

## **COVID-19 Testing and Contact Tracing Information**

As of August 13, 2020

(Subject to change, pending updated regulations and guidelines)

### **COVID Testing**

#### **Communication**

The **Altmar-Parish-Williamstown Central School District** is required to post information related to COVID Testing and Contact Tracing. **It is important to note, that COVID Testing is NOT performed by the School District and is not currently a required function of a School District.** This document is intended to clarify procedures regarding how the District will respond to any concerns related to the Pandemic virus, COVID-19.

The Responsible Parties the **Altmar-Parish-Williamstown Central School District**, will communicate directly with members of the Oswego County Health Department regarding COVID-19 issues and protocols. The primary COVID-19 contact at the Oswego County Health Department is:

Jiancheng Huang, M.D.	Public Health Director
Diane Oldenburg	Senior Public Health Educator

The primary District COVID-19 contacts are:

Lynn K. Rhone	District's COVID Liaison
Dr. Megan M. Pecha, MD	District's Medical Director

The Oswego County Health Department designates (315)-349-3330 for primary use which is answered at the office during typical working hours, they will advise as required under regulation. In addition, The New York State COVID Hotline may be accessed by calling 1-888-364-3065.

The Responsible Parties at the **Altmar-Parish-Williamstown Central School District** will communicate with the Oswego County Health Department for any COVID -19 related concerns and questions pertinent to the operations of their districts including but not limited to the public health and well-being of the District's students and employees.

The Oswego County Health Department will communicate with the Responsible Parties at the school district regarding COVID-19 related information or concerns pertinent to the public health and well-being of the District's students, faculty and staff; including but not limited to quarantine and isolation of students and employees.

The Oswego County Health Department will communicate with the Responsible Parties at any school district/BOCES if the designated primary contacts change and who they are.

The Responsible Parties at the **Altmar-Parish-Williamstown Central School District** will communicate with the Oswego County Health Department if the designated primary contacts change and who they are.

## **Definitions**

*Close Contact*- a close contact is defined as anyone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

*Contact Tracing*- interview a person having been diagnosed with a COVID-19 infection to determine whom they may have been contact in with during the timeframe of being infectious in order to prevent spreading of the infection. Contact tracing is led by the Oswego County Health Department. The school will be required to provide attendance records, contact information and other supportive information as requested to the health department.

*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 (COVID-19), the incubation period is on average 4-5 days but may be as long as 14 days. 5% of persons will develop symptoms in 2 days; 50% of persons will develop symptoms in 5 days; 95 % will develop symptoms within 14 days.

*Infectious Period*- period of time during which a case is able to transmit a disease to others. The infectious period for COVID 19 starts 2 days before someone develops symptoms; is most infectious day of symptom onset; and infectiousness wanes over the course of 10 days.

*Infectivity of COVID-19* - is determined by its reproduction number, or R0 (pronounced R naught), which current epidemiological estimates suggest lies between 1.5 to 3. This means that every COVID-19 patient may infect up to three other people on average.

*Isolation*- the Health Department will require, through public health order, a person to go into mandatory isolation who has tested positive for COVID-19 and shall be monitored by the health department.

*Proximate Contact* - It is not necessary for proximate contacts to be placed in quarantine. Being in the same enclosed environment such as a classroom, office, or gatherings but greater than 6 feet from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19.

*Precautionary Quarantine*- A resident of New York State (NYS) returning from travel to a designated state for designated period of time or an international traveler arriving to NYS are required to quarantine for 14 days. It is possible having traveled to these areas, the traveler is a proximate contact of a positive Covid-19 individual(s).

*Self- Care-* ability to promote health, prevent disease, maintain health, and cope with illness and disability with or without the support of a health-care provider.

*Quarantine-* the Health Department will require a person having direct contact to a positive Covid-19 person to mandatory quarantine, through public health order, and will monitor person for development of symptoms. Separating people and limiting movement of people who have or may have been exposed can help to prevent spread of illness from people with COVID-19 before they feel ill or have symptoms.

## Screening

The Responsible Parties the **Altmar-Parish-Williamstown Central School District** will monitor daily the employees, students and necessary visitors for symptoms of COVID-19, to include daily screening before entering the school buildings.

Employees and students should be encouraged to self-monitor for symptoms such as fever, chills, cough, the loss of taste/smell, headache, and gastrointestinal symptoms.

Employees and students are not to attend school if feeling ill.

## Testing

COVID-19 testing is contingent upon availability of specimen collection material, appropriate Personal Protective Equipment and laboratory capacity. As such, the specific recommendations for specimen collection sites may be altered to reflect resources, timeliness of analysis and response. It is recommended all people seeking a COVID-19 test call in advance to schedule their appointment and assure health care personnel are appropriately attired. Additional opportunities for COVID-19 testing may become available over time.

At the time this plan is written, here are local resources for COVID-19 testing.  
At all testing sites bring your health insurance card if you have one.

- Your own personal health care provider
- Several locations around Oswego County are currently open for testing.
  - **WellNow Urgent Care, 200 E. First St., Oswego**, is conducting PCR and antibody testing for symptomatic people and asymptomatic essential workers from 8 a.m. to 8 p.m. daily. People are asked to scan a QR code posted on the front of the building to register and a staff person will come out to their car to complete registration and triage before testing. For more information, call [315-207-7391](tel:315-207-7391) or go to [www.wellnow.com/oswego](http://www.wellnow.com/oswego).
  - **The Oswego Hospital, 110 W. Sixth St., Oswego**, conducts PCR testing for symptomatic people from 9 a.m. to 4 p.m. Monday through Saturday. People are asked to call [315-349-3330](tel:315-349-3330) for an appointment.

- **Pulaski Urgent Care, 3858 NYS Rte. 13, Pulaski**, conducts PCR and antibody testing for both symptomatic and non-symptomatic people from 8 a.m. to 4 p.m. daily. People must be seen by a staff health care provider and they are strongly encouraged to call ahead at [315-298-2273](tel:315-298-2273) before they arrive for testing.
- **ConnexCare clinics** are conducting PCR testing on their patients only. Patients are asked to call their regular health care provider for more information.

Essential workers who don't have symptoms of COVID-19 may also visit a New York State testing site. The closest state testing sites are Griffiss International Airport in Rome, Binghamton University in Binghamton and Monroe County Community College in Rochester. To make an appointment at one of these state testing sites, call the state COVID-19 hotline at [1-888-364-3065](tel:1-888-364-3065) or visit <https://covid19screening.health.ny.gov/> There is an online screening test to determine who meets the state's criteria for coronavirus testing.

- Out of county testing sites:

FingerLakes Medical Urgent Care Center  
303 Grant Ave.  
Auburn, NY  
315-258-7100

Urgent Care of Auburn  
37 West Garden St., Suite 105  
Auburn, NY  
315-252-0000

WellNow Urgent Care Center  
271 Grant Ave.  
Auburn, NY  
315-704-6097

Upstate University Health System  
550 Harrison Center  
550 Harrison Street, Syracuse  
No appointment necessary

Syracuse Community Health Center  
819 South Salina St., Syracuse  
Monday-Friday, 9am-5pm and Saturdays 9am-1pm.  
No appointment necessary

Cayuga Medical Associates

Ithaca, NY  
Appointment and Registration: [cayugahealth.org/](http://cayugahealth.org/)  
Or call 607-319-5708.  
Appointment is required and testing criteria must be met

Call the NYS Department of Health hotline number for additional sites:  
1-888-364-3065

### **Contact Tracing**

The Responsible Parties at the **Altmar-Parish-Williamstown Central School District** will immediately notify the Oswego County Health Department upon being informed of any positive COVID-19 test result by an individual in school facilities or on school grounds, including employees, students, and visitors. The Oswego County Health Department will verify the person has tested positive.

The Oswego County Health Department will lead the COVID-19 contact tracing effort partnering with the Responsible Parties at any school district/BOCES to provide names, addresses, phone numbers of pertinent people. Additionally, the Responsible Parties at in the district will be required to provide attendance records, contact information and other supportive information as requested to the health department.

In the **Altmar-Parish-Williamstown Central School District**, this is coordinated through the Main Office of each building.

If there is a confirmed case of COVID-19 in school, the Responsible Parties (Superintendent of Schools) at the school may choose to temporarily move instruction to a remote format until all contacts can be identified, notified and placed in quarantine.

The Oswego County Health Department will notify the Responsible Parties at any school district/ BOCES of any positive or quarantined employees or students.

### **Scenarios**

1. Employee/Student Has Tested Positive For COVID-19  
Will be provided a Public Health Order by the Oswego County Health Department to be in mandatory isolation for the period of COVID-19 infectiousness. During the period of isolation, the individual will be monitored by the health department. The local health department will officially release employee/student from isolation when criteria for discharge has been met.
2. Employee/Student Has Been In Close Contact With Positive Covid-19 Person  
Will be provided a Public Health Order by the Oswego County Health Department to be in mandatory quarantine for the period of COVID-19 incubation period. During the quarantine, the individual will be monitored by the health department and if

symptoms develop, the health department will encourage COVID-19 testing. The health department will officially release employee/student from mandatory quarantine when discharge criteria has been met.

3. Employee/Student Is Symptomatic Having No Close Contact With Positive Person  
If employee/student is ill feeling, they are to remain at home and self-care; consultation with their medical provider is necessary. In order to return in-person, the individual must provide documentation of evaluation by a healthcare provider (healthcare provider note clearing a person to return to school), negative COVID-19 testing, and symptom resolution, or if COVID -19 positive, release from isolation as required by DOH and NYSED Guidance p. 40.
4. Employee/Student Has Had Close or Proximate Contact With Someone In Quarantine  
A contact (Person C) of a contact (Person B) is not considered at risk unless Person B tests positive for COVID-19. Person C is not subject to quarantine.
5. Employee/Student Has Traveled To A State Designated As Having Significant Community Spread OR Any International Travel  
Employees/Students who travel internationally or to a designated state with significant community spread must notify their supervisor/principal of their travel plans, including the state/country traveled to, along with the departure and return dates.

If an Employee/Student has traveled internationally or from within one of the designated states with significant community spread, he/she must register with NYSDOH and quarantine upon re-entering New York for 14 days from the last travel within such designated state or airline arrival date to New York.

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

The requirements of the travel advisory do not apply to any individual passing through designated states for a limited duration (i.e., less than 24 hours) through the course of travel.

Employees/Students may return to work/school after completing 14 days of quarantine, dependent on the eruption of COVID-19 symptoms. Different regulations may be in place for employees who are deemed to be essential.

## **Cleaning and Disinfection**

Based on data from lab studies on COVID-19, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, the primary mode of transmission for COVID-19 is through close contact from person-to-person.

Coronaviruses on surfaces and objects naturally die within hours to days. Normal routine cleaning with soap and water removes many germs and dirt from surfaces.

Disinfectants kill germs on surfaces. Killing germs on a surface after cleaning can further lower the risk of spreading the virus.

***Details related to the daily cleaning and disinfecting protocols for school busses and buildings (e.g. classrooms/hallways/offices), may be found on our website:***

[www.apwschools.org](http://www.apwschools.org)

The following practices will be utilized by the Responsible Parties at the district to reduce the risk of community spread of COVID-19 and other contagious germs.

The Responsible Parties at any school district/ BOCES will follow these practices to reduce the spread of COVID-19 and other contagions:

- Daily routine cleaning of surfaces with disinfectants shall be conducted throughout the school

If a student or employee becomes ill:

- Close off areas internal to the building used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area
- Clean and disinfect commonly touched areas like desk, locker, bathroom office, keyboards, mouse, telephones etc.. Allow the areas to dry before reuse.
- Wait 24 hours to vacuum the space if needed. When vacuuming routinely or as part of extra cleaning, temporarily turn off room fans and if possible turn off the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

Regular use of the room and objects may continue after disinfection.