheektowaga-Sloan Union Free School District COVID-19 Reopening Plan 2020-2021." A few examples of these actions are provided below:

- Adjusting the spaces within each building to ensure social distancing (e.g., 6 feet/barriers);
- All students, parents, and staff are required to use designated entry and exit points within the building;
- Building traffic patterns have been adjusted to reduce multi-directional foot traffic and student congregations using tape or signs with arrows in hallways or spaces throughout the school;
- Classrooms have been rearranged to ensure that all students, desks, and tables are facing the same direction while allowing for social distancing between students and staff;
- Assigned seating will be utilized in all classrooms;
- Establishing cohorts of students that remain with the same teachers or groups of students throughout the day;



- Students in grades prekindergarten through grade five will remain in one classroom all day with their teacher and only leave the room to use the bathroom, time outside (weather permitting), and for meals;
- Special Area Teachers (e.g., music, art, physical education) in grades prekindergarten through grade five will travel to the classrooms.
- Students in grades six through eight will be kept in cohort groups for a majority of the day and movement (e.g., Specials, lunch, accelerated classes, etc.) will be limited.
- Creating student cohort groups in high school will be more challenging due to the unique course requirements each student has for graduation. The District is making modifications to the master schedule to reduce the amount of movement. These include, but are not limited to:
  - Limiting Locker use (see full reopening plan for more details).
  - Modified bell schedule will be used to reduce the number of students traveling in the hallway at once;
  - Signs and indicators in the hallways will direct students to proceed in one direction where possible and to keep students moving at all times when not in a classroom.