

**Saratoga County Health Department Coordination**

**August 12, 2020**

	<b>Policy Question</b>		<b>Response</b>	<b>Notes/Updates</b>
1	Responsible Parties <b>must notify the state and local health departments immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff and visitors.</b> In the case of an individual testing positive, responsible parties must develop and maintain plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. Responsible parties must cooperate with all state and local health department contact tracing, isolation and quarantine efforts.	DOH Guidance page 3	Saratoga County Public Health and each School District will identify a COVID-19 liaison to facilitate conversations about students or staff who have tested positive. Should the individual who tested positive live in a different county than the county where the school is located, both county health departments should be contacted immediately by the school COVID liaison. The School District COVID liaison will reach out to the county if there are any concerns.	A list of contact information has been developed and shared between the districts and county.
2	Responsible parties must establish protocols and procedures in consultation <b>with the local health department(s) about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in person learning environment at school.</b>	DOH Guidance page 3	Students and staff who test positive for COVID-19, regardless of whether the person is symptomatic or asymptomatic, the student or staff may return upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic. The Local Health Department (LHD) will release the person from isolation and provide a letter of release for them to copy and provide to the School district. No extra testing is necessary to determine if the person can return to work or school.	

3	<p>Process for the provision or referral of diagnostic testing for students, faculty and staff for COVID-19, <b>in consultation with local health department officials</b>, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals with recent international travel or travel within the state with widespread transmission of COVID-19 as a designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to school.</p>	<p>DOH Guidance, page 3</p>	<p>Saratoga County Health Department will collaborate with the school when there is a concern that diagnostic testing is needed. Diagnostic testing is generally someone who is a high priority or symptomatic. The School District COVID liaison and/or the school nurse will work with Saratoga County Health Department and/or the district's medical director to refer students/staff for required testing.</p> <p>Individuals who have returned from international travel and/or a state designated through a New York State Travel advisory must complete mandatory quarantine (2 weeks) prior to returning to the school.</p>	
4	<p>Plans must include <b>processes to support local health departments</b> in contact tracing efforts using the protocols, training and tools provided through the New York State Contact Tracing Program - an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins, Bloomberg School of Public Health and Vital Strategies.</p>	<p>DOH Guidance, page 6</p>	<p>Upon request, districts will be asked to provide information on the past locations of students and staff who are involved in the contact tracing program, including, but not limited to room locations, who was in the room and information on transportation. Districts will need to maintain adequate records to answer questions. Should this information be needed, the COVID Command Center of the Saratoga County Health Department's COVID Liaison will contact the District's COVID Liaison to obtain the needed information in a timely manner.</p> <p>Districts should consider assigning team(s) of individuals to participate in the Johns Hopkins University contact tracing initiative. Although district teams will not be responsible to lead a contact tracing program, it will provide information on how the process works and the type of information that will be needed when contact tracing is needed.</p> <p>Saratoga County Public Health will provide a ZOOM meeting for School Nurses later this month.</p>	<p>The <u>free</u> Johns Hopkins online training program and assessment covers the following key concepts for contact tracing:</p> <ol style="list-style-type: none"> <li>1. COVID -19/SARS-CoV-2 Overview</li> <li>2. Basics of Contact Tracing for COVID-19</li> <li>3. Steps to Investigate Cases and Trace Their Contacts</li> <li>4. Ethics and Technology for Contact Tracing</li> <li>5. Skills for Effective Communication and Embracing Complexity</li> </ol> <p>The course is hosted by the online platform Coursera. You need to create a log in and <b>pick the option that says \$49 with certificate – but it will be FREE at checkout.</b></p> <p>It takes about 5 hours to complete with quizzes after each module and a final assessment at the end of the course.</p> <p>For those interested in learning more, click <a href="#">here</a> to access the course. Feel free to share with others who are interested.</p>

5	Closure triggers: Identification of the conditions that may warrant reducing in-person education or closing of the school, <b>in consultation with the state and local health departments, and plan for an orderly closure.</b>	DOH Guidance, page 6	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.	
6	Metrics: <b>Responsible parties must include a process in their plan if/when COVID-19 cases are discovered at school, including closing areas or classes where individuals were infected or more broadly, the entire school in consultation with the local department.</b>	DOH Guidance, page 20	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.	
7	Districts/schools must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in-person instruction: <b>Local hospital capacity, consult your local department of health.</b>	SED Guidance, page 17	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.	

8	The director of school health services shall immediately notify their local public health agency of any disease reportable under the public health law.	SED guidance, page 37	The District's COVID liaison will notify the County COVID liaison (or counties should the individual live in a different county than the location of the school) should they become aware of a positive test for COVID and/or any other disease reportable under public health law.	
9	Schools must cooperate with state and local health department contact tracing. Schools can assist public health departments in knowing how many individuals may have had contact at school with a confirmed case by 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. This does not mean schools are required to have staff members take the contact tracing program. Questions should be directed to the local health department.	SED Guidance, page 41	Upon request, districts will be asked to provide information on the past locations of students and staff who are involved in the contact tracing program, including, but not limited to room locations, who was in the room and information on transportation. Districts will need to maintain adequate records to answer questions. Should this information be needed, the County COVID Liaison will contact the District's COVID Liaison to obtain the needed information in a timely manner.	
10	Schools must collaborate with their local health department to determine the parameters, conditions or metrics (e.g. increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. School administrators should consider closing if absentee rates impact the ability of the school to operate safely. Schools may choose to modify operations prior to closing to help mitigate a rise in cases. Schools should consult their medical director and/or the local department of health when making decisions.	SED Guidance page 42	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.	
11	<u>TESTING</u> The responsible party's testing protocol and procedures. The plan needs to include where the testing will take place and who will be providing the testing and what circumstances the testing will occur and describe how the district will work with local departments of health.	Supplement to Interim Guidance 8/7	Primary care provider is the first option and goes through the insurance company. A number of Primary care providers can test at their offices.  Saratoga Hospital has capacity to test.	HHN will test their own Newcomb Health Centers, and Essex County is working with districts on lab locations. Office in Newcomb is testing.  Hamilton County is doing testing with their staff, but sometimes will refer to the site in Warren County.

			<p><i>TEST sites for Saratoga County residents are found on a spreadsheet at the following link; information will be updated weekly:</i></p> <p><a href="https://www.saratogacountyny.gov/wp/wp-content/uploads/2020/08/County-Testing-Sites_0731-1.pdf">https://www.saratogacountyny.gov/wp/wp-content/uploads/2020/08/County-Testing-Sites_0731-1.pdf</a></p> <p>Hudson Headwaters Health Network will test own patients and will test non-patients but only after an office visit. Adk Pediatrics is setting up a program</p> <p>Districts are free to contact Saratoga County COVID hotline (518-885-2276) should there be questions, if there is a positive case or a suspect case.</p> <p>School physicians may be able to work to assist with a referral.</p>	
12	<p>Part 1: Provide details about how each school will work with, support and supplement the contact tracing efforts of their local health department.</p> <p>Part 2: Plans must include protocols for symptomatic individuals and positive cases in school, and proximate contacts; and a determination for how students and or staff need to be tested to adequately isolate and mitigate additional exposure to COVID-19.</p> <p>Part 3: This plan must also specify the roles the Responsible Party(s) staff will perform and who among the staff will perform these tests.</p>	<p>Supplement to Interim Guidance 8/7</p>	<p>Part 1: See answer above re: contact tracing</p> <p>Part 2: Districts will contact public health or work through physicians' offices. Students/staff who have a fever, may want to ask students/staff to stay out of school/work for between 24 to 72 hours. Parents should be asked to check with their child's primary care physician to determine if testing is necessary, and parents should be asked to have children stay home if they don't feel well or are exhibiting unusual symptoms. Staff should be reminded to stay home if they are feeling unwell or exhibiting unusual symptoms. Some exceptions may need to be made for usual allergy like symptoms, documented history of headaches, etc. Determinations about testing will be made between physicians and/or county health departments.</p> <p>Part 3: Saratoga County Public Health advises that school district have the COVID liaison and/or nurse take the contact tracing training via Johns Hopkins link (above in #4). Saratoga County Public Health will schedule a</p>	

			training for nurses later this month. Testing is to occur at one of the designated sites listed under Testing on the Saratoga Public Health Website (link above under #11).	
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