

COMMUNICABLE DISEASE CONTINUATION OF OPERATIONS PLAN

Purpose: Compliance with New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a which requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Consensus: This plan will be reviewed by internal stakeholders including the District Superintendent, the Administrative Cabinet, the District Wide Health and Safety Committee, and Union Representatives as well as the public for review and comment. This plan is public and will be maintained in its most current form on the Monroe One BOCES website.

Essential Positions and Titles:

If the District Superintendent, state, or local government orders a reduction of the in-person workforce **Appendix A** table of Essential Positions and Tiles, with a Function Description and Justification. Note that the NYS Department of Health COVID-19 tool kit guidance did NOT include school staff as essential workers. However, this plan's purpose is to maintain Monroe One BOCES continuity of operation and this Appended Table are those positions and titles required to:

1. Providing services required by law.
2. Maintaining the safety of employees, contractors, and constituency.
3. Providing vital services.
4. Sustaining quality operations.
5. Upholding the core values of Monroe One BOCES.

Protocol to Enable Telecommuting:

Working remotely will be enabled to the greatest extent possible, should the District Superintendent or state order a reduction of on-site, in-person work. Assignment for working remotely requires:

1. Communication of implementation to the employees and contractors.
2. Assignment of on-site and remote work schedules by employee's supervisors.
3. Notification of expectations to contractors by contractor's administrator.
4. Ability for remote work may include expectations of:
 - a. Internet access.
 - b. Devices capable to receiving and sending digital information, files, video, voice communication.
 - c. Access to the Monroe One BOCES secure network.
 - d. Access to the software and databases necessary to perform work functions.

Protocol for Staggering Work Shifts and/or Reducing Contact Hours:

For any reason, such as to reduce crowding or to adhere to NYS Department of Health guidelines, changes may be implemented. Employees or contractors performing duties which are necessary to be performed on-site may be assigned to work outside of normally assigned shifts or core business hours. The protocol for staggering shifts and/or reducing contact hours requires:

1. Communication of implementation to the administrative team, union leadership, employees, and contractors.
2. Assignment of on-site and/or remote work schedules by employee's supervisors.
3. Notification of expectations to contractors by contractor's administrator.
4. Communication of expectations of effect on minimum contract hours.

Procurement for Personal Protective Equipment (PPE) and Safety Supplies:

PPE for the health and safety of employees, students, contractors, and visitors for any reason, including the spread of infectious disease, may include:

- Face masks
- Face shields
- Gloves
- Disposable gowns or aprons
- Cleaning supplies such as sanitizers
- Personal hygiene supplies such as hand sanitizer, hand soap, paper towels, toilet paper

Protocols for providing PPE include identification based upon job duties and work location are accomplished through the Personal Protective Equipment Plan developed for normal work duties as well as following the PPE Chart for Schools developed for COVID-19 mitigation. We recognize that PPE requirements might change depending upon the exact nature of a new, specific public health emergency.

PPE Chart for Schools						
PPE Required for interaction when social distancing cannot be maintained	Face Covering			Face Shield or Goggles	Gloves	Gown
	Cloth Mask	Surgical Mask	N95 Mask			
If less than 15 minutes	X					
If over 15 minutes such as 1:1 testing or therapy, working with a person who cannot wear a mask		X		X	X	
Working with a person who cannot control body fluids		X		X	X	X
Health assessment of person with COVID- 19 like symptoms; providing nebulizer treatments, body suctioning.			X	X	X	X
Always use professional judgment						

1. Inventory of available PPE, in accordance with the amended law, will include at least two pieces of each required type of PPE to each employee assigned to work on site for at least six months for normal work duties as well as to meet the requirements for mitigation of a COVID-19-type disease.
2. Disruption of the supply chain must be accounted for in the assessment of inventory stock to be maintained, based on our experiences with COVID-19 PPE and safety & cleaning supplies orders.
3. Storage of PPE stock as well as safety and cleaning supplies will be assessed regularly to prevent its degradation.
4. Adequacy of counts, and efficacy will be maintained by the Custodial Supervisor with quarterly reports to the Assistant Superintendent for Finance & Operations.
5. Central stock will be maintained at the Foreman Center. Deliveries are made through work orders as needed.
6. Monroe One BOCES will continue to participate in fiscally responsible purchasing for PPE, cleaning and safety supplies. This will include using cooperative bids, NYS and local county contracts. Should these bids not produce adequate supplies, we will put out independent bid requests, and continue to comply with all state requirements for purchasing controls.

Personal responsibility is critical to managing a public health emergency. We also agree as an institution that personal responsibility models the behavior we wish to instill in our students. Monroe One BOCES will continue to emphasize personal responsibility. COVID-19 is mitigated by employees wearing a face covering, maintaining social distance, and keeping their hands clean not only at work but also when out in public for any reason.

Protocols for Exposure:

Protocols may be changed based upon what becomes known about the specific health emergency. The flow charts in **Appendix B - Pre-K to Gr 12 COVID-19 Toolkit** will be used unless new information is brought forth by the CDC, NYS DOH, or Monroe County DOH.

Daily Health Screening is a current practice that intends to keep ill people home and keep individuals at risk of being contagious away from our facilities. The questions, to be answered before entering our sites with an attestation following the questions, are answered with an honest, personal assessment of COVID-19 symptoms and exposure are currently:

- A.** Have you experienced any of these symptoms in the past 24 hours that are new or not usual for you?
 1. Temperature of 100 degrees F or higher
 2. New cough
 3. Headache
 4. Hard time breathing
 5. Sore throat (not due to allergies)
 6. Muscle or body aches
 7. Recent loss of taste or smell
 8. Congestion or runny nose
 9. Nausea or vomiting
 10. Diarrhea
 11. Fatigue
- B.** Have you knowingly been in close contact (within 6 feet, for more than 10 consecutive minutes, without preventive measures) in the past 14 days with someone diagnosed with or suspected of having COVID-19?
- C.** Have you had a COVID test in the last 48 hours because you were/are having symptoms?
- D.** Have you traveled outside of NYS for more than 24 hours in the last 7 days (to a non-NYS border state)?

Positive response to these questions provides the direction to stay home or to not enter Monroe One BOCES facilities. The information is then followed up by the Nursing staff and, depending upon their evaluation, reported to Monroe County Public Health Department.

Facility Cleaning and Sanitizing has always been used to control contagious diseases, of which there are many. The current protocols are:

1. Daily cleaning by the cleaning staff is accomplished after 3:00 PM and includes emptying trash, cleaning sinks/countertops, cleaning entry door hardware and glass, light switches, table and student desktops, dusting as needed, sweeping and mopping hard surface floors, vacuuming carpeting, the sanitizing and cleaning agent used is hydrogen peroxide based.
2. Employees are expected to maintain clutter-free housekeeping, clean and sanitize their personal workspace desktops, chair arms and telephones. The same hydrogen peroxide based cleaner and sanitizing agent is provided in a spray bottle and with paper towels for this purpose.
3. The common areas such as halls and entryways are maintained throughout the day with particular care to frequently sanitize high touch points.
4. If students are in session, an effort is made to clean instructional spaces between sessions.
5. Body fluid cleanups are accomplished by cleaners with strict adherence to Blood Borne Pathogen standards as quickly as possible whenever they occur.
6. Health Office areas, which may include offices, exam areas, bathrooms, isolation rooms, and respiratory therapy rooms are cleaned, sanitized and/or disinfected whenever requested by the health office staff.

Monroe One BOCES will support contract tracing by state and local governments. Staff will provide data such as badge swipes to identify as well as determine building entries. Data from WinCap software, that collects employee start and stop times via fingerprint or keyboard entry, records the location entered from attendance records to support contact tracing. Employees will continue to be expected to accurately report their time and work locations. Employees are expected to cooperate with contact tracing to the best of their ability.

Leave Provisions:

During times of public health emergencies leave will follow all applicable laws and union contracts. Monroe One BOCES is committed to fulfilling employer obligations under state and federal emergency regulations that provide relief to employees during a public health emergency. The Human Resources Department is administering leaves in the event an employee needs to receive COVID-19-related testing, treatment, isolation, or quarantine in accordance with the following employment laws:

New York Emergency COVID-19 Paid Sick Leave Law, effective March 2020.

- Provides paid leave for at least fourteen days for any public employee who is subject to a mandatory or precautionary order of quarantine or isolation issued by the State of New York the department of health, local board of health or any governmental entity duly authorized to issue such order due to COVID-19.

- Executive Order 202.60 provides that “an employee shall not be eligible for paid sick leave benefits or any other paid benefits pursuant to this chapter if such employee voluntarily travels to a state with a positive test rate higher than 10 per 100,000, or higher than a 10% test positivity rate...”

Families First Coronavirus Response Act (FFCRA), effective March 18, 2020 and expired on December 31, 2020.

- An employee who is unable to work or telework for reasons related to COVID-19 due to a quarantine or isolation order or is experiencing symptoms of COVID-19 and seeking medical diagnosis is entitled to paid sick leave at the employer's regular rate of pay up to \$511.00 per day and \$5,110 aggregate.
- An employee who is unable to work or telework for reasons related to COVID-19 will be entitled to paid sick leave at two-thirds rate of pay up to \$200 per day and \$2,000 in aggregate if the employee is:
 1. Subject to a Federal, State, or local quarantine or isolation order.
 2. Caring for a child of such employee because the school or place of care of the child has been closed due to COVID-19 precautions.
 3. Experiencing any other similar condition specified by the U.S. Department of Health and Human Services.

Emergency Family and Medical Leave Expansion Act (EFMLEA), effective March 18, 2020 and expired December 31, 2020.

- Amends the Family and Medical Leave Act of 1993 to require employers to provide expanded paid family and medical leave to employees who are unable to work or telework.
- An employee who is caring for a child of such employee because the school or place of care of the child has been closed due to COVID-19 precautions is entitled to receive up to ten (10) weeks of paid family and medical leave at two-thirds the employee’s rate of pay up to \$200 per day and \$10,000 in the aggregate.

Protocol for documenting work hours and locations:

Employees are required to punch in and out at work, or from their remote work site, using the WinCap Web time and attendance system. Time and attendance records, daily employee health checks, visitor health check logs and building security card access may be used to support local public health officials with contact tracing efforts.

Appendix A

**Monroe One BOCES
Essential Positions and Titles for Continuation of Operations**

Essential Function	Essential Positions	Justification
Administration and Oversight	District Superintendent	<p>Assigns critical functions to assure compliance with all CDC, DOH and NYSED requirements.</p> <p>Maintains communication with administration, staff, and parents.</p> <p>Establishes contacts to provide outside organizations with information relative to BOCES plans and procedures.</p> <p>Communicates with the Board of Education and component school district superintendents.</p>
	Assistant Superintendent for Accountability, Assessment and Technology	<p>Assigns critical functions to Regional Information Center staff to ensure network connectivity to all Monroe County school districts.</p> <p>Providing remote network access to business, Human Resources, learning management systems, student information systems, and building operations systems is critical to supporting a remote workforce.</p>
	Assistant Superintendent for Instruction	<p>Development and execution of the Continuation of Instruction Planning.</p> <p>Provides direct support to the District Superintendent (D.S) and provides oversight of all instructional programs and nursing staff.</p>
	Assistant Superintendent for Management Services	<p>Assists with compliance efforts to meet CDC, DOH and NYSED requirements.</p> <p>Provides direct support to the D.S. and provides oversight of Technology Services, Transportation, and Safety and Security.</p> <p>Coordinates emergency planning for emergency IT connectivity, Human Resources, transportation, and safety & security needs.</p>
	Assistant Superintendent for Finance and Operations	<p>Ensures all essential business and operational functions are maintained.</p> <p>Provides direct support to the D.S and provides oversight of the Business Office, Operations and Maintenance and School Lunch.</p>

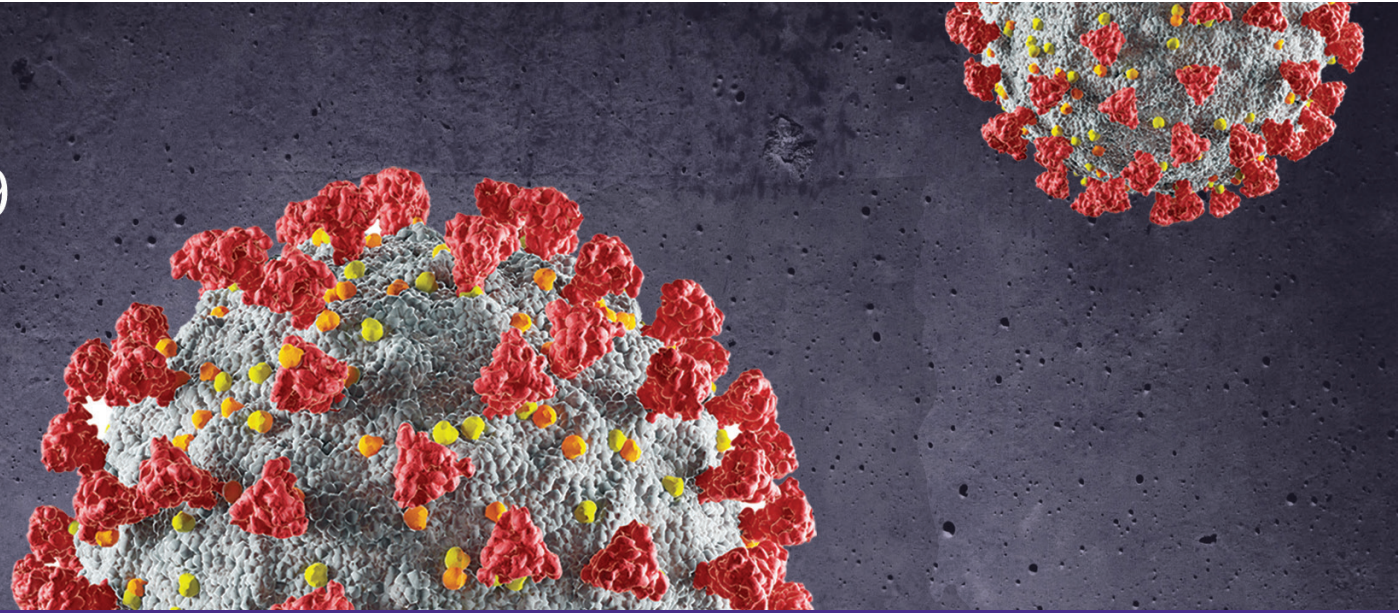
Essential Function	Essential Positions	Justification
	Director of Human Resources	Provides direct support to the D.S and ensures that all essential HR functions are maintained and managed effectively including work assignments, payroll, and benefits.
	Principals Directors Coordinators	Provide logistical input to the continuation of instruction plan as well as other emergency planning needs. Oversee program staff and are liaisons between BOCES, students and families.
	Clerical	Provide necessary support for all Administrators.
Business Office	Purchasing Agent	Procurement of emergency supplies and equipment.
	Director of Finance Treasurer Accounting Staff Accounts Payable Auditor	Maintain business operations and fiscal matters by processing accounts payable, managing budgets and accounting functions.
Human Resources	Payroll and Benefit Staff	Account for time and attendance, manage benefits, and process payroll.
Instruction	Teachers Classroom support staff	Determined based on individual need of students.
Safety	Director of Safety & Security Security Staff	Ensure the safety and security of the campuses.
Information Technology	Technology Coordinator Network Manager Network Technicians	Establish all priorities for IT task and organizes staff. Provide support in setting up hardware and software, network management, and help desk support.
Regional Information Center (RIC)	Assistant RIC Directors Network Administrators Senior Network Technicians Computer Repair Staff Warehouse staff	Establish all priorities for RIC tasks and organizes staff. Provide consistent network and internet performance and availability across the region to support remote learning and working. Maintain critical business systems (student, financial, email, etc.). Ensure technology equipment is attainable and maintained.
Operation and Maintenance	Building Maintenance Supervisor	Direct the maintenance of building systems and the necessary level of cleaning and sanitizing.

Essential Function	Essential Positions	Justification
	Maintenance Mechanics	Perform maintenance on building systems at all BOCES facilities.
	Grounds Equipment Operators	Maintain the exterior of BOCES Facilities to ensure safe access to buildings.
	Cleaners	Perform all cleaning and sanitization and necessary upkeep of the buildings.
Health Services	Nurse Manager Nursing Staff	To distribute medications and assist with testing requirements, reporting and contact tracing.
Transportation	Director of Transportation	Direct staff to meet transportation needs that become essential to special student program needs.
	Bus Mechanics	Maintain buses, complete bus inspections, and meet DOT inspection mandates.
	Bus Drivers/Attendants	Transport students to in-person programs or other special education related service needs



Department
of Health

NYSDOH COVID-19



Pre-K to Gr 12 COVID-19 Toolkit

NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

Can My Child Go To School Today?

In the past 10 days, has your child been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES

NO

Was the test result **positive** OR are you still waiting for the result?

YES

Your child **cannot** go to school today. They must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results **OR** if **positive**, the local health department has released your child from isolation.

In the last 10 days, has your child:

- Traveled internationally to a **CDC level 2 or higher COVID-19 related travel health notice country**; or
- Traveled to a noncontiguous state; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

NO

YES

Your child **cannot** go to school today unless:

- For travelers, they have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
- For children designated as a contact, until the local health department releases your child from quarantine (at least 10 days).

If your child received a COVID test within 72 hours prior to arriving in NY, they must quarantine for 3 days and can test on the 4th day after arrival. Students who receive a second negative result can return to school.

Does your child currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- Shortness of breath or trouble breathing
- Feel feverish or have chills
- Nausea, vomiting, diarrhea
- Cough
- Muscle pain or body aches
- Loss of taste or smell
- Headaches
- Fatigue/feeling of tiredness
- Nasal congestion/ runny nose
- Sore throat

YES

NO

Your child **cannot** go to school today. Your child should be assessed by their pediatric healthcare provider (HCP). Call your child's HCP before going to the office or clinic to tell them about your child's symptoms. If your child does not have a HCP, call your local health department.

Your child **CAN** go to school today. **Make sure they wear a face covering or face mask, practice social distancing, and remind them to wash their hands!**

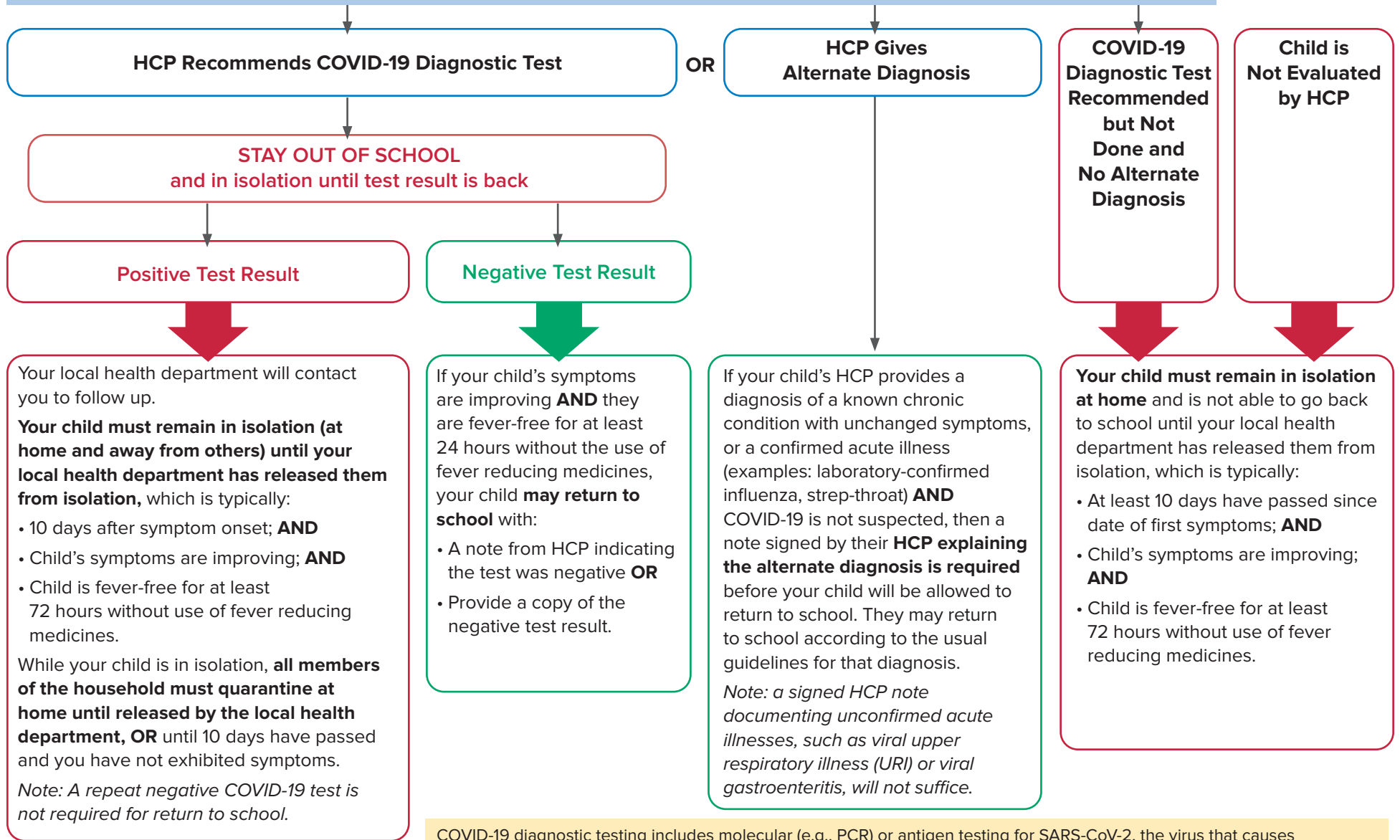
Report absences, symptoms, and positive COVID-19 test results to your child's school.

SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:

- Trouble breathing or is breathing very quickly
- Change in skin color - becoming pale, patchy and/or blue
- Prolonged fever
- Racing heart or chest pain
- Is too sick to drink fluids
- Decreased urine output
- Severe abdominal pain, diarrhea or vomiting
- Lethargy, irritability, or confusion

My child has COVID-19 symptoms. When can they go back to school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

Can I Go to Work at the School Today?

In the past 10 days, have you been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES

Was the test result **positive** OR are you still waiting for the result?

YES

You **cannot** go to work at the school today. You must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results **OR** if **positive**, the local health department has released you from isolation.

NO

In the last 10 days, have you:

- Traveled internationally to a **CDC level 2 or or higher COVID-19 related travel health notice country**; or
- Traveled to a noncontiguous state; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

YES

You **cannot** go to work at the school today unless:

- For travelers, you have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
- For individuals designated as a contact, until the local health department releases you from quarantine (at least 10 days).

If you received a COVID test within 72 hours prior to arriving in NY, you must quarantine for 3 days and can test on the 4th day after arrival. Once you receive a second negative result can return to school.

NO

Do you currently have (or have had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- Shortness of breath or trouble breathing
- Feel feverish or have chills
- Nausea, vomiting, diarrhea
- Cough
- Muscle pain or body aches
- Loss of taste or smell
- Headaches
- Fatigue/feeling of tiredness
- Nasal congestion/ runny nose
- Sore throat

YES

You **cannot** go to work at the school today.

You should be assessed by your health care provider (HCP). Call your HCP before going to any in-person visits to tell them about your symptoms. If you do not have a health care provider, call your local health department.

NO

You can go to work at the school today!
Make sure you wear a face covering or face mask, practice social distancing, and wash your hands frequently.

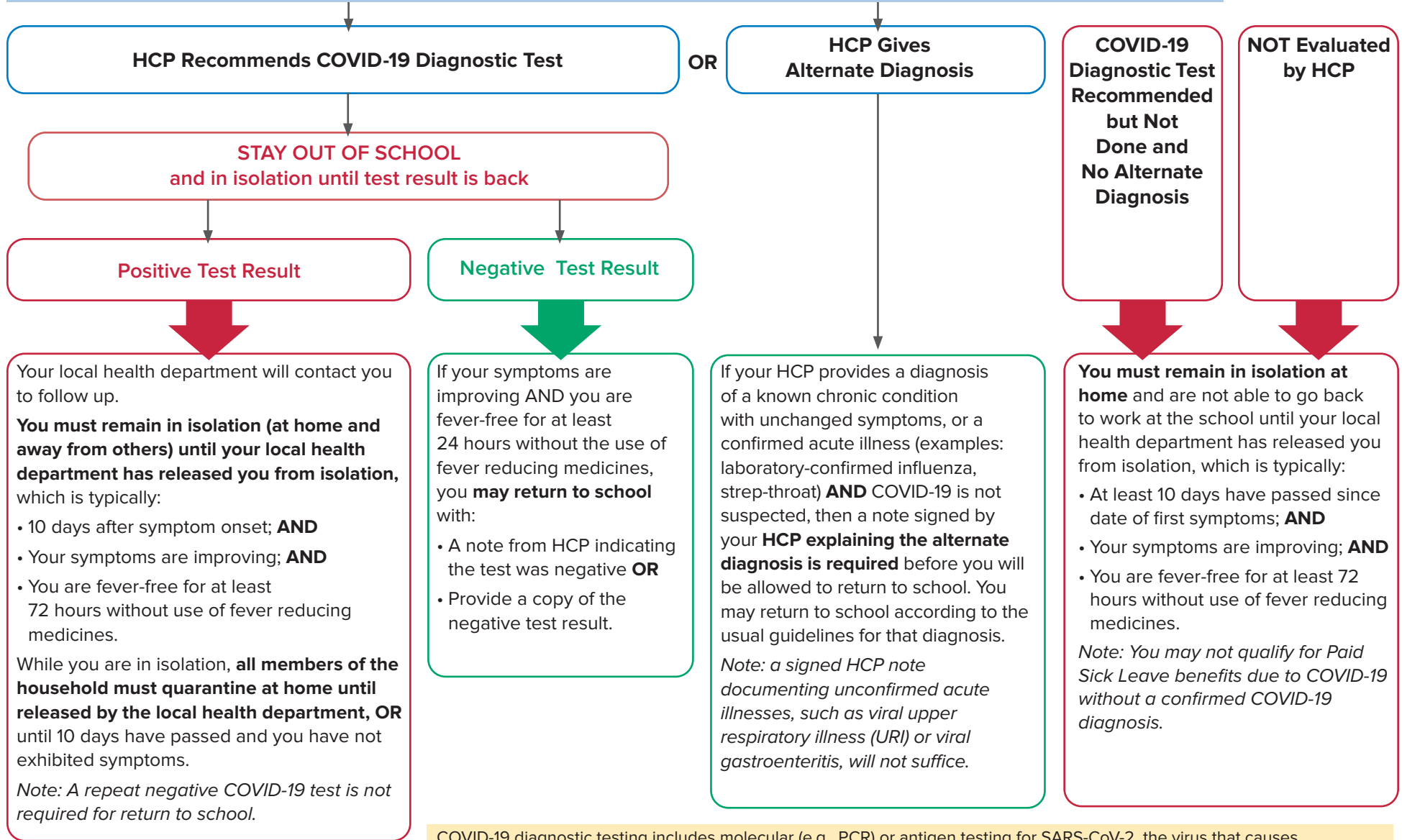
Report absences, symptoms, and positive COVID-19 test results to your school.

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Change in skin color - becoming pale, patchy and/or blue
- Are too sick to drink fluids
- Racing heart or chest pain
- Severe abdominal pain, diarrhea or vomiting
- Decreased urine output
- Lethargy, irritability, or confusion

I have COVID-19 symptoms. When can I go back to work at the school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

NYS DOH COVID-19 Guide for School Administrators and Schools Nurses

COVID-19 Screening Flowsheet for Students and Staff

In the past 10 days, has the student or staff been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES

NO

Was the test result **positive** OR are they still waiting for the result?

YES

The student or staff **cannot** go to school today. They must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results **OR** if **positive**, the local health department has released them from isolation.

In the last 10 days, has the student or staff:

- Traveled internationally to a **CDC level 2 or or higher COVID-19 related travel health notice country**; or
- Traveled to a noncontiguous state; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

NO

YES

The student or staff **cannot** go to school today unless:

- For travelers, they have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
- For student or staff designated as a contact, until the local health department releases them from quarantine (at least 10 days).

If they have received a COVID test within 72 hours prior to arriving in NY, they must quarantine for 3 days and can test on the 4th day after arrival. Once they receive a second negative result can return to school.

Does the student or staff currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- Shortness of breath or trouble breathing
- Feel feverish or have chills
- Nausea, vomiting, diarrhea
- Cough
- Muscle pain or body aches
- Loss of taste or smell
- Headaches
- Fatigue/feeling of tiredness
- Nasal congestion/ runny nose
- Sore throat

YES

NO

The student or staff **cannot** go to school today. They should be assessed by their health care provider (HCP). If they do not have an HCP, they should call their local health department. If they do not receive COVID-19 testing, or are not cleared to return to school by their HCP, then they are required to be isolated at home. See next page for more information.

The student or staff **CAN** go to school today! **Make sure they wear a face covering or face mask, practice social distancing, and wash their hands frequently.**

Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

CALL 911 IF A STUDENT OR STAFF HAS:

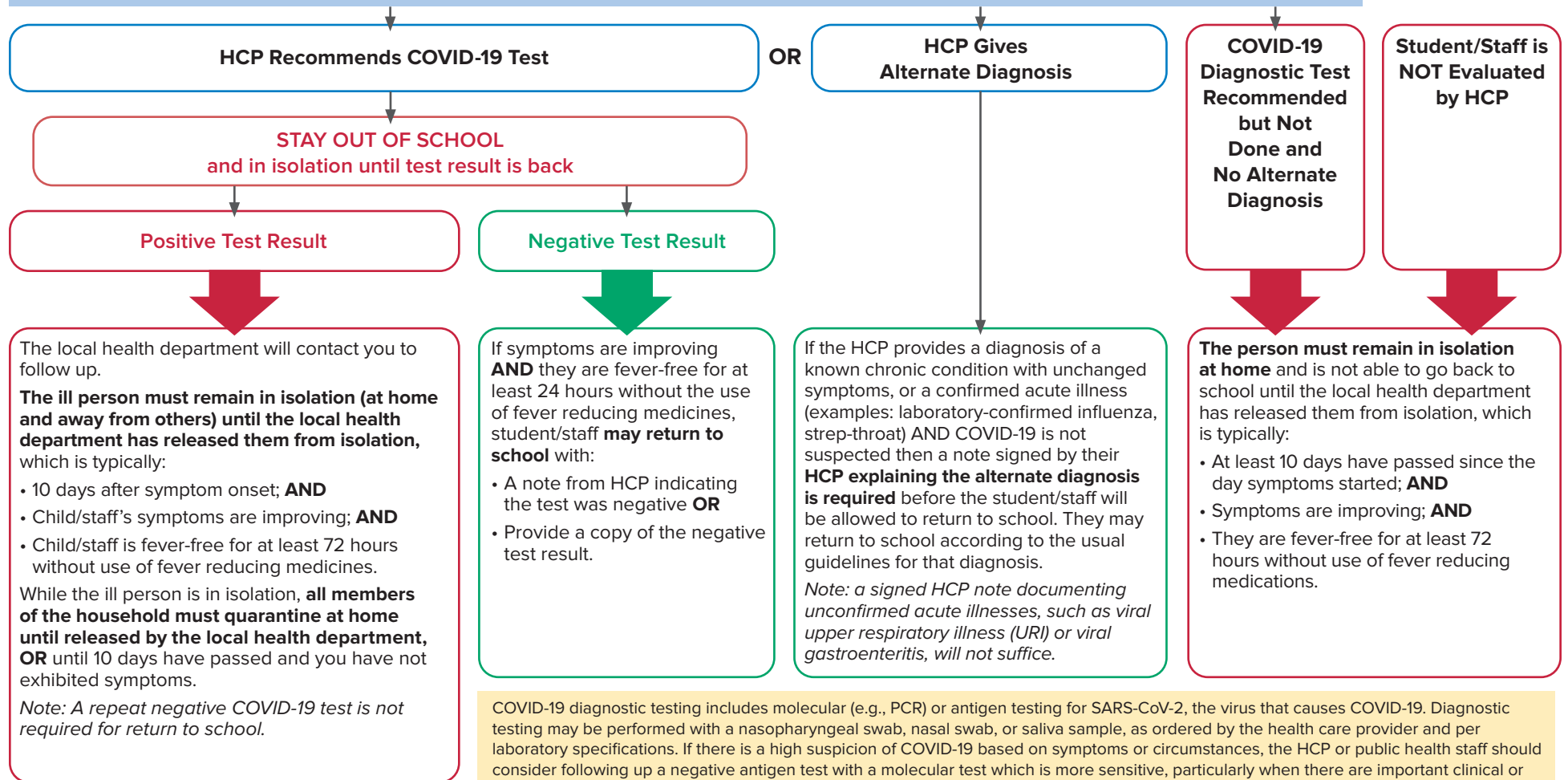
- Trouble breathing or is breathing very quickly
- Change in skin color - becoming pale, patchy and/or blue
- Severe abdominal pain, diarrhea or vomiting
- Racing heart or chest pain
- Lethargy, irritability, or confusion

COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms

Student/staff has symptoms consistent with COVID-19:

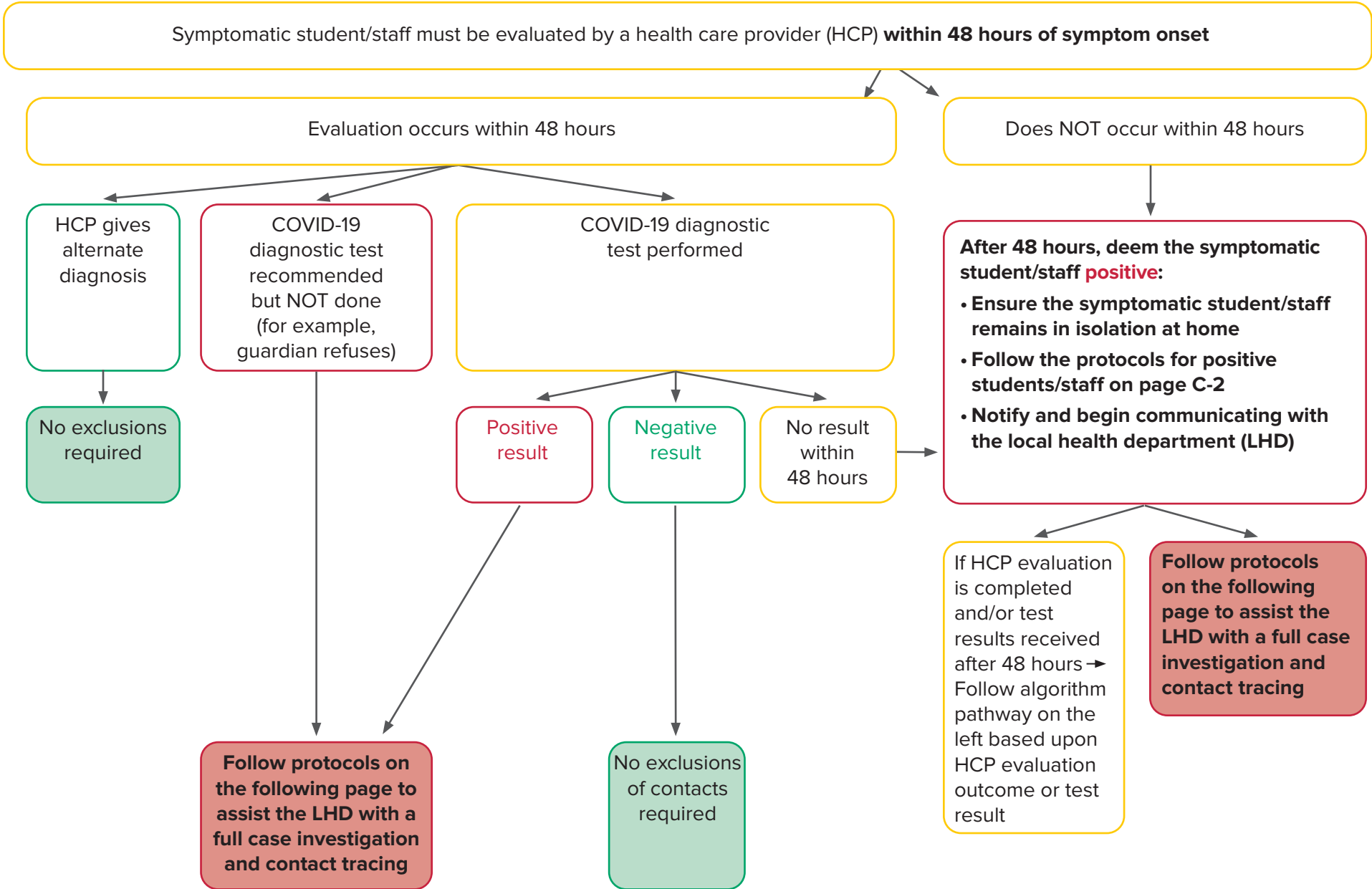
- Student/staff member should keep face mask on.
- Staff members should be sent home immediately.
- Students awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present using appropriate personal protective equipment (PPE).
- School administration and the parent/guardian should be notified.
- Provide instructions that the individual must be seen by an HCP for evaluation and have COVID-19 testing (unless determined not necessary by HCP). If they do not have an HCP they should call their local health department.
- Schools should provide a list of local COVID-19 testing locations.
- Clean and disinfect area where the student/staff member was located.

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. If there is a high suspicion of COVID-19 based on symptoms or circumstances, the HCP or public health staff should consider following up a negative antigen test with a molecular test which is more sensitive, particularly when there are important clinical or public health implications. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

COVID-19 exclusion protocol for contacts of symptomatic students and staff



COVID-19 School and Local Health Department Coordination for Contact Tracing

Notify the local health department (LHD):

- Immediately upon learning of a positive case
- 48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received. The LHD will collaborate with the school for contact tracing and to identify contacts.

Provide the LHD with contact information of school personnel who will assist in the LHD's contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:

- School Principal
- Administrative Support Person
- Principal Designee

THEN

Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).

Begin to identify contacts of the case to provide to the LHD.

Provide the LHD with a list of people who are possible contacts of the case including:

- Contact's full name
- Parent(s)/Guardian(s) full name(s)
- Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare; transportation; extracurricular; and other non-school setting contacts are identified and notified of their exposure risk.

THEN

The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts. Contacts will be quarantined and excluded from school for 10 days from the date of last exposure to the case and advised to monitor for symptoms. The local health department will initiate isolation and quarantine orders.

When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school.

The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.