



COUNTY OF DUTCHESS

DEPARTMENT OF BEHAVIORAL AND COMMUNITY HEALTH
Office of the Assistant Commissioner

Contact Tracing Procedure for Dutchess County Schools

Background

COVID-19 remains a serious public health threat to the residents of Dutchess County, NY. Recently, the Governor of New York State has approved that both public and private K-12 schools will be able to open for the upcoming school year and was given guidance documents to develop plans to safely re-open with many COVID-19 mitigations. One of those mitigations is to have a plan for contact tracing when a positive case is reported in a school setting. The process for contract tracing in Dutchess County schools is described by the steps listed below.

1. **Report the confirmed or suspected case of COVID-19 to the Dutchess County Department of Behavioral and Community Health (DBCH)**

Nurse or designee from school to contact DBCH. Please have the following case information prepared:

- Demographic information required to begin investigation including full name, date of birth, and physical address;
- Guardian/caregiver information including full name, phone number, and email address
- Date of symptom(s) onset;
- Positive test date and healthcare provider, if available;
- Name and date of birth for each household member, if known and/or obtainable;
- Recent travel history within past 14 days and location(s);
- Last day student was in school;
- Names of potential contacts during 48 hours prior to symptom onset including classes, extracurricular activities; and
- Mode of transportation to and from school during past 48 hours prior to symptom onset.

As a secondary contact for case reporting and other questions, schools may call the COVID Call Center.

2. **Index case (or proxy) will be interviewed by DBCH staff**

This is to ascertain the incubation period (14 days before the onset of symptoms or positive test) and exposure period (48 hours before symptom onset and or positive test) to elicit contacts.

3. **DBCH staff will interview contacts of index case as needed**

DBCH staff may require line lists with relevant contact information of potentially exposed individuals as well as clarify information based on the interview of the index. An exposure is defined by CDC guidelines. Each instance of exposure will require review and investigation by DBCH staff.

4. DBCH to issue quarantine orders as needed

Based on investigative activities those that are considered exposed will be notified to quarantine for 14 days. They will be entered into the NYS COVID-19 program and notified by NYS Contact Tracers and receive letters of quarantine. Schools may have already sent the individual home to begin the quarantine prior to the formal notice of quarantine.

5. Schools to communicate with parents and students

The school may wish to communicate the positive case via a “Dear Parent” Letter to impacted groups or the district at large.