

EDINBURG COMMON SCHOOL

“A Great Place to Grow and Learn”

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as of August 21, 2020

Edinburg Common School District Contact Tracing Plan

All referenced information will be a result of collaboration with the NYS Department of Health (DOH), NYS Department of Education (NYSED), Local BOCES, and school stakeholders and department heads. Items in this plan are subject to change based on changes in rules and regulations set forth by the above agencies.

Contact Tracing and Disinfection of Contaminated Areas

In the event that a student or staff member is sick or symptomatic, notification to the Saratoga County Public Health Department and any exposed individuals will occur pursuant to the New York State contact tracing protocols as implemented by the local health department. Public health officials assume the task of contract tracing, once notified by the Edinburg Common School District with the help of the district COVID 19 Coordinator, District Nurse - Karen Vanalstyne and District Clerk - Meaghan Cherry.

Edinburg Common School District will require (for tracing purposes):

- All visitors (including students, teachers, staff, deliveries etc.) to provide name and phone number on the daily health survey
- Keep all daily health surveys on file
- Continue to log visitors signing in and out daily, which includes date and time, and where in the school they visited
- Keeping accurate attendance records of students, staff and busing
- Ensuring student schedules are up to date
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

- Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact guidance and direction from the local health department

To ensure the school district and its employees comply with contact tracing and disinfection requirements for areas, the Edinburg Common School District will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health in the event of a positive case
- Follow CDC guidelines regarding cleaning and disinfecting your building or facility if someone is sick in the event an employee or student tests positive for COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Close off areas used by the person who is sick
- School districts do not necessarily need to close operations, if they can close off affected areas
- Open outside doors and windows to increase air circulation in the area
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use
- Workers without close contact with the person who is sick can return to work immediately after disinfection
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment
- **Cleaning and disinfection products. Disinfectants must be on the New York State Registered Disinfectants Based on EPA List:**
http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf

Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process could include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the Local DOH. Establishing a decision-making tree at the district level
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue
- Schools might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place
 - Opening outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
 - Communicating as soon as possible with staff, parents, and students
- Using DOH guidance/procedures for when someone tests positive
 - In consultation with the Local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the Local DOH
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine
 - Additional close contacts at school outside of a classroom should also quarantine at home
- Keeping in mind that the closing of schools could be a regional decision.
 - 7 metrics - NYS Dashboard
 - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average
 - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response)
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and Personal Protective Equipment (PPE) are not available

Saratoga Health Department anticipates using data from the regional "control room" for this purpose, as well as regular communications with the district. Should a district experience any type of increase in absentee rates or individuals who have tested positive, the district's COVID liaison should contact their county COVID liaison to review the data. Should it be warranted, the Saratoga County Health Department Director will be consulted, and they may consult with the NYS DOH communicable disease bureau; the Superintendent of Schools will make a determination if the school should be closed and for how long. The ultimate decision to close a program, building or district will be made by the Superintendent of Schools.

Should multiple cases be discovered in an area or school within the district, the district's COVID liaison will contact the County COVID liaison and should action be warranted, the County Health Department Director and the Superintendent of Schools will make a determination if a portion of the school, or a particular school shall be closed. Districts/Schools should attempt to shut down an area for 24 hours (if possible) and conduct a thorough cleaning.

Saratoga County Health Department monitors this information in the regional control room. Should the County Health Department determine that there is a shortage of hospital capacity due to COVID, and if in the determination of the County Health Department that schools need to consider how many students and staff should be allowed on site, the County Health Director will contact the Superintendent of Schools to make a determination if the school district's plan or status should be altered.