



CBA REOPENING PLAN

FALL 2020

Supplement #1: CONTACT TRACKING/TRACING PLAN

REFLECT, RESPOND, REOPEN.



INTRODUCTION

1. Contact Tracing Background
2. CBA Tracking and Tracing Systems
3. CBA Tracking and Tracing Procedure for Suspected Case of COVID-19
4. CBA Tracking and Tracing Procedure for Confirmed Case of COVID-19

CONTACT TRACING BACKGROUND:

WHAT IS CONTACT TRACING AND WHY IS IT IMPORTANT FOR SLOWING THE SPREAD OF COVID-19?

Contact tracing is used to break the chain of transmission, to manage the spread of the virus at a low rate of infection, and to prevent surges of additional cases within a school.

CBA TRACKING AND TRACING SYSTEMS

Before School Tracking Strategies and Procedures

Transportation:

- ❑ Students on the Oswego/Fulton bus will sit in strictly enforced assigned seats.
- ❑ CBA will communicate and consult with each of the public schools that provide bussing for our students. We are requesting each district to provide copies of their bus seating charts.
- ❑ We recognize that many families share the responsibility of daily transportation to and from CBA. CBA will require passenger information in the case of a confirmed positive COVID-19 test.

CBA TRACKING AND TRACING SYSTEMS

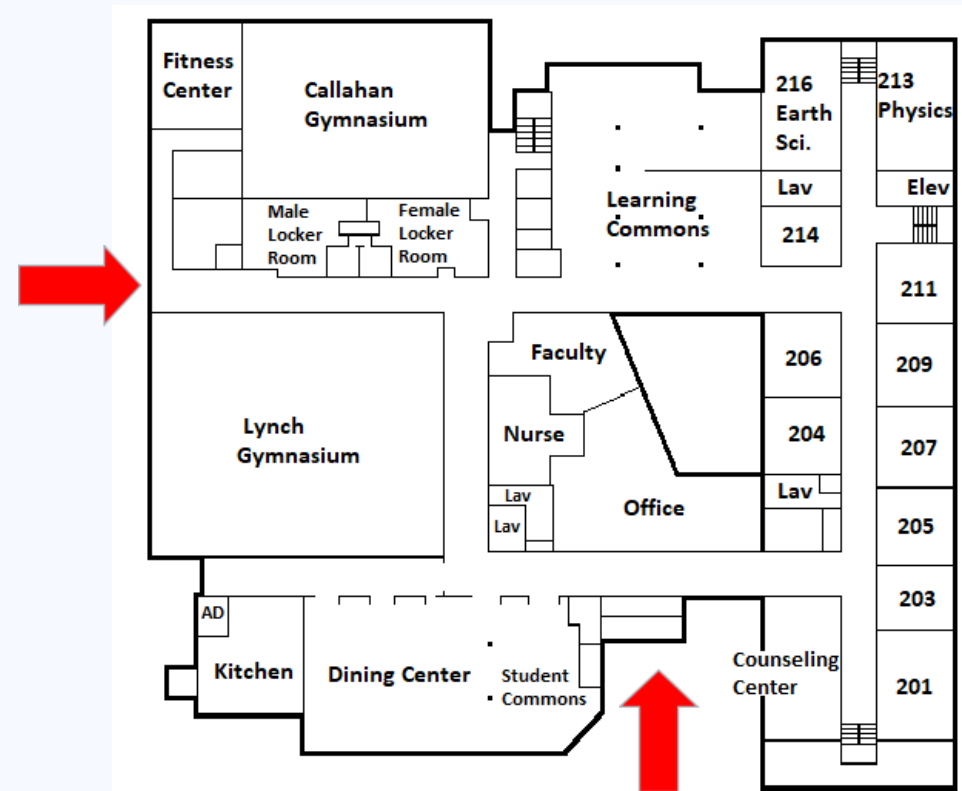
Arrival at School:

- ❑ Separate entrances will be used for students who arrive by bus and for those students who arrive by private transportation.
- ❑ In accordance with CDC guidelines, CBA does NOT encourage carpooling.
 - If a student who arrives at school by private vehicle is confirmed case of COVID-19, CBA will contact the driver to obtain the names of the other passengers in the car.

CBA TRACKING AND TRACING SYSTEMS

Arrival at School:

- 1) Student drivers and students arriving by car should enter the athletic locker hallway.
- 2) Students arriving by bus should enter the main entrance.



While waiting to enter the building to be screened, all individuals must keep social distance of at least 6 feet.

CBA TRACKING AND TRACING SYSTEMS

Arrival at School:

- The Dining Center and other large potential gathering areas will be locked during the morning arrival time and immediately after school.
- Upon arrival, students can use the lockers to put away coats and outerwear.
- After using lockers, students must immediately report to their assigned homeroom seat.

CBA Tracking and Tracing Systems

Locker Assignments and Usage:

- Lockers are alternately assigned by either Brothers or Lasallians. These groups are not scheduled to be on campus on the same day, therefore providing for distancing between lockers.
- Supervisors have been assigned to each floor to monitor locker usage.
- Lockers are only to be accessed before and after school.

CBA TRACKING AND TRACING SYSTEMS

Locker Policy:

- Upon arrival, students can use the lockers to put away coats and outerwear.
- Teachers are minimizing and streamlining the use of books and binders. Students will carry their school supplies with them during the day.

CBA TRACKING AND TRACING SYSTEMS

Seating Charts:

In addition to the physical arrangement of each classroom to promote “social distancing” we have added the following tracing capabilities:

- All classes, study halls, and lunches will have seating charts.
- All teachers will record, submit, and strictly enforce the seating charts.

CBA TRACKING AND TRACING SYSTEMS

Restroom Usage:

- Restrooms will not be accessible between classes unless in the case of an emergency.
- Students will ask the teacher for permission to use a restroom.
- Students will receive an individual, disposable pass.
- Students will log time of departure, time of return, and designated restroom.
- Each of the restrooms are numbered and each classroom will be assigned to use a specific set of restrooms.

CBA TRACKING AND TRACING SYSTEMS

Transition Between Classes:

- Students will wear face coverings at all times in the hallway.
- Students will not be allowed to access their lockers between classes.
- Restrooms will be unavailable during passing time.

CBA TRACKING AND TRACING SYSTEMS

During 10th period:

- Teachers will record the name and arrival time of any students in their classroom.
- Teachers are required to record the name, departure time and destination of students requesting to leave the classroom.

CBA TRACKING AND TRACING SYSTEMS

Nurse's/Health Office:

- ❑ The Health Office door will remain closed during the school day to prevent possible “cross-contamination” of ill students and suspected COVID-19 cases.
- ❑ The nurse will screen every arrival through the screening window.
- ❑ If the screening process reveals a positive answer to the Health Questionnaire or a temperature over 100.0 F, that individual will go to the COVID-19 Isolation Room.

CBA TRACKING AND TRACING SYSTEMS

Visitors to CBA:

- Visitors to CBA will need to be pre-approved.
- Upon arrival, pre-approved visitors will sign in at the campus monitor station, provide a valid photo ID, and provide their address and phone number.
- All visitors will complete the CBA COVID-19 Health Questionnaire.
- All visitors will have their temperature taken prior to entry.
- Visitors will not be admitted to the building if they answered “yes” to any of the questions of the CBA Visitors Health Questionnaire or if their temperature is higher than 100.0 degrees Fahrenheit.

CBA TRACKING AND TRACING SYSTEMS

Afternoon Dismissal:

Dismissal of the students will be systematic and announced over the PA system in this order:

- ❑ 12th grade student drivers in “good standing”
- ❑ 11th grade student drivers in “good standing”
- ❑ Home district bus transportation and Oswego/Fulton bus
- ❑ Private/parent transportation

CBA TRACKING AND TRACING SYSTEMS

After School Clubs, Activities, and Athletics:

- ❑ Teachers, coaches, and club moderators will take attendance during each session.
- ❑ Teachers, coaches, and club moderators will have established “pods” or seating charts that will be recorded, submitted, and strictly enforced.

TRACING ACTIONS FOR A SUSPECTED COVID-19 CASE

Communication:

- ❑ If, in the professional opinion of the school nurse, the circumstances lead to a reasonable determination that the individual poses a risk to the health and safety of the CBA community, the school nurse will notify the Onondaga County Health Department.
- ❑ This act is in accordance with NYSED Education Law regarding the reporting of communicable diseases.
- ❑ When it is only a suspected case, communication with the school community will be based upon the determination and advice of the Onondaga County Health Department.

TRACING FOR CONFIRMED COVID-19 CASE

The same SUSPECTED COVID-19 CASE tracing steps will be followed with the addition of the following protocols:

- Individuals will follow the directives outlined on the “Return to School/Work Flowchart.”
- The school nurse will email the Health Department the names and phone numbers of all persons that would be considered at risk due to the proximity of a confirmed COVID-19 case.
- CBA will follow the directives of the Onondaga County Health Department which may supersede any internal CBA policies or procedures.

TRACING FOR CONFIRMED COVID-19 CASE

- ❑ The school nurse will inform those who have had close contact (less than 6 feet distance for greater than 15 minutes) with a person diagnosed with COVID-19, to stay home, self-monitor for symptoms and contact a physician if symptoms develop.
- ❑ CBA will follow the recommendation of the primary care physician regarding the requirement of COVID-19 testing for the student, faculty, or staff member. *CBA reserves the right to require testing of any student, faculty, or staff member if, in the good faith judgement of the school nurse, that individual poses a health risk to the CBA community.*

TRACING FOR CONFIRMED COVID-19 CASE

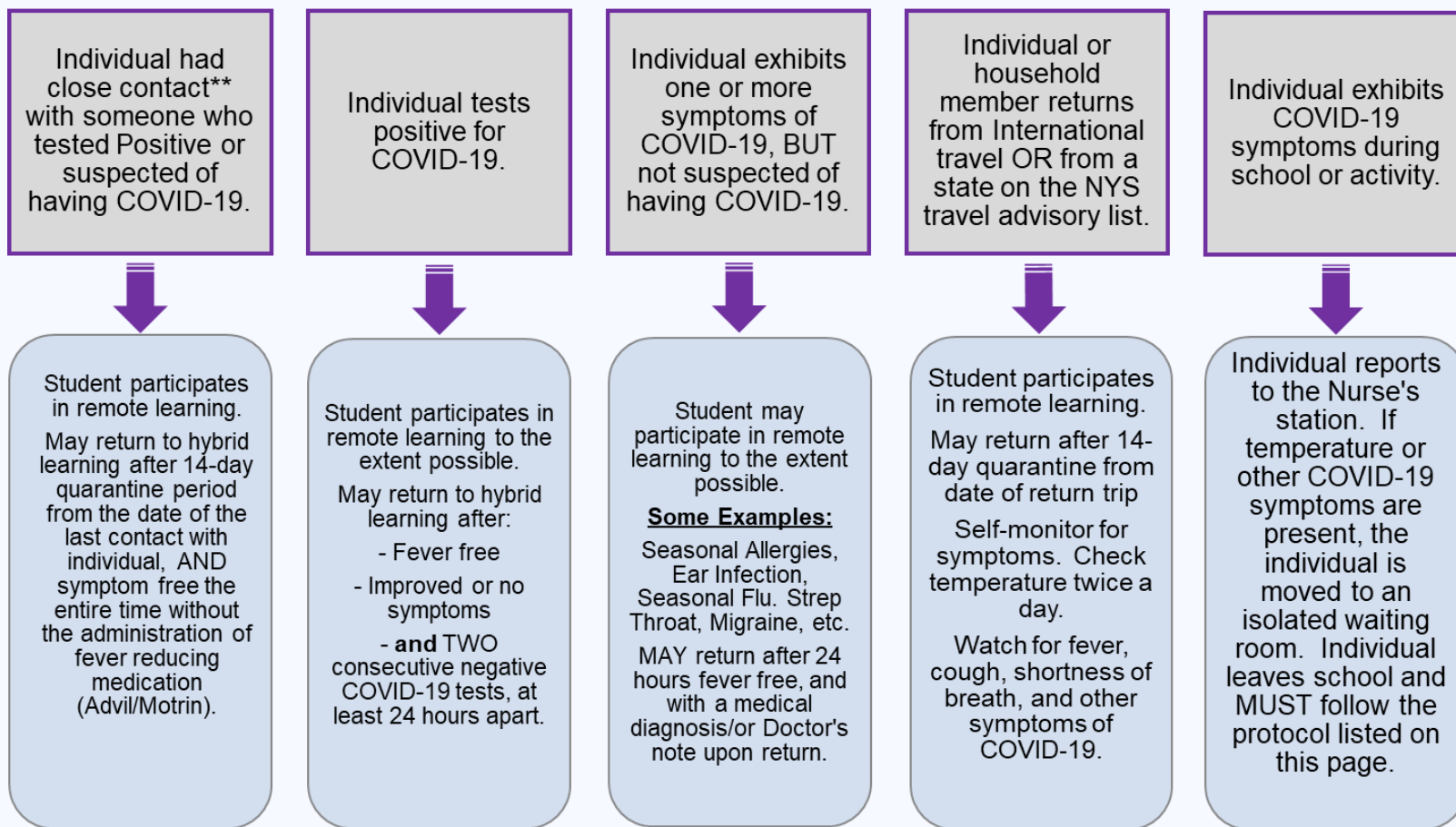
- The student's course schedule will be reviewed.
- The teachers of the student will be contacted to confirm the seating chart.
- The teacher's daily sign out log will be reviewed.
- The Dining Center seating chart will be reviewed.
- The student will be asked if they attended any after school activities.
- The students will be asked how they arrived at school that day. Follow-up communication will be made with the appropriate transportation individuals or schools.
- The parents of students in the immediate proximity* of the individual in their classes/lunch will be notified that someone in their class is suspected of having COVID-19 and they should be diligent in monitoring health symptoms.

****THE CDC DEFINES CLOSE CONTACT AS AN INDIVIDUAL WITHIN 6 FEET OR LESS FOR MORE THAN 15 MINUTES.***

NOTIFICATION OF A CONFIRMED CASE OF COVID-19

- ❑ In accordance with State and local laws and regulations, the CBA nurse will notify the Onondaga County Health Department.
- ❑ The CBA President will notify the faculty, staff, and families immediately of any confirmed case of COVID-19 while maintaining confidentiality.

RETURN TO SCHOOL/WORK *FLOWCHART FOLLOWING A COVID-19 RELATED ABSENCE



*As of July 26, 2020, and is likely to change or be modified based on revised CDC guidelines.

**The CDC defines “close contact” as contact that has occurred with a COVID-19 positive individual within 6 feet AND for 15 minutes. The presence of face masks on either person is NOT a factor.

WHO TO CONTACT FOR SUSPECT/CONFIRMED CASES



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