



Lancaster Central School District

Reopening Guide 2020-2021

COVID-19 Testing and Contact Tracing

COVID-19 Testing

In compliance with CDC and NYSDOH recommendations, the District will not conduct COVID-19 testing nor require COVID-19 testing or antibody testing of students or staff. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the Erie County Department of Health. Upon request, the District shall provide the local health department testing site information to families and staff.

Below, you will find resources shared from the Erie County Department of Health:

- [Data map](#)
- [Test sites](#)
- [Business reporting form](#)
- [Primary care centers / Federally qualified health centers that are accepting new Patients](#)

Return to School/Work After COVID-19 Symptoms

The District will follow CDC and NYSDOH guidance for allowing a student or staff member to return to school/work after exhibiting signs of COVID-19. Parents/Staff will be required to seek medical attention and **MUST** have a note from a healthcare provider (physician, nurse practitioner, or physician assistant) indicating they can return to school/work.

A student/staff member who is diagnosed by a healthcare provider as NOT having COVID-19 may return if:

1. It has been 10 days since the onset of symptoms; or
2. Have been diagnosed with another condition; or
3. There is no fever, without the use of fever reducing medications, and they have felt well for 24 hours; or
4. Have a negative COVID-19 test result; and

Must present a written note from a healthcare provider stating they are cleared to return.

A student/staff member who tests positive for COVID-19, may return if:

1. It has been at least 10 days since the individual first had symptoms. Positive individuals should remain in isolation during the 10-day period;
2. It has been at least three (3) days since the individual has had a fever (without using fever reducing medication) and has had a progressive improvement in symptoms, including cough and shortness of breath.

Must present a written note from a healthcare provider stating they are cleared to return.



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Contact Tracing

In the case of an individual testing positive, the District has developed 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.

The Erie County Department of Health will contact the student, parent, or staff member to perform the case investigation and contact tracing.

The Erie County Department of Health will notify the school for collaboration with contact tracing and to identify close contacts. A “close contact” is someone who was within six (6) feet or less of a person with COVID-19 for at least 10 minutes, starting from 48 hours before they started to feel symptoms, and for asymptomatic cases, from two (2) days prior to specimen collection.

Contact tracers may consider the duration and proximity of the contacts and other criteria in determining close contacts.

Contact tracing is a public health function performed by the Erie County Department of Health to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. In order to assist the DOH with this important task, accurate records must be kept. The following records are examples of what will be utilized when contact tracing is needed:

- Attendance records to determine who was present and onsite (students and staff);
- Bus route rosters;
- Substitute employee records through the AESOP absence management system; and
- School safety system (Ruvna), which monitors health assessments for COVID-19.

The flow chart on the next page provides a graphical representation of the protocol the District will utilize for a student or staff member who is either symptomatic or positive for COVID-19.



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Notification of Potential Exposure

1. If a student or staff member tests positive for COVID-19 the District will immediately notify the Erie County Department of Health (ECDOH).
2. If the District is not informed by the staff member or parent, the District will be informed by the Erie County Department of Health.
3. The NYSDOH and ECDOH in concert with the District will notify relevant portions of our school community of a positive case. Information shared will not identify the individual (student, staff member or visitor). All directives and guidance issued by the Department of Health will be followed by the District in the event of a positive case.
4. The Erie County Department of Health will contact the school District for collaboration with contact tracing and to identify close contacts. (See below for a further explanation of contact tracing). Close contacts include persons within six (6) feet or less for more than 10 minutes. Contact tracers may also consider duration and proximity of contact and other criteria in determining close contacts.
5. A close contact will be quarantined for 14 days from the date of last exposure, advised to monitor for symptoms, and recommend to get a diagnostic test five (5) days or more after the exposure.
6. Contacts to a positive case can return to school/work after a 14-day quarantine period and a written note from a healthcare provider indicating they are cleared to return.



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Protocol for Students/Staff That Exhibit COVID-19 Symptoms

If a student or staff member presents with symptoms related to COVID-19, the teacher should use their classroom phone to communicate with the school nurse that a student requires assessment for COVID-19 symptoms. The nurse will proceed to the classroom to take the student to the Clinic for assessment. At the nurse's discretion another faculty or staff member, may accompany the student to the Clinic. If the nurse is not available, the Principal or the Administrator in charge will be contacted. At no time should the student be sent unaccompanied to the Health Office for assessment. The nurse will determine if the student may remain in the building or will be sent home to follow up with a healthcare provider. The student will remain in the designated area of the Clinic until picked up by their parent or guardian. At no time will the student be permitted to go home on the bus, walk or drive themselves home. The District will follow this protocol for all students and staff that exhibit COVID-19 symptoms.

Isolation of Individuals Exhibiting Symptoms of COVID-19

Each building has identified a location (separate from the Health Office), to avoid confusion when referencing sites, the additional site is to be known as the Clinic, to house students and staff that exhibit COVID-19 symptoms until they can exit the building. A staff member will be assigned to supervise students until a parent or guardian arrives to pick them up. The staff member will maintain social distancing and be provided with appropriate personal protective equipment (PPE) including a face shield, face covering, gown, gloves and a two-way radio so that the school nurse, school entry monitor, and staff member can communicate regarding the student and when the parent or guardian arrives for pick up. Parents or guardians will be directed as to which door to use to pick up their student, as this may differ from the main entrance of the building.

Note to Parents When A Child Is Sent Home With COVID-19 Symptoms

If a child is sent home with COVID-19 symptoms, (fever, cough, shortness of breath, headache, new loss of taste or smell, sore throat, congestion, nausea, vomiting, diarrhea, muscle or body aches, please reference the [CDC Symptoms of Coronavirus Resource](#) the nurse will give the parent/guardian a form ([Notice to Parents Regarding Return to School](#)) that indicates the protocol that must be followed to return to school. The parent/guardian will be responsible for attesting that the protocol is followed by signing the form and returning it with a note from a healthcare provider, prior to the child's return to school.



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Protocol for Symptomatic or Positive COVID-19 Student or Staff

