

COVID Testing and Contact Tracing

COVID Testing

Testing will be required for staff, day students and residents under the following conditions:

- Clinical symptoms are present, as listed by the CDC, that indicate possible COVID infection
- Known/prolonged exposure to someone who tested positive for COVID
- Return from travel to a region on the New York State travel advisory list
- Residents or day students who are returning to campus following a hospitalization

Testing can be done by a private physician/clinic or through the Green Chimneys Health Center. Green Chimneys is able to offer COVID nasal swab testing for staff, day students and residents. Green Chimneys will work with families to obtain testing in their community.

Any staff member, day student or resident who refuses testing will have to undergo standard quarantine procedures as outlined by the New York State Department of Health.

The Health Center will work closely with the Putnam County Department of Health to ensure that our practices are always up to date and consistent with existing Department of Health policies and procedures.

Staff Information will be provided to the Department of Health, as required.

All Staff must participate in contact tracing efforts.

Contact Tracing

- Positive test results in a staff member, day student or resident will be reported to the Director of Nursing. Resident test results will be received through a lab report directly to the Health Center. Children or staff that are tested outside the Health Center are to report those results to the Director of Nursing so that contact tracing can begin if there is a positive result.
- The contact tracing coordinators (Director of Nursing and Associate Executive Director of Clinical and Medical Services) will work with impacted departments to identify those individual students and staff that may have been exposed before the positive test results were obtained.
- Contact tracing is currently advised for individuals who had close contact with the infected individual 48 hours before their symptom onset or 48 hours before the COVID test date for those individuals who were asymptomatic.

- All staff that have been in close contact with an infected individual and fit into the contact tracing parameters will be notified by their supervisor or the Director of Nursing about their possible exposure.
- Door swipes will be used to assist with tracing efforts.
- Families of impacted residents and day students will be notified by the Health Center.
- All residents that are impacted will be notified by the Health Center Nurses. All day students impacted will be notified by their parents.
- As stated in the testing procedure, students, staff or residents with prolonged contact with a positive case will be required to be tested before returning to school/work. Those that refuse testing will have to undergo standard quarantine procedures.
- The Health Center will keep a daily log of both COVID-positive and exposed individuals and their status (symptoms and test results). This is shared on a need-to-know basis.
- The Health Center will draft a general (de-identified) notice for all staff and families alerting them to the fact that we have had a positive case on campus.
 - Marketing Approved Template will be used: Once completed and on the approved template, the Assistant to the Executive Director will then send this email to all campus users.
 - Additionally, this email message will also be sent to: the Social Services Administrative Assistant, Education Administrative Assistants, the Director of Nature's Nursery, and the Director and Administrative Assistant for Community Based Services, and will be used for the distribution to day and residential families, as well as Community Based Services staff and the families they serve, as appropriate
 - The Director of QA is responsible for reporting to the Office for Children and Families for all programs
- The Health Center will reach out to the Putnam County Department of Health regarding any concerns or issues that may arise with our contact-tracing plan.