

Sherman Central School

Home of the Wildcats



Contact Tracing Plan

August 12, 2020

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The purpose of this document is to outline the procedures for contact tracing protocols in the event a positive case has been identified and used school facilities. Contact tracing will be utilized to track positive case movements and persons they have been in contact with 48 hours prior to exhibiting symptoms. All contact tracing will be conducted by the Chautauqua County Department of Health in cooperation with the Sherman Central School District.

Overview

Once permitted by the Governor, Sherman Central School will conduct a hybrid model of learning in September of 2020 that includes both in-person and remote instruction. This model will ensure that every SCS student can equitably attend in-person classes with a modified schedule, or learn remotely, all done simultaneously. Students in grades PreK-6 will attend school in-person Monday through Thursday and students in grades 7-12 will attend school every Friday. On days when students are not in school, students will be required to attend and participate in online learning.

Health and Safety

All students, faculty, staff and visitors will be required to wear a face covering when in common areas of the building. Students will be allowed to remove their masks for breaks, instruction (at the teacher's discretion) or to eat breakfast and lunch. It is highly recommended that students wear masks during instruction when possible.

Employees must wear face coverings at all times. Employees can take mask breaks when they are alone and socially distanced in the building. Employees are asked during break times to clean any area where a face covering was not worn.

All persons entering the building, including students, faculty and staff, will be required to have a daily health screening. The screening will be a temperature check and a series of questions.

They include :

Questions	Yes	No
1. Have you or a member of your household tested positive for, or had a confirmed case of COVID-19 in the past 14 days?		
2. Are you experiencing any COVID-19 or flu-like symptoms such as (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?)		
3. Are you or any member of your household under active quarantine due to COVID-19 exposure?		
4. Have you been in contact with anyone who has a confirmed case of, or has been exposed to COVID-19?		
5. Have you traveled outside the U.S. within the past 14 days?		

If a student answers yes to any of these questions, they will not be permitted on the bus. If a drop off or a walker answers yes to any of these questions, they will be brought to the isolation room for further assessment.

Employees will go through the same screening. If they answer yes to any of the questions, they will go to isolation or be asked to go home. If they answer no to all of the questions, they will be allowed to begin their work day.

Notification

The COVID-19 Safety Coordinator or designee will notify the BOCES District Superintendent, the New York State Department of Health, and the Chautauqua County Health Department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in the school facility or on school grounds, including students, faculty, staff, and visitors.

Tracing Support

In order to quickly identify those that may have been exposed and assist the DOH, the District will:

- Maintain a daily sign-in log for all employees and visitors that contains the following information:
 - Name
 - Date/time of entry/location

- Ensure student schedules are up to date;
- Maintain accurate student attendance records;
- Maintain accurate bus rosters; and
- Maintain accurate substitute rosters.

The District will ensure that confidentiality will be maintained as required by federal and state law and regulations and that it will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.

The District will continue to coordinate with the Department of Health and if requested or required will function as a testing site.

Quarantine, Isolation, and Return to School

The District will follow the [DOH Interim Guidance for Private Employees Returning to Work after COVID-19 Infection or Exposure](#):

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms. (The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear)
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.
- However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:

1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.4 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
 2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
 3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
 4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
 5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.
- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

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