

Elmcrest Early Education Center SPICE Program

Contact Tracing Protocols and Procedures

1. Suspected or Confirmed Case of COVID-19 in The Building

- A. If a known exposure has occurred in the building or if Administration has been informed that a child or staff member who was present in the building within the past 14 days has tested positive for COVID-19, The COVID-19 Safety Coordinator contact will be notified.
- B. The COVID-19 Safety Coordinator will inform Onondaga County Health Department for guidance. In addition the Agency Risk Manager and the Executive Director shall be notified.
- C. Attendance records, rosters, contact information and Visitors Logs will be provided to Onondaga County Health Department upon request in order to aid with contact tracing.
- D. After consultation with County Health and Executive Director, all parents and staff will be notified of the potential exposure to COVID-19.
 - i. If exposure appears to have been contained to a single classroom or office;
 - a. Parents with children in that classroom (or who had contact with the positive case, will be notified of a potential direct exposure and will be advised to consult with the child's medical provider and be tested.
 - b. Staff with direct contact shall be sent for testing.
 - c. The classroom or office will be closed for at least 24 hours or until test results are returned. The space will be disinfected before students and staff return.
 - ii. If exposure was building wide or over multiple classrooms;
 - a. Children and staff with direct contact would be advised to consult a medical provider and be tested.
 - b. As a precautionary measure, in consultation with County Health, all staff and children in the building may be sent for testing and/or medical advice.

- c. Building will be closed until cleared by COVID-19 Safety Coordinator in consultation with the Executive Director and Onondaga County Health Department.
- E. NYSED Regional Associate will be informed of any building closures.

2. Suspected or Confirmed Case of COVID in a Close Family Member

- A. In the event a parent/guardian of a child must be isolated because they have tested positive for, or exhibited symptoms of COVID-19, Center administration must advise the parent/guardian that they cannot enter the site for any reason, including pickup up of their child.
- B. If the parent/guardian – who is a member of the same household as the child – is exhibiting signs of COVID-19 or has been tested and is positive for the virus, Center administration must utilize an alternate parent /guardian or emergency contact authorized by the parent to come pick up the child. As a “close contact” the child must not return to the Center for the duration of the quarantine.
- C. If the parent / guardian – who is a member of the same household as the child – is being quarantined as a precautionary measure, without symptoms or a positive test, Center staff should walk the child out to the parent outside of the Center. As a “contact of a contact,” the child may return to the Center during the duration of the quarantine.
- D. If a child or their household member becomes symptomatic for COVID-19 and/or tests positive for COVID-19, the child must quarantine and may not return or attend the Center until after quarantine is complete.
- E. When possible, the area where the child became sick will be closed for 24 hours before cleaning and disinfecting.
- F. Windows should be opened in the area.
- G. Once areas used by the child have been cleaned and disinfected, then children and staff may return to the area.
- H. If the child was in a classroom, the Indoor Gym may be used as a temporary classroom until the end of day.

