



Brookville Center for Children's Services (BCCS)
Reopening Plan
Contact Tracing

Contact Tracing

1. Consistent with the NYSED and NYSDOH contact tracing requirements, all BCCS programs will cooperate with state and local health department (LHD) and assist to the greatest extent possible in reporting who may have had contact at school with a confirmed case by:
 - (a) Keeping accurate attendance records of students and staff members;
 - (b) Ensuring student schedules are up to date;
 - (c) Keeping a log of any visitors which includes date, time and where in the school they visited; and
 - (d) Assist local health departments in tracing all contacts of the individual at school and,
 - (e) While complying with the NYSED and NYSDOH contact tracing requirements, BCCS programs will seek guidance and direction from the local Department of Health to determine who may have to be excluded from school based on contact.
2. Procedure: The Director, or Designee of each BCCS Program upon notification or awareness of a positive COVID-19 test;
 - (a) Notifies the Local Health Department (LHD),
 - (b) Specifies that the person is a student or staff of a school operated under State Education Department,
 - (c) Obtains name, email, and phone number of LHD staff person to whom notification was made.
 - (d) Will document the recommendations of the LHD staff person as to the next steps or actions that program needs to take,
 - (e) Notifies his/her Supervisor and the agency Quality Assurance Personnel,
 - (f) Will collaborate with his/her Supervisor to ensure that to the greatest extent possible, the recommendations of the LHD staff person are addressed in a timely manner.
 - (g) Will notify Human Resources Department when BCCS employee/s have tested positive.