

Creativity CoLaboratory Charter School

Contact Tracing Policy

Policy CO2020-006

DRAFT

Contact Tracing Policy Overview

It is the policy of Creativity CoLaboratory Charter School (“C3”) to use Contact Tracing policies and practices to help ensure the safety and wellbeing of all C3 students, staff, and extended community members. According to the CDC:

Case investigation and contact tracing are well-honed skills that adapt easily to new public health demands and are effective tools to slow the spread of COVID-19 in a community. Thoughtful planning can help ensure that these activities facilitate compassionate care for the people affected by COVID-19 and also prevent community transmission of the virus. (CDC, 2020)

The steps and information outlined in this policy follow the guidelines recommended by the CDC, the Johns Hopkins University Contact Tracing Course, and the New Jersey Department of Health.

Key Terms

- **Asymptomatic** - A person who does not show any signs or symptoms of a disease. People with asymptomatic infection feel well. Because they feel well, they don't know they're infected, and they often continue their regular activities, which can easily transmit the virus to others.
- **Case** - A person having a particular disease, disorder, or condition. A variety of criteria may be used to identify cases—for example, a physician diagnosis or a diagnostic test.
- **Contact** - A well person who has been exposed to a case or a case's environment such that they had an opportunity to acquire the infection.
- **Contact tracing** - the process used to identify those who come into contact with people who have tested positive for many contagious diseases - such as measles, HIV, and COVID-19 - and is a long-standing

practice in New Jersey and around the world

- **COVID-19** - Short for *coronavirus disease 2019*.
- **High-risk subpopulation** - A segment of the population that has characteristics that increase the risk of infection or severe disease.
- **Incubation period** - The interval between the time of invasion by an infectious agent and appearance of the first sign or symptom of the disease in question. For SARS-CoV-2, the incubation period is on average 4–5 days but may be as long as 14 days.
- **Infectious period** - Period of time during which a case is able to transmit a disease to others. The infectious period starts 2 days before someone develops symptoms.
- **Isolation** - Condition in which a case is separated from others. Isolation occurs under conditions (for example, having a private bedroom and bathroom) that will prevent or limit the transmission of an infectious agent to those who are susceptible. Cases should be isolated for the entirety of their infectious period.
- **Quarantine** - Condition in which a contact's activities are restricted. The contact is separated from others to prevent onward disease transmission to those who are susceptible. Contacts should be quarantined for the duration of their incubation period

Policy for Students

To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

*If a student or a student's parent/guardian reports the student is **positive for COVID-19** or **reports they have symptoms of COVID-19**:

1. Student or parent/guardian notifies the C3 main office and remains home for 10 days from the date of the positive test result.
2. The student may return to campus after 10 days have passed from positive test result and/or 10 days have passed from symptom onset and at least 24 hours have passed with no fever, without the use of fever-reducing medication.
3. C3 Certified Contact Tracer identifies any other student or staff who were present in the same class/group for the two days before the student who tested positive first became symptomatic. Contact Tracer will report those persons to the campus principal.
4. Contact Tracer will work with campus principal and the local health department to send written notification of possible exposure to all staff and parents/guardians of students who were exposed.
5. All students and staff who were exposed will be excluded from on-campus activities for 14 days from date of last exposure. Those persons will need to monitor their symptoms at home (with the help of the Contact Tracer) and contact their primary care provider if symptoms develop.

*IF Student gives evidence of **one or more symptoms** BEFORE entry to building (evidence based on self/parent reporting of symptoms and/or temperature screen):

1. Teacher/Staff Member collects completed screening tool data and advises student they may not enter the building. The student's parent/guardian should contact their primary care physician for guidance.
2. The student may return to campus after 10 days have passed from symptom onset and at least 24 hours have passed with no fever, without the use of fever-reducing medication.

If a student was on campus in the last 48 hours **tests positive** for COVID-19:

3. C3 Certified Contact Tracer identifies any other student or staff who were present in the same class/group for the two days before the student who tested positive first became symptomatic. Contact Tracer will report those persons to the campus principal.
4. Contact Tracer will work with campus principal and the local health department to send written notification of possible exposure to all staff and parents/guardians of students who were exposed.
5. All students and staff who were exposed will be excluded from on-campus activities for 14 days from date of last exposure. Those persons will need to monitor their symptoms at home (with the help of the Contact Tracer) and contact their primary care provider if symptoms develop.

*IF Student reports **experiencing one or more symptoms of COVID-19** while at school during the school day

1. Follow Isolation Plan and:
2. C3 Certified Contact Tracer identifies any other student or staff who were present in the same class/group for the two days before the student who tested positive first became symptomatic. Contact Tracer will report those persons to the campus principal.
3. Contact Tracer will work with campus principal and local health department to send written notification of possible exposure to all staff and parents/guardians of students who were exposed.
4. All students and staff who were exposed will be excluded from on-campus activities for 14 days from date of last exposure. Those persons will need to monitor their symptoms at home (with the help of the Contact Tracer) and contact their primary care provider if symptoms develop.

*If a student or parent/guardian reports **someone at home has symptoms OR someone at home has tested positive**

1. This would be considered prolonged exposure to someone with COVID-19 or symptoms of COVID-19. Student cannot enter the building. There is no need to notify staff or students regarding this scenario.

Student should contact their primary care physician. Student should contact their primary care physician for guidance and remain home to quarantine and avoid public spaces for 14 days.

***If a student or parent/guardian reports someone in their home was exposed to someone who tested positive or has symptoms**

1. If the someone at home is not symptomatic, but just “exposed,” the student may come to school and participate in on-campus activities (no need to quarantine or notify any staff or students).

Policy for Staff

To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

***If an employee has symptoms and tests positive OR is suspected to have COVID-19**

- *If an employee reports while at school/work - Employee reports to supervisor and leaves to get medical care or call 9-1-1 if life threatening symptoms. Isolate if unable to immediately leave campus. Then proceed to step 1.
 - *If an employee reports while at home, go directly to step 1...
1. The employee informs the Lead Teacher, CSA, school nurse, and HR, then the employee completes the Health Services Reporting Form.
 2. Employee should contact their primary care physician. Isolate at home for 10 days from symptom onset and experience at least 24 hours of no fever without fever-reducing medication.

***If an employee tests positive but has no symptoms**

1. Employee contacts Lead Teacher, CSA, school nurse, and HR, then employee completes the Health Services Reporting Form.
2. Contact Tracer will provide guidance of when the employee can return to work.
3. The employee should contact their primary care physician. Isolate and avoid public spaces for 10 days after testing positive. The employee can return to work after 10 days of isolation as long as no symptoms develop.

*If an employee reports **someone at home has symptoms OR someone at home has tested positive**

1. Employee contacts Lead Teacher, CSA, school nurse, HR, then employee completes the Health Services Reporting Form.
2. Employee should contact their primary care physician, self-isolate, and avoid public spaces for 14 days. Employee should monitor for symptoms and contact primary care physician if they develop. (May return sooner with negative test result and written medical clearance.)

*If a employee has **prolonged exposure to someone who has tested positive or has symptoms**

1. Employee contacts Lead Teacher, CSA, school nurse, HR, then employee completes the Health Services Reporting Form.
2. Employee should contact their primary care physician, isolate, and avoid public spaces for 14 days. Employee should monitor for symptoms and contact primary care physician if they develop.

*If an employee reports **someone in their home or workplace was exposed to someone who tested positive or has symptoms**

1. If the someone at home or workplace is not symptomatic, but just “exposed,” continue working (no need to quarantine).

2.