



Kenmore Town of Tonawanda Union Free School District Testing and Contact Tracing Plan

Isolation of Individuals Exhibiting Symptoms of COVID-19:

Each building will identify a location (separate from the Health Office) to house students and staff that exhibit COVID-19 symptoms until they can exit the building. A staff member will be assigned to supervise students until a parent/guardian arrives to pick them up. The staff member will maintain social distancing and be provided appropriate PPE equipment including but not limited to a face shield, face covering, gown, gloves, and a 2-way radio so that the school nurse, front desk monitor, or other staff member can communicate regarding the student and provide notice when the parent/guardian arrives for pick up.

Protocol for students/staff that exhibit COVID-19 symptoms:

If a student presents with symptoms of possible COVID-19 infection, the teacher should use their classroom phone to communicate with the school nurse that they are sending a student to the office for assessment. If the nurse is not available, the Medical Director will be notified. If the Medical Director is not available, the student will be sent home to follow up with a healthcare provider. If a staff member exhibits symptoms of possible COVID-19 infection, the staff member will be sent home to follow up with a healthcare provider. The district will follow this protocol for all students and staff that exhibit COVID-19 symptoms.

The building nurse will advise the parent/guardian of the protocols the student must complete in order to return to school per the COVID-19 Testing/Symptom Flowchart.

[Erie County DOH Quarantine Flowchart](#)

Note to Parents when a child is sent home with COVID-19 symptoms:

If a child is sent home because he/she is exhibiting symptoms of possible COVID-19 infection, the parent/guardian will be given a form that indicates the protocol that must be followed to return to school. The building nurse will complete the information on the form, and the parent/guardian will be given the information when the student is released from school by the designated COVID-19 Point of Contact. (See below for your school's designated Point of Contact.)

If there is known exposure to a student, the student must remain under quarantine at home for a 14-day period after last known exposure; monitor for symptoms and consider getting a COVID-19 diagnostic test five days or more after last exposure, per Erie County Department of Health.

Contact Tracing

Who is a close contact of someone who has been diagnosed with COVID-19? A close contact is defined as any individual who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection). The important task of contact tracing is dependent on the accuracy of our records. The following records will be utilized and analyzed when contact tracing occurs:

- Attendance records to determine who was present and onsite (both students and teacher/staff attendance records);
- Bus route rosters;
- Substitute employee records (substitute teachers, aides, etc.) through the AESOP absence management system;
- Our visitor management system (RAPTOR) which provides the date and entrance/exit time of all visitors.

Building principals and the COVID-19 Points of Contact will work with the Erie County Department of Health Contact Tracing unit to determine close contacts of the individual exhibiting symptoms. Close contacts of our employee(s) or student(s) will be contacted by the Erie County Department of Health to advise them of the need to quarantine.

COVID-19 Points of Contact

- District Point of Contact: Deb Carey, District Medical Director
- Edison Elementary: Dave King, Principal
- Franklin Elementary: Kia Evans, Principal
- Holmes Elementary: Matt Raines, Principal
- Hoover Elementary: Mike Huff, Principal
- Lindbergh Elementary: Ann Maccagnano, Principal
- Kenmore East High School: Patrick Heyden, Principal
- Kenmore West High School: Dean Johnson, Principal
- Franklin Middle School: Chris Ginestre, Principal
- Hoover Middle School: Elaine Thomas, Principal
- Kenmore Middle School: Kevin Kreuger, Principal
- Administration Building, Jeffery Richards, Assistant Superintendent for Human Resources

Return to Work or School

Once employees or students have completed their period of isolation or quarantine, they can self-certify and provide the proper documentation outlined in the flowchart, demonstrating that they are released from isolation or quarantine and may return to work or school. ECDOH recommends the

CDC and NYSDOH time-based strategy for returning to work or school after a positive COVID-19 test, which would not require a negative test before returning.

The parent will be responsible for attesting that the protocol is followed by signing the form and returning it to school with the child after the mandated quarantine period.

Please see Appendix P [COVID-19 Testing/Symptom Flowchart](#) for a description as to what documentation is required for a return to work or school.

Please refer to [Return to School Note when NO COVID-19 Test Performed](#)

*To access the Ken-Ton Union Free School District's Reopening Plan in its entirety please click below.

[Ken-Ton Union Free School District Reopening Plan](#)