

## **CONTACT TRACING PROTOCOLS SOUTH HADLEY PUBLIC SCHOOLS**

**What is Contact Tracing?** Contact tracing is a strategy used by health departments to prevent the spread of infectious diseases. Close contacts of an infected individual with COVID-19 are identified and contacted by the Board of Health and/or medical personnel and asked to quarantine for 14 days in their home while monitoring their health for the development of symptoms. The Superintendent, in conjunction with the Nurse Leader, District Physician and Board of Health, will determine if there is a need for the class to learn remotely and for what specific length of time.

**Purpose of Contact Tracing:** The purpose of contact tracing is to reduce or stop the spread of infectious illnesses by notifying close contacts of their exposure and providing them with quarantine requirements so there is a reduction in community spread.

**Definition of Close Contact:** Close contacts are those Individuals who were within 6 feet of an infected individual for a period of greater than 15 minutes. Close contact can occur while caring for and/or living with an infected individual, and/or having direct contact with infectious secretions of a person diagnosed with COVID-19.

### **Process for Contact Tracing in South Hadley Public Schools:**

- All educators are expected to closely monitor students' whereabouts and document seating in all areas, including classrooms, lunchrooms and busses. All teachers will assign seats and not allow students to switch seats.
- When a student leaves a classroom for any reason, it will be documented on a sign out sheet.
- All seating charts will be kept in the main office, and will be sent to the Board of Health as needed to assist in contact tracing.

### **If a South Hadley Public Schools staff member and/or student is diagnosed with COVID-19, the following steps will be taken:**

- The South Hadley Board of Health will be notified of positive COVID-19 cases through the state epidemiological system.
- The South Hadley Board of Health will contact the SHPS Nurse Leader and/or the school nurse at the infected individual's school as soon as results are known; the SHPS Nurse

Leader will notify the Superintendent. The nurse leader will periodically notify the School Physician of case trends occurring in the district.

- The affected classroom teacher(s) will provide a class roster(s) to the school nurse to share with the South Hadley Board of Health for the purposes of contact tracing.
- The school nurse will share the class roster(s) with the South Hadley Board of Health and/or those individuals trained to assist with contact tracing.
- Students within a class of an individual who was diagnosed with COVID-19 will be considered to be close contacts if they were within six feet of the individual for more than 15 minutes, and will be required to quarantine for 14 days and be referred for a PCR/molecular COVID-19 test.
- The school nurse will provide information about close contacts to the South Hadley Board of Health for follow up.
- Families and staff will be provided with instructions on illness guidelines.
- Students and staff identified as close contacts in the affected class(es) will learn remotely for 14 days from the date of their last exposure to the confirmed case.
- Primary Care Physicians will be responsible for releasing individuals from quarantine according to public health guidelines.

**If there are multiple cases in the school or district, the following steps will be taken:**

- If there is more than one confirmed COVID-19 case in the school at one time, the school nurse and/or Nurse Leader will communicate with the South Hadley Board of Health and will notify the District Physician and Building Principal, who in turn will notify the Superintendent.
- If there is suspected in-school transmission beyond one cohort or a small number of cohorts, next steps will be determined which could include: closing part of the school or the entire school for a short period of time for extensive cleaning, or closing the school partially or fully for the duration of a 14- day quarantine.
- If there are multiple cases in multiple schools, district leaders and the Superintendent will consult with the South Hadley Board of Health and the District Physician for next steps. These steps could include shutting down the district for a short time (i.e. 1-3 days) for extensive cleaning or shutting down the district for the longer duration of a 14-day quarantine.
- If the decision is made to close a school or schools for a number of days, the district will send clear information to families and staff that will include:
  - a. Informing them it is possible that COVID-19 is being transmitted in the school and/or district;
  - b. Noting there may be more potential cases that are not yet symptomatic;
  - c. Recommending students/staff monitor their health and not have contact with others;
  - d. Reminding families of the importance of not having contact with higher-risk individuals;
  - e. Reminding families/staff of symptoms to monitor for and to call their healthcare provider for evaluation/testing if experiencing symptoms of COVID-19.

- Upon return to school:
  - a. Reinforce hand hygiene, need for physical distancing, face mask requirements;
  - b. Ensure adequate supplies are available; i.e., PPE, face masks, soap, hand sanitizer, cleaning products.

**Administrative Protocols when a Confirmed Case Occurs During In-Person or Remote Learning Model:**

1. Person will notify the building Principal, who will then notify the building Nurse. The building Nurse will notify the Nurse Leader and the building Principal. The Nurse Leader will notify the Superintendent.
2. Superintendent will notify Board of Health
3. Based on class rosters, all individuals in classroom will be quarantined for 14 days
  - a. Nurse to determine date of return
  - b. Principal to notify affected individuals; initiate deep clean with custodians (determine if this occurs for a specific classroom or entire school)
    - i. Principal to give BOH class seating charts
    - ii. Although BOH initiates contact tracing, we can notify faster and initiate remote instruction asap
  - c. Superintendent to notify Matt Hoagland (transportation/ food services) and school community through email and/or Robo-call.

**Reference**

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Contact-Tracing>  
 Department of Elementary and Secondary Education (Revised, August 20,2020) Protocols for responding to COVID-19 scenarios in the school, on the bus, or in community settings

Teacher:
Room #:
Period:
Number of Students:

Front of Room




