

# COVID19 Testing & Contact Tracing Protocol

*Excerpt from the Groton CSD Return-to-School Comprehensive Plan*

## Screening & Testing

- a) The District will require all faculty and staff to complete a daily screening questionnaire upon arrival at school to determine whether the individual has:
  - experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees Fahrenheit, in the past 14 days; and/or
  - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for or has symptoms of COVID-19; and/or
  - Tested positive through a diagnostic test for COVID-19 in the past 14 days; and/or
  - Traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.
- b) Screening is strongly recommended to be conducted remotely, before the individual reports to school, but may be performed at the assigned entrance at the school upon the faculty/staff member's arrival, using the Cayuga Medical Center Pre-screening Application. All faculty and staff will be required to maintain social distancing while completing the screening questionnaire at their assigned entrance.
- c) The District will provide touch free thermometers for the use of daily temperature checks upon arrival at school.
- d) The District will not keep records of student, faculty, staff, and visitor health data (e.g. the specific temperature data of an individual), but will maintain records that confirm individuals were screened and the result of such screening (e.g., cleared/not cleared). Each building will have a designee assigned to collect and maintain said records.

GES - Julie Scaglione  
Jr-Sr High School - Jake Roe
- e) All visitors to the buildings (with the exception of delivery personnel) will be required to complete a screening questionnaire directly upon arrival to the building

## **Positive Screen Protocols**

- Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health provider for assessment and testing.
  - a) Students who are being sent home because of a positive screen (e.g. onset of COVID-19 symptoms), must be immediately separated from other students and supervised by the school nurse and/or her designee in the designated room until their parent/guardian picks them up.
  - b) The school health nurse will utilize the Cayuga Medical Center telemedicine service to schedule a pre-screening assessment for COVID, to determine if student needs to be tested for COVID.

- c) The school nurse will be responsible for providing parents/guardians of student with information on health care and testing resources available, including the Telemedicine Screening appointment, and the **COVID testing site at Shops at Ithaca Mall at Ithaca located on Triphammer Road in Ithaca, NY.**
- d) If a student needs to be transported home by school district personnel, the district will follow the established procedures for transporting a student who is displaying COVID symptoms home from school. ([See Appendix 5: Isolation and Transportation Procedures of Potentially Infected Student.](#))
- e) The district will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.
- All faculty, staff, and parents of students must immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.
- The district will follow procedures as provided by the local health department re: the requirements for determining when individuals , particularly students, who screened positive for Covid-19 symptoms can return to the in-person learning environment. This protocol will include, at a minimum, documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation. (See NYS DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)")
- The district shall designate the following individuals to be the central point of contact responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if they later experience COVID-19 related symptoms or COVID-19 exposure, as noted on the questionnaire:
  - a) GES: school nurse (for students) and building principal for faculty/staff
  - b) Jr-Sr High: school nurse (for students) and building principal for faculty/staff
  - c) Each building will assign a staff member who will assist the school nurse in tracking the attendance of students as well as their completion of the screening questions. At GES, this individual will be an assigned aide. At the Jr-Sr High, this person shall be the attendance officer.

### ***In-Person Screening***

- The District will provide appropriate PPE to each of the school building nurses, who will be responsible for performing all in-person screening activities, including temperature checks. Any other personnel performing screening activities will be trained by the school nurse in proper CDC, DOH, and OSHA protocols. Said initial screening will be used to determine if the person being screened needs to participate in a further digital screening process made available to all students and staff through Cayuga Medical Center's digital screening application.
- The District, in collaboration with Cayuga Medical Center, will utilize a digital screening process that will assess a staff member or student presenting with COVID symptoms and, through the use of telemedicine screening provided by Cayuga Medical Center health care workers, determine whether the person needs to be tested or not. Testing will be done at a

DOH testing site, including the TCDH site at **Shops at Ithaca Mall at Ithaca located on Triphammer Road in Ithaca, NY.**

### **Tracing and Tracking**

#### **Metrics**

- The Groton CSD will follow the state defined measure of **5%** or greater infection rate (within the region) as the measure that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level
- The Groton CSD may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases.
- Process if/when COVID-19 cases are discovered at school:
  - a) The District will immediately close areas or classes where individuals were infected
  - b) The Superintendent or his/her designee will consult with Tompkins County Health Department for guidance on whether larger sections and/or the entire school will need to be closed
  - c) The Superintendent, in consultation with Tompkins County Health Department, will communicate with families in the district the nature of the suspected COVID-19 case, as well as the recommendations for proper cleansing and disinfection
  - d) After waiting twenty-four hours, or, if not able to wait twenty-four hours, as long as is feasibly possible, the building maintenance staff will clean the infected areas using the NYS DOH's [Cleaning and Disinfecting Guidelines for Primary and Secondary Schools for COVID-19.](#)

#### **Notification**

- The Groton CSD will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors. The Groton CSD, in collaboration with the local department of health, will notify parents, faculty and staff of any positive COVID-19 diagnostic test result in a manner so prescribed by the department of health.

#### **Tracing Support**

- The District will cooperate with state and local health department contact tracing personnel by:
  - Keeping accurate attendance records of students and staff
  - Keeping a log of any visitors, including date and time they were in school
  - Assisting the local health department with tracing all contacts of the individual at school
- Confidentiality will be maintained as required by state and federal laws and regulations.