



Committed to Excellence

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Contact Tracing Process

The steps below represent a typical contact tracing process that may occur at the school level. The State Department of Health has identified school level officials as contact tracers given the limited capacity of some town level Departments of Public Health. The steps below may be revised as the CDC and DPH provide further guidance. As a school community, we recognize the importance of following HIPPA and FERPA rules and do not share unnecessary information to complete the process. Staff are aware of the importance of confidentiality as it relates to students in our care.

- 1) **Notification of Positive Case:** District is notified of a student or staff member with positive for COVID-19 test results:
 - a. Case Self Disclosure of positive test is called in or emailed to school staff (nurse, teacher principal)
 - b. Test result retrieved from State of CT database cross referencing names and addresses with Infinite Campus
 - c. Report of positive case from outside community group/team to Trumbull Health Department
- 2) **Information Collection/CONTACT TRACING:** The Superintendent of Schools, Building Administration, Trumbull Health Department, Trumbull Nursing Department gather pertinent information including
 - a. Confirmation of positive test by receiving copy of test results from individual (if self-disclosed. Positive cases confirmed on State of CT database do not require a copy of confirmation from the individual testing positive)
 - b. date/time of test & type of test as well as reason for testing
 - c. Symptoms: date and time of day of onset of symptoms as well as types of symptoms
 - d. dates in school & location within school on specified dates
 - e. Transportation mode to/from school- If applicable, the location of where a student sits on a bus is identified. Through student interviews and bus camera footage, additional close contacts may be identified
 - f. Review of list of students and staff the positive case interacted with on specified dates/times (seating charts, class rosters, and personal recollection).
 - i. If applicable, at the elementary school, we will typically quarantine the entire set of individuals that were present with the positive case if they were together the entire day. This is not cut and dry given that some cases had left the building at the very beginning of the day, thus significantly decreasing the possibility of close contact. Therefore, additional interviews may be conducted with staff in the classrooms to identify close contacts. Staff who have less

interaction with students during the day (e.g. specials teachers, departmentalized teachers) will be interviewed to determine additional close contacts.

- ii. If applicable, at the middle and high school level, we collect all seating assignments from each class and identify potential close contacts. Additional conversations take place with classroom teachers to determine if lesson plans for that day would have brought students into close contact per definition. During the pandemic, we continue to encourage teachers to develop lesson plans that do not bring students and teachers closely together.
 - iii. If applicable, the location of where the student sits for lunch is identified. When building cafeterias are used, tables and seats are labeled and students are provided assigned seating for ease of contact tracing. This allows the building principal/designee to identify potential close contacts.
 - iv. If the person is an adult, they are asked to self-disclose possible close contacts that could have occurred throughout the entire day(s). All persons identified by the adult case are interviewed by the building principal or Director of Nursing to triangulate and validate exposure.
 - v. Additional interviews may be required given what is learned throughout the contact tracing process.
- g. **HOUSEHOLD CONTACTS**: List of siblings in other schools who need to quarantine is obtained from infinite campus. School administration and Nursing Dept. are made aware of need for siblings to quarantine.
- 3) **Positive School Exposure Confirmed**: After the above information is gathered about a positive case and it is confirmed that a covid positive individual had close contact with others during school hours during the contagious period and resulted in other individuals being exposed during the school day(s) in question the individual notification process will begin.
 - 4) **District Notification**: The Superintendent of Schools will notify families by email/text alert indicating the identification of a case and the initiation of contact tracing and to be alert for further communication about individual exposure. All individuals who are identified as having close contact with a COVID positive person during school will receive additional communication from the Superintendent of Schools.
 - 5) **Individual Notification**: individuals who have been identified as being in close contact with the COVID positive individual will be sent an email communication to notify of the close contact. An individual diagnosed with covid 19 is considered contagious 48 hours prior to the onset of symptoms or 48 hours prior to the test date for individuals without symptoms. Close contact is defined as being within 6ft for 15 min of time within a 24-hour period.
 - 6) **Quarantine List**
 - a. Once all close contacts have been identified, a student close contact group is created by the Director of Digital Learning in Infinite Campus.

- b. The Superintendent of Schools/designee sends a quarantine notice to the families of all student close contacts. The letter provides additional resources as well as the end date of the quarantine and resources for families.
 - c. For adults, building principals send an email to Human Resources identifying close contacts. HR sends a written notification to impacted employees regarding their quarantine. Staff continue to work from home, if possible, during quarantine. Adult Staff Positive cases are allowed to work remotely from home if possible.
- 7) All positive Trumbull residents will be contacted by the state health department for contact tracing.
- 8) The State will be sharing cases among schools at <https://data.ct.gov/stories/s/COVID-19-in-PK-12-Public-and-Private-Schools/mpdc-p8wg/>