Contact Tracing
Addendum to NYS DOH Plan
Contact Tracing
Addendum to Family Guidebooks for Reopening Schools

What is Contact Tracing?
Contact tracing is the process of contacting all individuals who have had contact with someone who has tested positive for COVID-19.

Contact Tracing Process
The District will cooperate with all state and local health departments regarding contact tracing, isolation, and quarantine efforts. The District will assist public health departments in identifying who may have had contact at school with a confirmed case by:

- keeping accurate attendance records of students and staff members;
- ensuring student schedules are up to date;
- keeping a log of any visitors which includes date, time and where in the school they visited;
- assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

The District will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by faculty, staff, students, and visitors.

In the case of an individual testing positive, the District will support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program and local health department.
Additionally, if an individual who was in a facility used or owned by the District for the instruction of students is discovered to have COVID-19, the District in consultation with the local health department will do the following:

- Immediately close the affected area
- Investigate all movements and interactions of students/staff over the previous week.
- Arrange for thorough cleaning and disinfection of areas affected.
- Work with the New York State Department of Health to notify all potential contacts.

The District will be utilizing a platform that will automate and streamline the contact tracing process. The system will provide a robust data dashboard for school personnel to efficiently generate reports and contact tracing heat maps to quickly identify individuals that may have come in contact with someone who has tested positive or exposed to someone with COVID-19.

The District will maintain confidentiality as required by federal and state law and regulations regarding the privacy of disclosure of COVID-19 status.
Addendum to Family Guidebooks for Reopening Schools

Contact Tracing Steps Infographic

Contact Tracing: Do your part to keep your family, friends, and community safe.

1. If you have been diagnosed with COVID-19, a public health worker will call you to let you know you have been exposed to COVID-19.
2. You should stay at home and self-quarantine for 14 days, counting from the last day you were exposed to COVID-19.
3. Self-quarantine means staying home, monitoring your health, and maintaining distance from others at all times.
4. A public health worker can provide information about COVID-19 testing in your area.
5. If you need support or assistance with self-quarantine, your health department or community organization may be able to assist you.

Contact Tracing: What to Expect if You May Have Been Exposed to Someone with COVID-19

Infografía de Pasos de Rastreo de Contactos

Rastreo de contactos: Haga su parte para mantener a su familia, amigos y comunidad seguros.

1. Si ha diagnosticado COVID-19, su departamento de salud pública le hará una llamada para informarle que ha sido diagnosticado.
2. Debe quedarse en casa durante 14 días, a partir del último día en que se expuso al COVID-19.
3. Debe informar a su departamento de salud si es necesario que su estado de salud o identidad sea conocido por el departamento.
4. Si no puede proporcionar la información necesaria, debe visitar el departamento de salud en persona.
5. Todos podemos colaborar para ayudar a desactivar la propagación del COVID-19. Haga su parte para mantener a su familia y comunidad seguros.