



Return to School, Contact Tracing & Quarantine Procedures

This document addresses the various tracing and quarantine procedures in place at Saratoga Central Catholic School.

These procedures have been adopted after consultation with the Saratoga County Department of Health and the Diocese of Albany, and are closely aligned with practices in place within the Saratoga Springs Public School District.

[CLICK HERE](#) for the most up-to-date information from the Saratoga County Department of Health related to isolation and quarantine.

Return to School Procedures

Below are the procedures for your child returning to school. Three different scenarios are addressed:

1. Your child tests positive for COVID-19.
2. Your child was sent home with COVID-like symptoms.
3. Your child was designated as a close contact of someone with COVID-19 and has been placed in quarantine.

Within each section are action steps for parents as well as the paperwork required for your child to return to school.

1. Your child is positive for COVID-19.

- Report test result to SCC. (School Fax #: 518-587-0678)
 - If the positive test was self-administered, [please report to Saratoga DOH](#) and email SCC a copy of the subsequent email you receive.
- Your child may return to school after:
 - County-mandated isolation expires.
 - Symptoms have resolved.

PAPERWORK REQUIRED TO RETURN

★ [Affirmation of Release from Isolation Form](#) (can be completed by a parent)

2. Your child is sent home from school with COVID-like symptoms.

- Your child may return to school as soon as:
 - A lab reported PCR test is negative. (Rapid Lab or Home tests are not accepted.)
 - Symptoms have resolved.

PAPERWORK REQUIRED TO RETURN

- ★ Lab-reported PCR Test Results (School Fax #: 518-587-0678)

[CLICK HERE](#) for a sample note sent home with a symptomatic student

3. Your child is designated a close contact and is placed in quarantine.

- Your child must quarantine for at least 5 days.
- Your child may return to school on day 6 if:
 - A lab-reported PCR or Rapid Antigen test taken on day 5 is negative. **Home COVID tests will be accepted for asymptomatic quarantined students who are quarantined on 1.11.22 or later.**
 - Symptoms have resolved.

PAPERWORK REQUIRED TO RETURN

- ★ Negative COVID test results. (School Fax #: 518-587-0678) For Home tests, please send photo of negative result as well as test packaging.
- ★ [Affirmation of Release form Quarantine](#) (can be completed by a parent)

Please note:

- Students released from mandatory quarantine cannot participate in sports or extracurricular activities until day 11.
- Students cannot be unmasked within 12 feet of peers until day 11. A space will be provided at lunch to accommodate this requirement.

Please note the following:

Day 0 (zero) is defined as:

- The first day of symptom onset (for a positive case with symptoms)
- The day of the COVID test (for a positive case without symptoms)
- The day of exposure (for a quarantine)

*Day 1 of quarantine is considered the day AFTER any of the above.

Resolving symptoms are defined as:

- Fever-free for 24 hours without medication
- No longer experiencing rhinorrhea (runny nose)
- Cough is a minimal and non-productive (i.e., does not stop them from wearing mask, no longer coughing up phlegm)

Contact Tracing Procedures

The following steps are followed by SCC when a positive case is reported to the school:

1. A positive case is reported within the school community.
2. Contact tracing begins if the affected person was in the building 48 hours before symptoms began OR 48 hours before the positive COVID test was taken.
3. Students are identified as close contacts. *A **close contact** is anyone who was within 3' masked or 6' feet unmasked in relation to an infected person for a total of 15 minutes or more within a 24-hour period.*

A close contact can be anyone who:

- Sat adjacent to the affected individual in class
- Sat with the affected individual at lunch
- Rode a bus or car with the affected individual

Close contacts may be required to work asynchronously from home until the tracing process is completed. This precautionary step limits the possibility of further spread in the event a close contact is determined to be exposed and in need of mandatory quarantine (MQ).

A student identified as a close contact is less likely to be quarantined if:

- Masks were worn properly, covering the nose and mouth at all times.
- They maintained at least 3 feet of distance from the affected person while masked.
- They maintained at least 6 feet of distance from the affected person while unmasked.
- They are fully vaccinated.

4. On a case-by-case basis, a determination is made regarding MQ for each close contact. To do this, seating charts are analyzed and a series of Yes/No questions are answered that relate to mask wearing, social distancing, and vaccination status.
5. Families are informed by SCC of a decision once the tracing process is complete.
 - a. *If no MQ is ordered*, students who were working from home can immediately return to school and resume extracurricular activities.
 - b. *If an MQ is ordered*, SCC informs parents and the Department of Health (DOH) contacts families with further details.
6. A learning plan is established for the duration of quarantine.
 - If less than 3 days before MQ ends, students will work asynchronously, using Schoology to obtain work and email to communicate with teachers.
 - For MQ longer than 2 school days, live synchronous learning through Google Meet will be available.