

Ellicottville Central School

COVID-19 Containment and Contact Tracing Plan

August 14, 2020



Updated 9/1/2020

Updated 9/21/2020

This COVID-19 Containment and Contact Tracing Plan has been extracted from the Ellicottville Central School Re-Opening Plan – Fall 2020. This plan can be found at www.ellicottvillecentral.com .

Health Screenings (General):

1. All faculty and staff will receive training / instruction on how to properly identify signs and symptoms of COVID-19 . Instruction / training may take the form of one or more of the following: District made videos, links to youtube videos, live instruction, written directions, etc. Instruction / training will be recurring as necessary. (Please see appendix E)
2. Persons that are ill or display symptoms of COVID-19 will report or be sent to the school nurse immediately.
3. All staff and visitors to the school will be required to complete a health screening. This will be a daily requirement for staff. It will be required by each visitor each time they need to enter the building. Student temperatures will be taken each day with the screening completed at least one time per week. Aside from asking personal identification information, the following questions will be asked via the screening tool:
 - Do you currently have a fever over 100 degrees?
 - Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19?
 - Have you tested positive for COVID-19 in the past 14 days?
 - Have you experienced any symptoms of COVID-19 in the past 14 days? (fever, cough, shortness of breath or other respiratory problem)
 - In the last 14 days, have you traveled to/from another state or country for which New York State requires a mandated self-quarantined period? (The State list will be updated as needed.)

If an answer of “YES” is provided to any of these questions, the person is prohibited from entering Ellicottville Central School facilities. The screening tool will direct the individual (or parent) to contact Bob Miller, Superintendent & COVID-19 Security Officer 699-2316 extension 1301 or the school nurse, Karin Hager, 699-2318 ext. 1604.

Ellicottville Central School will coordinate testing of individuals that display symptoms of or have been exposed to COVID-19 with the Cattaraugus County Department of Health.

If additional screening is required, the school nurse may isolate the individual in coordination with the COVID-19 Safety Coordinator and/or county health officials.

4. Screening of and for students, staff and visitors in the CA BOCES Big Picture Program will be overseen by the program’s administrator, who will immediately contact either the ECS COVID-19 Security Officer or School Nurse if an individual: “fails” the

screening, displays symptoms of COVID-19, or is otherwise ill. At that time, all ECS plans will take effect and be followed accordingly.

Daily Health Screenings – Students and Staff:

To ensure all faculty, staff, and students comply with daily screening requirements, ECS will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding daily screening practices and expectations.
2. The District has developed a screening tool via Microsoft Forms that will be completed daily by staff and periodically (once per week) by parents for students reporting to the campus. Parents / Guardians are strongly encouraged to complete screenings of their child/children each day before sending them to school. Parents will receive instructions on how to observe for signs of illness in their child and be required to keep their child home if such symptoms are observed.
3. In the event a parent is unable to complete daily screening of their child/children on-line, they should notify the school nurse so the student(s) can be screened at school.
4. Student temperatures will be taken daily when students arrive on campus and before going to classes.
5. If the school nurse does not hear receive at least 1 screening per week, the nurse will screen the student(s) in a confidential manner or contact the parents.
6. Only minimal data will be kept in compliance with NYSDOH regulations.
7. Any screening that results in a possible case of COVID-19 will be addressed immediately by the school nurse and/or COVID-19 Security Officer.
8. The school nurse will notify the staff member / parent that they must seek the guidance of the private physician.
9. If the individual is a student, she/he will be confidentially isolated on campus:
 - a. To the greatest extent practicable, two rooms will be used by the school:
 - One room will be for healthy students who have injuries or need their medications or nursing treatment.
 - The other room will be for assessing and caring for ill students and staff, and if needed, used for the isolation of an individual suspected of having COVID-19. If more than one students is suspected of having COVID-19 they may be in the same isolation room as long as they are separated by 6 feet.
 - Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies
 - b. Parents will be called to pick up student within a reasonable time frame.
10. The school nurse will contact the DOH for additional guidance on how to proceed with the situation, including how to determine when the individual may return. Collaboratively, they will work together to limit viral spread and determine timely virus testing of the most appropriate measure and implement contract tracing in the event of a positive case.

11. If appropriate, the nurse will also provide instruction to the staff member / student's parent for the individual's return to the campus (in the event the case is not a positive COVID-19 case).
12. If a person is sent home it is imperative that people not jump to conclusions. The person may have the flu, a cold, allergies, asthma, chronic gastrointestinal conditions, etc. The school MUST protect the privacy of individuals, and, therefore, cannot share information. If the DOH determines that more actions are necessary, the school will follow the directions of DOH at that time.
13. If the school nurse is not available, the COVID-19 Security Officer or other Administrator will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. The school nurse will work collaboratively with Administrators to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, text, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.
14. Please see Appendix F for more information

Health Screenings – Visitors / Vendors / Contractors / Etc.:

1. To best ensure everyone's safety the District is asking that individuals do not plan on visiting the school unannounced. Often times a question can be answered on the phone or a tele-conference may be set-up.
2. If a visitation is absolutely required, the school nurse will screen the visitor before he/she may enter the building. The school nurse will follow the protocols established in step 3 of **Health Screenings (General)** section of this plan.

Testing Responsibility:

1. Per guidance from the State Education Department and the CDC (*Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools, p14*), Ellicottville Central School will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The Safety Coordinator, Principals, and School Nurse may make general recommendations to parents and staff members to seek medical advice from their primary care physician, community health experts, and/or our local hospital system.
2. The Ellicottville Central School COVID-19 Safety Coordinator, Principals and the School Nurse will monitor screening results so that appropriate steps can be immediately enacted to determine if intervention is needed with any students, staff or visitor that fails screening procedures.
3. Staff in school offices will serve as frontline observers of screening of self-transporting students and visitors during the day and will deny entry to any person that fails screening procedures. These staff members will contact the COVID-19 Safety Coordinator or School Nurse for instructions.

4. The COVID-19 Safety Coordinator will be immediately notified if any person fails screening procedures. The Safety Coordinator and/or School Nurse will work with the appropriate County Health Departments if COVID-19 is suspected. Those that fail screening procedures will not be allowed entry into Ellicottville Central School.
5. The School Nurse will be the key responder if any faculty, staff, students, or visitors are in need of medical care at the school.

Early Warning Signs:

1. The COVID-19 Safety Coordinator and School Nurse will regularly confer with County Health Departments for guidance on regional infection rates. Ellicottville Central School will follow all state guidance if the Western New York region's (Allegany, Cattaraugus, Chautauqua, Erie, and Niagara Counties) 7-day infection average meets the state determined threshold of 9%.
2. The COVID-19 Safety Coordinator and School Nurse will monitor daily the 7-day average infection rate for Western New York and for Cattaraugus County (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>). Ellicottville Central School will follow guidance from our County Health Department and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.
3. Other internal early warning signs that will be closely monitored are faculty, staff, and student absences related to COVID-19, more local infection rate data, and other information from the Cattaraugus County Department of Health.
4. Ellicottville Central School will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.
5. Ellicottville Central School faculty and staff will be trained to instruct parents/guardians to observe signs of illness in their child that require staying home from school.

Confirmed Case of COVID-19 (Appendix B):

1. If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
 - a. It has been at least ten days since the individual first had symptoms;
 - b. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
 - c. It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
 - d. The parent (for students) or employee has discussed their return with the school nurse 24 hours in advance of actually returning.

- e. The District will be in constant contact with the DOH and monitoring CDC guidelines for updates
2. If there is a suspected or confirmed case of COVID-19 at the school, as per the CDC and NYSDOH recommendations, the District will:
 - a. Close off the areas used by a sick person and will not use these areas until after cleaning and dis-infection has occurred.
 - b. Open outside doors and windows to increase air circulation in the area.
 - c. Wait at least 24 hours before cleaning and disinfection, or as long as possible if 24 hours is not feasible.
 - d. Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19.

Local Medical Capacity / Department of Health / Contacts:

Ellicottville Central School will work cooperatively with the Cattaraugus County Department of Health and Olean General Hospital as needed. Part of this communication will include determining factors such as the capacity of local medical facilities. The District has been told by the local DOH they will contact us if there are concerns regarding hospital capacity in the area. They have indicated the District can also reach out to them if needed.

Important contact information:

- **Cattaraugus County Department of Health**
Kevin D. Watkins, MD, MPH; Public Health Director
1 Leo Moss Drive
Olean, NY 14760
Primary: 716-373-8050
Secondary: 716-701-3398
Email: <https://www.cattco.org/health/contact>
- **Olean General Hospital**
515 Main Street
Olean, NY 14760
716-373-2600
<https://www.ogh.org/>
- **Access the New York State COVID-19 Test Site Finder**
https://coronavirus.health.ny.gov/find-test-site-near-you?gclid=EAlaIqobChMI3q2Xv4CR6wIVg5-zCh0KIAckEAAYASAAEgLvPD_BwE

Exposed Individuals:

1. The school nurse will immediately consult with county health officials and the COVID-19 Safety Coordinator if exposure to a COVID-19 infected individual is suspected through contact tracing.

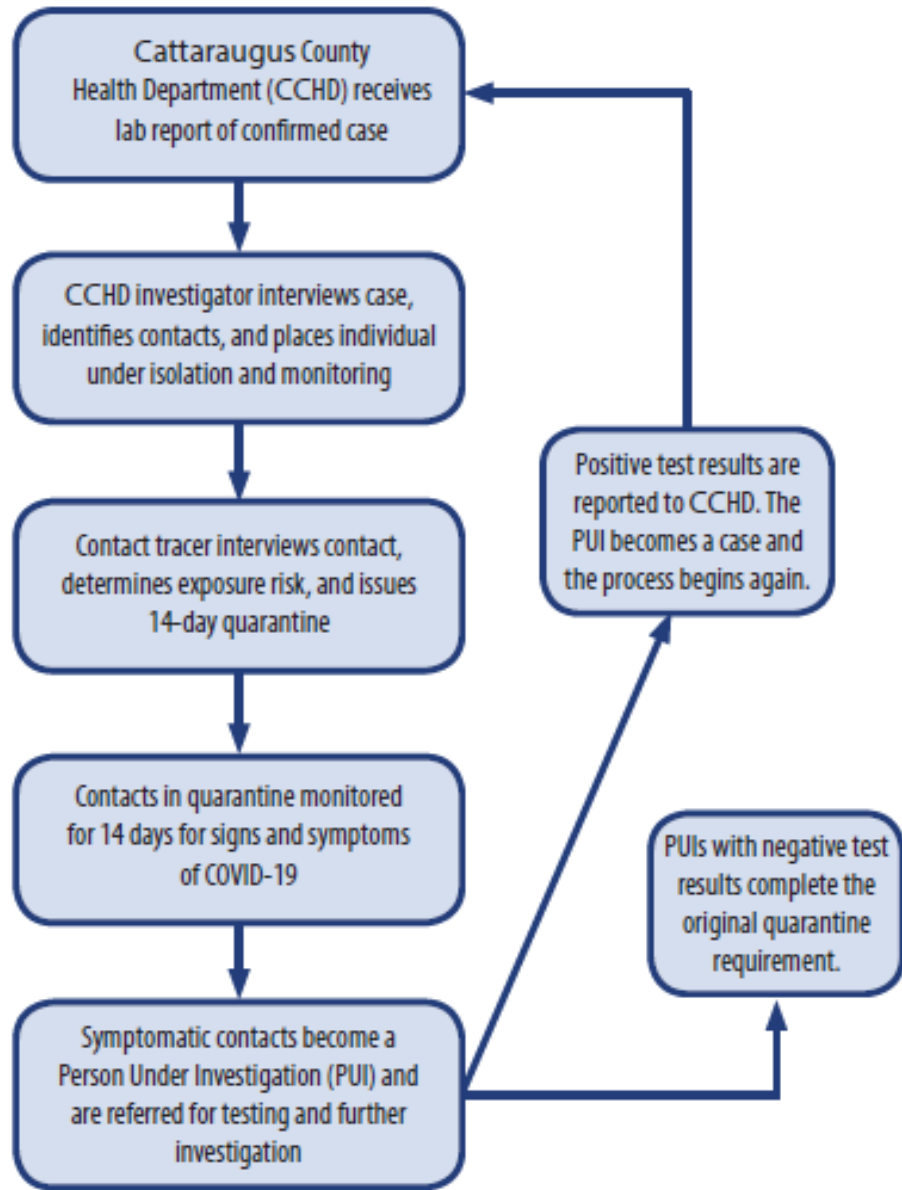
2. Collaboratively, they will work together to limit viral spread and determine timely virus testing of the most appropriate measure and implement any additional contact tracing in the event of a positive case.
3. Ellicottville Central School will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.
4. If a person is NOT diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:
 - Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
 - If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

Contact Tracing (Appendix A):

1. 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. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.
2. Ellicottville Central School will cooperate with state and local health departments in any contact tracing related to our locations, programming, staff, students, and/or visitors, according to requirements of the New York State Education Department. The Ellicottville Central School COVID-19 Safety Coordinator will, solely, assist the Cattaraugus County Department of Health in knowing who may have had contact at school with a confirmed case by:
 - keeping accurate attendance records of students and staff members including daily health screening status (pass / fail only);
 - ensuring student schedules are up to date;
 - keeping a log of any visitors which includes date, time and where in the school they visited and that they passed the health screen; and
 - assisting 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.
3. Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Appendix A

CATTARAUGUS COUNTY HEALTH DEPARTMENT (SCHOOLS) COVID-19 Student Contact Monitoring Process



School administration, school health staff, and student support services provide CCHD with information and assistance with investigations upon request.



August 19, 2020

Protocol for Symptomatic or Positive COVID-19 Student or Staff

