

# Ulster County Support for County Schools During Pandemic – Responses to Anticipated Scenarios

## Introduction

This document provides 9 scenarios that school staff are expected to face when providing in class instruction during the COVID-19 pandemic. For each scenario, the UCDOH has developed guidance to help manage risk.

The following heuristic should be used to guide decision-making regarding risk management of COVID-19 in the schools.

1. **Identify Cases and Suspected Cases**– through screening and testing
2. **Isolate**- keep the COVID-positive or suspected COVID-positive patient away from others
3. **Mitigate**- donning PPE, cleaning and disinfecting relevant areas as necessary
4. **Inform** – informing the UCDOH as well as parents, teachers, and students, which is the beginning of the Contact Tracing process, and would allow for the UCDOH to provide further guidance and support.

While responses will vary according to the situation, this model can provide a framework for the District’s efforts to contain the viral spread, while balancing the desire to safely continue school operations. In managing COVID mitigation, the scale of each response should be proportionate with the likelihood and impact of the viral exposure on public health.

**A note on HIPAA.** While the pandemic makes all concerned with protecting society from the ravages of the virus. We must do so under the guidance of the Health Insurance Portability and Accountability Act (HIPAA). When a school notifies other members of the school community, staff, or parents, etc. They should **not** identify the name or other identifiable information about the positive case.

## Scenarios provided:

1. Student not confirmed with COVID-19 becomes symptomatic while at school.
2. Student is subsequently confirmed for COVID-19.
3. Student has been asymptomatic at school but tests positive.

Ulster County Department of Health (UCDOH) is located at 239 Golden Hill Lane in Kingston, NY 12401  
<https://ulstercountyny.gov/health/health-mental-health>

Ulster County COVID-19 Hotline:  
 845-443-8888 (8AM to 5 PM)  
 After hours: 845-334-2145

### HIPAA COMPLIANCE CHECKLIST

	<b>TECHNICAL PROTECTIONS</b>	<ul style="list-style-type: none"> <li>• ENCRYPT &amp; AUTHENTICATE EPHI</li> <li>• CONTROL/LOG ACCESS &amp; CHANGES TO EPHI</li> <li>• AUTO-LOGOFF</li> </ul>
	<b>PHYSICAL PROTECTIONS</b>	<ul style="list-style-type: none"> <li>• CONTROL/MONITOR PHYSICAL ACCESS</li> <li>• MANAGE WORKSTATIONS</li> <li>• PROTECT &amp; TRACK EPHI DEVICES</li> </ul>
	<b>ADMINISTRATIVE PROTECTIONS</b>	<ul style="list-style-type: none"> <li>• ASSESS &amp; MANAGE RISK</li> <li>• TRAIN STAFF</li> <li>• BUILD/TEST CONTINGENCIES</li> <li>• BLOCK UNAUTHORIZED ACCESS</li> <li>• SIGN BAAS</li> <li>• DOCUMENT SECURITY INCIDENTS</li> </ul>
	<b>HIPAA PRIVACY RULE TO-DO</b>	<ul style="list-style-type: none"> <li>• RESPOND TO PATIENT ACCESS REQUESTS</li> <li>• INFORM PATIENTS WITH NPPS</li> <li>• TRAIN STAFF</li> <li>• MAINTAIN EPHI INTEGRITY</li> <li>• GET PERMISSION TO USE EPHI</li> <li>• UPDATE FORMS/COPY</li> </ul>
	<b>HIPAA BREACH NOTIFICATION RULE TO-DO</b>	<ul style="list-style-type: none"> <li>• PROMPTLY NOTIFY PATIENTS</li> <li>• HHS &amp; POTENTIALLY THE MEDIA</li> <li>• ENSURE YOUR NOTIFICATION CONTAINS THE 4 REQUIRED ELEMENTS</li> </ul>
	<b>HIPAA OMNIBUS RULE TO-DO</b>	<ul style="list-style-type: none"> <li>• REFRESH YOUR BAA</li> <li>• SEND NEW COPIES</li> <li>• UPDATE PRIVACY POLICIES</li> <li>• MODERNIZE NPPS</li> <li>• TRAIN STAFF</li> </ul>

4. Staff member without contact with students but with contact with other staff members that have contact with students tests positive.
5. Staff member with routine contact with students test positive.
6. Member of the household of a student tests positive while student is at school.
7. Member household of staff with routine contact with students tests positive.
8. Child of one of the school's teachers has had proximate contact with a positive child while attending school in another district.
9. School athletic event planned to take place this weekend but one member of team tests positive.
10. Student returning from travel.

### Scenario 1: Symptomatic student, but not confirmed with COVID-19

At 11 am, a student develops a fever while at school. While we know the feverish student is to be isolated, what are the specific steps that the school nurse should follow in communicating with the parent and the Ulster County Department of Health? Additionally, what should happen to the students and teacher(s) who were in the class with that feverish student since 8:30 am? Should they be sent home? If so, for how long, and should they just monitor for symptoms or self-isolate while at home? Should they be tested? Additionally, what should happen to the students who rode on the bus with the feverish student?

#### Step One:

1. Quarantine and mask the child.
2. All staff that will be near the ill student should don PPE.
3. Alert the school health care staff.
4. School medical staff will quarantine the student and perform an evaluation of the child and record their findings.
5. Initiate school protocols for how parents or guardians pick up the student. The student must remain quarantined until they are released to their parent or guardian.
6. Provide written instruction to the parent or guardian that the student must be seen ASAP by a Primary Care Provider (PCP) or the parent or guardian must contact the PCP for instruction. If the PCP determines that the individual is a COVID-19 risk that individual may not return to school until he or she is tested for SARS-CoV-2 RNA with an approved molecular test and the results are negative. The PCP or the UCDOH must provide the school with the official test results before the student is allowed to return.
  - a. If there is no need for testing the child should stay home until they are without fever/symptoms for 24 hours before returning to school.
  - b. If diagnosed with another illness but not COVID the student will need a PCP note allowing them to return to school

#### Step Two:

7. Document the event by completing the screening questionnaire and identify all personnel in the room per school protocols. Identify all personnel or students that have been in close contact or proximate contact<sup>1</sup> with the student.

#### Understanding the difference between Isolation and Quarantine (CDC)

**Quarantine** is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Isolation** is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

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<sup>1</sup> Close contact is being within 6 feet of someone for ten minutes or longer. Close contacts will need to undergo a 14-day mandatory quarantine. Close contacts will be identified through contact tracing once the student has received a positive test result. The district should work with the county health department to determine when it is prudent for the class to resume in person learning. This

8. Provide the list of contacts (name, date of birth, contact information) to the school health care team.
9. Contact the parent or guardian of each student who may have had direct or proximate contact with the ill student and provide NYSDOH approved guidance. If the parent detects symptoms in their student or ward, they must contact the school health care staff and their PCP immediately. If unable to contact school health care staff or PCP they must contact the UCDOH COVID Hot Line.
10. Obtain another space to complete the class or activity.
11. Move students/faculty to other space.
12. School health care team must consult on next steps with the UCDOH.
13. In consultation with the UCDOH the school will make the decision on containment procedures to follow. If warranted, the school will instruct custodians to:
  - a. Open windows of the room vacated.
  - b. Clean the room per CDC guidelines.
  - c. Clean the room and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - d. The room can NOT be used immediately after the cleaning is completed. It should remain unused for 24 hours.
14. Instruct all students and staff that have had contact with the ill individual that they should monitor and report any symptoms to the school health care team immediately.

**Step Three:**

15. School health care team should alert the UCDOH of the event and communicate medical details and plan for the student.

## Scenario 2: Symptomatic and diagnosed with COVID-19

**Step One:**

1. School is alerted that feverish child in scenario 1 is ill with COVID-19.

**Step Two:**

2. School should identify the contacts (starting from two days prior to symptom onset) and document with date of birth and contact information and include contact information for the parent or guardian if the contact is a minor.
3. The contacts to the case must be alerted and instructed to remain in quarantine for 14 days since their last contact with the case.
4. School must alert the UCDOH immediately of the positive test and provide the documentation on all individuals identified as close contacts.

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will be determined through the contact tracing process and may take longer than the 48 hours it will take to have the classroom disinfected.

Proximate contact is someone in the same room (classroom) that was more than 6 feet away or was within 6 feet for less than 10 minutes. Proximate contacts should be encouraged to voluntarily quarantine for 14 days or be allowed to return to school with a negative test result.

5. UCDOH in coordination with the school health care team will conduct a case investigation and ensure the case information is entered into CommCare. UCDOH will coordinate with district to ensure all contacts identified by school health care team are entered into CommCare so monitoring can commence.
6. If the student is diagnosed with COVID-19 by a healthcare provider based on an approved test, they should not be at school and should stay at home until:
  - a. It has been at least ten days since the individual first had symptoms.
  - b. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
  - c. It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
7. The school should alert custodial staff of the positive case and determine best decontamination strategies.
8. If the student was transported by school bus to the school, the bus would need to be disinfected, and the students on the bus must be notified and considered proximate contacts, unless contact tracing identifies them as close contacts.

**Scenario 3: An asymptomatic student in a class tests positive.**

A student may test positive for COVID-19, but not display any symptoms. Typically, the parents or guardians must alert the school about the test results and keep the child at home. The UCDOH, as a backup, will alert the school district about any children that test positive for COVID-19.

**Step One:**

1. School is alerted that the student has tested positive for COVID-19.
2. If student is at school, student should be quarantined and picked up by parent/guardian.
3. If the student is not in school but diagnosed with COVID-19 by a healthcare provider based on a test, they should not be at school and should stay at home until:
  - a. It has been at least ten days since the individual first had symptoms.
  - b. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
  - c. It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

**Step Two:**

1. School should identify the contacts (period starting from two days prior to the test) and document with date of birth and contact information and include contact information for the parent or guardian if the contact is a minor.
2. The contacts to the case must be alerted and instructed to remain in quarantine for 14 days since their last contact with the case.
3. The school should alert custodial staff of the positive case and determine best decontamination strategies as approved by the NYSDOH.
4. If the student was transported to school via a school bus, the bus would need to be disinfected, and the students on the bus must be notified and considered proximate contacts, unless contact tracing identifies them as close contacts.

5. School must alert the UCDOH of the positive test and provide the documentation on all individuals identified as close contacts.
  - a. UCDOH will conduct a case investigation and ensure the case information is entered into CommCare. UCDOH will coordinate with district to ensure all contacts identified by school health care team are entered into CommCare so monitoring can commence.
  - b. UCDOH will provide further guidance as necessary.

**Scenario 4: A staff member who has no contact with students but has contact with other staff who have contact with students tests positive.**

1. School is alerted that a staff member has tested positive for COVID-19
2. School must alert the staff member and school staff.
3. If positive staff is at school, staff must be masked and isolated immediately.
4. Staff member must be sent home and remain at home in isolation until:
  - a. It has been at least ten days since the individual first had symptoms.
  - b. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
  - c. It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
5. School should immediately identify the staff member's contacts (period starting from two days prior to the test) and document with full name, date of birth and contact information.
6. The contacts to the case must be alerted and instructed to remain in quarantine for 14 days since their last contact with the case. No students will need to be quarantined.
7. The school must alert custodial staff of the positive case and determine best decontamination strategies for impacted areas.
8. School must alert the UCDOH of the positive test and provide the documentation on all individuals identified as close contacts.
  - a. UCDOH will conduct a case investigation and ensure the case information is entered into CommCare. UCDOH will coordinate with district to ensure all contacts identified by school health care team are entered into CommCare so monitoring can commence.
  - b. UCDOH will provide further guidance.
9. School should refer to NYSDOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure." [https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_covid\\_19\\_publicprivateemployeeereturntowork\\_053120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid_19_publicprivateemployeeereturntowork_053120.pdf)

**Scenario 5: A staff member with student contact tests positive.**

1. If the staff member is aware that he or she is positive, the member must alert the school health care staff via phone and not report to work.
2. If the member is not aware of test results and the School is alerted that a staff member has tested positive for COVID-19, the staff member must be masked and isolated immediately.

3. Staff member must be sent home to isolate and remain in isolation until:
  - a. It has been at least ten days since the test was administered, or
  - b. It has been at least ten days since the individual first had symptoms.
  - c. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
  - d. It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

**Step Two:**

4. School must identify the contacts (period starting from two days prior to the test) and document with full name, date of birth and contact information.
5. The contacts to the case (including students) must be alerted and instructed to remain in quarantine for 14 days since their last contact with the case.
6. The school must alert custodial staff of the positive case and determine best decontamination strategies for impacted areas.
7. School must alert the UCDOH of the positive test and provide the documentation on all individuals identified as close contacts.
  - a. UCDOH will conduct a case investigation and ensure the case information is entered into CommCare. UCDOH will coordinate with district to ensure all contacts identified by school health care team are entered into CommCare so monitoring can commence.
  - b. UCDOH will provide further guidance.
8. School should refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure". [https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_covid19\\_publicprivateemployeereturntowork\\_053120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf)

**Scenario 6: A member of the household of a student in class tests positive.**

1. The parent or guardian of the student must alert the school health care staff via phone and not send the student to school.
2. If the student is at school with the parent/guardian is alerted to the positive test, they must alert the school health care staff immediately.
3. The school health care staff must find, mask and quarantine the student who has a positive household member.
4. The student (and anyone else) who has contact with the positive household member must be quarantined at home for 14 days from the last exposure to the positive patient. Note that the 14-day period begins the last day of contact while the positive patient is in their isolation period. Therefore, if contact is unavoidable, then the quarantine could last as long as 24 days.
5. School must alert the UCDOH of the positive test and provide the documentation on all individuals identified as close contacts.
  - a. UCDOH will conduct a case investigation and ensure the case information is entered into CommCare. UCDOH will coordinate with district to ensure all contacts identified by school health care team are entered into CommCare so monitoring can commence.

- b. UCDOH will provide further guidance
6. No other students or staff at the school will need to quarantine.

### Scenario 7: A member of the household of a staff member with contact with students tests positive.

1. The staff member must alert the school health care staff via phone and not report to work.
2. If staff member is alerted while at work that a member of his or her household has tested positive, then the member must immediately notify the school health care staff.
3. The staff member (and anyone else) who has contact with the positive household member should quarantine at home for 14 days from the last exposure to the positive patient. Note that the 14-day period begins the last day of contact while the positive patient is in their isolation period. Therefore, if contact is unavoidable, then the quarantine could last as long as 24 days.
4. School must alert the UCDOH of the positive test and provide the documentation on all individuals identified as close contacts.
  - a. UCDOH will conduct a case investigation and ensure the case information is entered into CommCare. UCDOH will coordinate with district to ensure all contacts identified by school health care team are entered into CommCare so monitoring can commence.
  - b. UCDOH will provide further guidance.
5. No other students or staff at the school will need to quarantine.
6. School should refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure". [https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_covid19\\_publicprivateemployeeeturntowork\\_053120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeeturntowork_053120.pdf)

### Scenario 8: A staff member's own child who goes to another school has been indirectly exposed to COVID-positive student

1. The staff member must notify the school health care team where she works that her child who goes to school at another school has had proximate contact with another child in her class that recently tested positive.
2. The staff member would not be required to stay at home unless directed by their district to do so or if their child tests positive or becomes symptomatic.
3. The staff member's child would not need to quarantine but could voluntarily quarantine and should be tested at the discretion of the parent.
4. School must alert the UCDOH of the event and provide details of and contact information for the staff member.
5. UCDOH will provide further guidance.
6. No students or staff at the school will need to quarantine.

### Scenario 9: School athletic event planned to take place this weekend but one member of team tests positive

1. Parent of player informs coach that his asymptomatic son has tested positive that morning on a COVID-19 screening for college. Son was at school during the last 48 hours and participated in unofficial team rallies with many other students in the school and training sessions with entire team (all students of the school) – sessions that were well attended by the local community.
2. Coach must immediately inform school health care team of the positive player.
3. Coach or school health care team must tell parent to isolate his/her son immediately and that the rest of his family will be placed on quarantine.
4. School health care team must immediately contact the UCDOH and provide details of situation to include the contacts to the positive player including other students, the team players and the coach.
5. Coach/school health care team must notify parents or guardians of the rest of the players on the team.
  - a. Note, based on our experience coaches are reticent to provide the health community with complete information on the team or their schedule. They try to respect the privacy of the team members and their parents. In addition, parents of the players are quick to cast blame on the positive player. The school should make every effort to communicate to the coach and the player’s parents that no blame should be apportioned on the positive individual or his parents and their active participation in the contact tracing efforts is critical to safety of the community.
6. Given the potential for the positive individual to have spread the virus widely in the school population, the administration must decide, in coordination with the UCDOH, as to how to contain the potential spread of the virus. To facilitate decision making based on all the evidence the school must ensure that the UCDOH understands the extent of the potential impact the positive player could have on the school census and the local community.
7. The administration must notify the local community government about the event and should consider alerting the public via the media to prevent false rumors from forming.

### Scenario 10: Student returning from travel

1. If a student intends to travel outside of the United States or to a state requiring quarantine upon return <https://coronavirus.health.ny.gov/covid-19-travel-advisory> , the student must comply with Executive Order 205 and quarantine 14 days before returning to school. In addition, the student must:
  - a. Notify the school’s health care team of their travel intentions.
  - b. Be prepared to fill out the NYS Travel Advisory form upon returning <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.
2. Students who are required to undergo a 14-day quarantine will be permitted to complete coursework through remote operations and course delivery.