



Atlantic City Public Schools

Office of Special Education and Student Services

The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.
~ Dr. Martin Luther King Jr.

COVID-19 Contact Tracing SOP

Contact tracing

Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice and is an integral function of local health departments. All school district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school district, should be provided with information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. School districts should collaborate with the local health department and engage their school nurses to develop contact tracing policies and procedures, as well as educate the broader school community on the importance of contact tracing.

Contact tracing will be conducted for close contacts (any individual within 6 feet of an infected person for at least 10 minutes) of laboratory-confirmed COVID-19 patients.

A close contact is anyone who was within six feet of you for more than 10 minutes at least two days before your positive test if you didn't have any symptoms, or two days before your first symptom appeared.

Contact tracing Procedure

1. The Atlantic County Health Department will contact Mrs. Hennelly, Mr. Rose by phone with a report of a positive case of COVID-19 within the school community.
2. Mrs. Hennelly or Mr. Rose will contact the school nurse to report the positive case.
3. The school nurse will notify the school principal or administrative designee.
4. The school nurse will cooperate with the Atlantic County Health Department to provide information requested for their investigation.
5. The school nurse will document reported cases in an easily accessible manner to assist in contact tracing.
https://docs.google.com/spreadsheets/d/1037Xsa3ogpU9whqkNPxAve7Uo3mJHlwxYKzRQNjW_Zw/edit?ts=5f329909#gid=0
5. If the individual is present in a school building they must be isolated and sent home immediately.
6. The school nurse will interview all individuals who possibly had contact with the positive case regarding proper social distancing of 6 ft for less than 10 minutes. If proper social distancing guidelines have not been maintained the staff member or students must be isolated and sent home.
7. The school nurse will investigate any additional family or household members that may be in the school or a school within the district. The school nurse will contact the respective school nurse to inform them that those individuals must be isolated and sent home for quarantine.
8. **Positive COVID-19 Screening Parent Letter** should be provided for each student sent home.
9. Assist Atlantic County Health Department regarding isolation and quarantine guidelines and any assistance the family or individual may need during the isolation and quarantine period.



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ATLANTIC CITY IS SERVED BY ATLANTIC COUNTY DIVISION OF PUBLIC HEALTH

Agency Website

<https://www.atlantic-county.org/public-health/index.asp>

Health Officer:

Patricia Diamond

Diamond_Patricia@aclink.org

Health Officer Contact:

609-645-5933

Emergency After Hours Contact:

609-909-7200

New Jersey Department of Health

COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools (August 13, 2020)

https://www.state.nj.us/health/cd/documents/topics/NCOV/RecommendationsForLocalHealthDepts_K12Schools.pdf