



COVID Contact Tracing Guide

Hicksville Public Schools Protocols for Who, When and How to Trace



Hicksville Public Schools

COVID 19 Coordinators

Each school building will designate a school nurse as the building COVID 19 coordinator. **The District head nurse will be the District-wide COVID 19 Coordinator.**

All school nurses nursing staff have taken the contact tracing class through Johns Hopkins School of Public Health.

Johns Hopkins Bloomberg School of Public Health Training

Johns Hopkins Bloomberg SPH is providing all staff with a comprehensive online training program and assessment which includes the follow courses:

- COVID -19/SARS-CoV-2 Overview
- Basics of Contact Tracing for COVID-19
- Steps to Investigate Cases and Trace Their Contacts
- Ethics and Technology for Contact Tracing
- Skills for Effective Communication and Embracing Complexity

<https://coronavirus.health.ny.gov/new-york-state-contact-tracing>

Contact Tracing

Hicksville School District will work in collaboration with the Nassau County Department of Health to identify students and staff who may need to quarantine following exposure to a COVID positive case.

Confidentiality will be maintained.

The person who is positive is referred to as the **case**.

The people the case has been in contact with are considered the **contacts**.

Students or staff who have not directly been in contact with the positive case are considered **contacts of a contact** and will not be asked to quarantine.

Proper utilization of contact tracing will reduce the spread of COVID.

Identifying a Close Contact

Close Contact:

Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

The District will:

- 1** notify students (including the parent /guardian) and staff who are considered a close contact ask them to quarantine for 14 days
- 2** give the list of COVID symptoms to watch for, resources for referral to healthcare and testing
- 3** encourage to call their healthcare provider for further guidance
- 4** have students and staff initiate remote instruction

Return to school will be in collaboration with Nassau County DOH and the school medical director, following any current guidelines that are established.

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing-infographic.html>

Contact Tracing: Do your part to keep your family, friends, and community safe.

WHAT YOU CAN EXPECT TO HAPPEN DURING CONTACT TRACING IF YOU HAVE BEEN DIAGNOSED WITH COVID-19.

1

If you have been diagnosed with COVID-19, a public health worker will call you to check on your health.



They will ask you who you've been in contact with and where you spent time while you were sick and may have spread COVID-19 to others.

Any information you share with public health workers is **CONFIDENTIAL**.

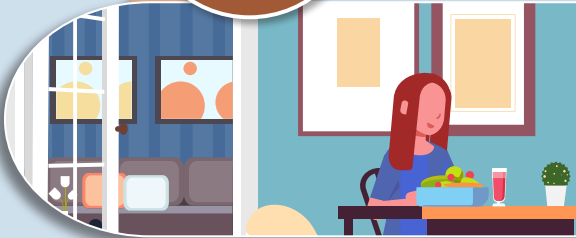
This means that your personal and medical information will be kept private.

2

You will also be asked to **stay at home and self-isolate**, if you are not doing so already.

Self-isolation means **staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible.**

Self-isolation helps slow the spread of COVID-19 and can keep your family, friends, and community safe.



3



If you need support or assistance while self-isolating, the health department or a local community organization may be able to provide assistance.

Continue to monitor your health. If your symptoms worsen or become severe, you should seek medical care. Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

cdc.gov/COVID19



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

CS317837-A

Nassau County Department of Health

Contact Tracing Process

The Nassau County Department of Health

receives all confirmed cases of COVID-19 in Nassau County residents that are electronically transmitted from laboratories, by law.

This does not include rapid tests (done at points of cares such as Urgent Cares) for which reliability and validity test are still ongoing and are not automatically reported to Nassau County Department of Health, at this time.

Confirmed cases in faculty, staff and administrators that live outside of Nassau County

will be investigated by the jurisdiction that they reside in. In these cases, close communication will need to occur between the health departments of other jurisdictions, Nassau County and the school districts.

Once the health department conducts its investigation:

the school nurse or COVID-19 Safety Coordinator (Administrator) will be called and notified.

Depending on the specifics of the case and potential exposures, additional close contacts will be elicited, and quarantine and/or notification may be determined. Very often, these determinations are made in partnership with the health department. It is recognized, that we can always be more restrictive than county health department recommendations.

<https://www.nassaucountyny.gov/4963/COVID-19-INFORMATION>

New York State

Contact Tracing Program

If you test positive,

- 1** A COVID Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child care, medical care or supplies.
- 2** The Tracer will work with you to identify and reach out via phone and text to anyone you've been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way.

This is how we stop the spread!

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record.

<https://coronavirus.health.ny.gov/new-york-state-contact-tracing>



NEW YORK STATE **CONTACT TRACING**

You're a part of the solution...
now answer the phone!



You've stayed home!



You're wearing masks!



Now, answer the phone!

As we battle coronavirus together, tracing exposures to COVID is important to stop the spread.

The NYS Contact Tracing Program works with confirmed positive COVID-19 people to determine who they have been in contact with. Trained specialists reach out to those contacts about possible exposure. If you have been identified as a contact you will get a call from **“NYS Contact Tracing”** (518-387-9993).

Because the disease can be transmitted without symptoms, notifying people about a possible exposure is critical to stop the spread.

So, if you get a call from **“NYS Contact Tracing”** (518-387-9993) please answer. It is confidential and private.

Please Answer the Phone
so we can keep NY moving forward
and stop the spread of COVID-19.

health.ny.gov/coronavirus

Contact Tracing Tool for People Being Tested for COVID-19

If you test positive for COVID-19, you will get a call from a public health representative to identify any contacts you have had. This form can help you identify your contacts so you will be ready for the call.

STEP 1

Identify date of first symptoms

If you have had symptoms, put the date you first felt sick OR if you have had no symptoms then put your date of testing

____/____/____
SUBTRACT 2 DAYS: ____/____/____ = YOUR CONTACT TRACING DATE

STEP 2

Who has been in your house with you since your contact tracing date?

Include people who live in your home, and people who may have visited like friends, a babysitter or anyone else providing in-home services.

	Name of Person	Date Last in Home	Their Phone Number
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

STEP 3

Make a list of what you did each day since your contact tracing date with as much detail as possible.

Include things like hanging out with neighbors, going to work, running errands, appointments, social or recreational activities outside the house, and if you used public transportation to get there. Use another piece of paper if needed.

Day One: ____/____/____

		People you were with		
Activity	Location	Name	Address	Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Day Two: ____/____/____

		People you were with		
Activity	Location	Name	Address	Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Day Three: ____/____/____

		People you were with		
Activity	Location	Name	Address	Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Day Four: ____/____/____

		People you were with		
Activity	Location	Name	Address	Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____