



BUFFALO UNITED CHARTER SCHOOL CONTACT TRACING PLAN

Containment includes protocols and procedures for how to respond to positive or presumed positive cases of COVID-19, as well as preventative practices the school will deploy.

- **School Health Offices**
 - Students or staff who feel ill, or who show signs of illness, will be assessed by the trained staff, as necessary. The staff will use the proper Personal Protective Equipment (PPE) including face masks, face shields, and gloves while assessing symptoms.
 - Temperature checks and screenings will be conducted by trained staff who have appropriate PPE. This includes gloves, disposable face masks, and face shields.
- **Isolation**
 - Our school has identified a specific isolation location for students who are sick or who run a fever of 100.4 degrees or greater where students will remain until they can be picked up. When in use, the student and supervising staff member will be required to wear masks (if medically able to do so).
- **Collection**
 - Parents picking up students who are displaying potential symptoms of COVID-19 will be encouraged to have their student seen by a health care provider.
 - Our school will utilize an isolation room located next to the playground entrance. This entrance has its own parking lot. Upon arrival, parents will be asked to call the office. A staff member, properly masked, gloved, and shielded will walk the student to the car. The staff member will either check identification or use the family's assigned carpool pick-up number to ensure the person is authorized to pick up the student.
 - Students or staff who feel ill, or who show signs of illness, will be assessed by trained staff, as necessary. Staff will use the proper PPE while assessing symptoms, including face masks, face shields, and gloves.
 - Temperature checks and screenings will be conducted by trained staff who have appropriate PPE. This includes gloves, disposable face masks, and face shields.
- **Infected Individuals**
 - If there is a confirmed case of COVID-19 at our school, the NHA People Services Business Partner will report the case to the local health department. The People Services Business Partner will work with NHA's Facilities Team to ensure proper cleaning is done. NHA's Communications Team will make certain proper stakeholders are notified in a timely manner, while also ensuring compliance with employee and student confidentiality and HIPAA requirements. Staff and students with suspected or confirmed cases of COVID-19 can return to school when they have received a negative COVID-19 test, it's been 10 days since the individual first had symptoms, or it has been at least three days since the individual had a fever or symptoms have improved (when they have been released from isolation per the CDC and local health department guidelines).

- **Exposed Individuals**
 - Individuals who have been exposed to the COVID-19 virus must complete a 14-day quarantine, as described by the CDC and local health department.
 - NHA is creating materials for virtual instruction that will be available to all teachers. Teachers will be able to send these videos and assignments to students in quarantine.
 - If staff is required to be sent home or quarantined, school leadership will work with NHA's People Services Business Partner on next steps. Depending on that staff member's role, employees may be able to work remotely/virtually. If remote/virtual work is not possible, staff will need to apply for a leave absence.
- **Hygiene, Cleaning, and Disinfection**
 - Upon notice of suspected or confirmed COVID-19 cases in the building, the Facilities Preparedness and Response Plan calls for a move into a Level 3 Response Procedure. Within 24 hours of the last known presence of a suspected/confirmed case in the facility, all known areas accessed will be vacated and closed. Partial or full building closure will be determined by the school leadership and in collaboration with the local health department. Aramark personnel will prepare for full disinfection cleaning after 24 hours have passed. Aramark personnel will utilize enhanced PPE (gloves, face masks, gowns) during their disinfection cleaning. Re-entry will not be permitted until disinfection cleaning is complete. The duration of disinfection cleaning will depend on the extent of areas visited in the facility by the suspected/confirmed case. Return to school will be coordinated with the local health department, as necessary.
- **Contact Tracing**
 - If there is a confirmed positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors, the NHA People Services Business Partner will report the case to the local health department.
 - The school will support local health departments in tracing all contacts of the individual.
 - Confidentiality will be maintained as required by federal and state law and regulations.
- **Communication**
 - The protocols and safety measures taken by the school are detailed within this plan. This plan will be shared with all relevant stakeholders via the school's website.
 - Safety measures and protocols will be shared via School emails/newsletters, social media sites, and the school's website as appropriate and when necessary.