

OUR LADY OF MERCY
SCHOOL FOR YOUNG WOMEN



TESTING & CONTACT TRACING PLAN

Faculty and Staff Infection Control Plan

- 1) Any Mercy faculty or staff who has a positive COVID-19 laboratory result is referred to as a “Personnel Confirmed Case”.
- 2) **Faculty or Staff who test positive for COVID-19.**
 - i) Faculty actions: If any faculty or staff is a Personnel Confirmed Case, they must:
 - (1) Notify the Coronavirus Coordination Officer immediately.
 - (2) Remain out of Mercy until they are allowed to return based on the Return to Work in Section iii.a below.
 - (3) Communicate regularly with the Coronavirus Coordination Officer regarding her/his recovery.
 - (4) Coronavirus Coordination Officer will immediately contact the Monroe County COVID-19
 - (5) MCDPH will place the faculty member in isolation. The faculty member may not return to school until released from isolation by MCDPH. In accordance with NYSDOH guidelines, the faculty member will also need to provide documentation from the family’s health care provider, be free of symptoms and present a negative COVID-19 test result before admittance.
 - ii) Mercy actions: When Mercy is notified about a Personnel Confirmed Case, it will:
 - (1) Provide the faculty member with the COVID-19 Testing and Health Care info/handout provided by the MCDPH.
 - (2) Communicate with the appropriate local health authority about the Personnel Confirmed Case.
 - (3) Communicate with other faculty, staff, students, parents or visitors about the Personnel Confirmed Case on a de-identified basis as it deems necessary and appropriate.

- (4) Communicate with the Personnel Confirmed Case about symptoms, progress, recovery and discussions with local health authority and others in the Mercy community.
- (5) The Coronavirus Coordination Officer will work with the Personnel Confirmed Case to identify faculty, staff, students or visitors who may have had close personal contact with the Personnel Confirmed Case.
- (6) The Coronavirus Coordination Officer will work with New York State and the Monroe County Department of Public Health contact tracers as necessary to complete contact tracing.
- (7) Close area(s) where the infected faculty or staff was and clean and disinfect all areas where the faculty or staff worked and any common areas where they would have been following CDC's guidelines on "Cleaning and Disinfecting Your Facility".
- (8) Maintain documentation of all prior steps above.
- (9) Determine whether the infection should be recorded pursuant to OSHA regulations.

iii) Return to Work

- (1) Personnel Confirmed Cases may only return to work on campus with approval of the Coronavirus Coordination Officer. At a minimum, Personnel Confirmed Cases will be required to self-quarantine for at least 10 days after illness onset and at least 3 days after recovery. At the conclusion of this period. The Coronavirus Coordination Officer or a designee will work with Monroe County Health Department to assess the requirements for determining when a faculty or staff member can return to Mercy.
 - a. In accordance with NYSDOH guidelines, the faculty member will need to provide documentation from his/her health care provider, be free of symptoms and present a negative COVID-19 test result before being admitted back into school.
 - b. If an individual receives a positive COVID-19 diagnosis, the individual must wait to be released from isolation (by MCDOH) before returning to school.

3) Faculty or Staff who are experiencing symptoms of COVID-19 but have not tested positive.

- i) Faculty or staff who are experiencing symptoms of COVID-19 must report that they are experiencing symptoms through the Online Screening Tool or directly to the Coronavirus Coordination Officer. If symptoms develop while on campus, the faculty or staff member will immediately be sent home and provided with the *COVID-19 Testing and Health Care handout* provided by the MCDPH.
- ii) Faculty or Staff who are experiencing symptoms of COVID-19 are prohibited from coming to campus.

- iii) Faculty or staff who are experiencing symptoms of COVID-19 will be directed to see their health care provider and obtain a COVID-19 test. If the faculty or staff tests positive for COVID-19, they are a Personnel Confirmed Case and the steps identified in Section 2.ii above will be followed, including the procedure for “Return to Work” in Section 2.iii. If the faculty or staff test comes back negative, they will be able to return to campus after being symptom free for 72 hours without medication.

4) Faculty or Staff who are asymptomatic but has had close contact with someone who tested positive for COVID-19.

- i) Faculty or staff who have had close contact* with someone who is a confirmed case must report that they have had close contact through the Online Screening Tool or directly to the Coronavirus Coordination Officer.
- ii) The determination of whether exposed, asymptomatic faculty or staff may continue working will be made by Coronavirus Coordination Officer. Generally, the faculty or staff member may return to work upon completing 14 days of self-quarantine. Any exposed asymptomatic faculty or staff who are permitted to continue working on campus will be required to undertake additional precautions, including regular monitoring for symptoms and temperature, required face covering at all times, and appropriate social distancing.

5) Monitoring infection level

- i) The Coronavirus Coordination Officer will monitor the number and location of Personnel Confirmed Cases and will be responsible for reporting on the statistics to the COVID-19 Response Team. The COVID-19 Response Team will determine if infection is increasing on campus beyond an acceptable level and will take any appropriate action.

Student Infection Control Plan

- 6) Any Mercy student who has a positive COVID-19 laboratory test result is referred to as a “Student Confirmed Case”.

7) Student who tests positive for COVID-19.

- i) Student actions: If any student is a Student Confirmed Case they must:
 - (1) Notify the Coronavirus Coordination Officer immediately.
 - (2) Remain out of school until they are allowed to return based on the Return to Mercy Section 7.iii. below.
- ii) Mercy actions. When Mercy is notified about a Student Confirmed Case, it will:
 - (1) Communicate with the appropriate local health authority about the Student Confirmed Case.

- (2) Communicate with other faculty, staff, students, parents or visitors about the Student Confirmed Case on a de-identified basis as it deems necessary and appropriate.
- (3) Communicate with the Student Confirmed Case or her parents about symptoms, progress, recovery and discussions with local health authority.
- (4) The Coronavirus Coordination Officer will work with the Student Confirmed Case to identify faculty, staff, students or visitors who may have had close personal contact with the Student Confirmed Case.
- (5) The Coronavirus Coordination Officer will work with New York State and the Monroe County Department of Public Health contact tracers as necessary to complete contact tracing.
- (6) Close area(s) where the infected student was, and clean and disinfect those areas and any common areas where they would have been.
- (7) Maintain documentation of all prior steps above.

iii) Return to Mercy.

- (1) Student Confirmed Cases may only return to campus with approval of the Coronavirus Coordination Officer. At a minimum, Student Confirmed Cases will be required to self-quarantine for at least 10 days after illness onset and at least 3 days after recovery. At the conclusion of this period, In accordance with NYSDOH guidelines, the student will need to provide documentation from the family's health care provider, be free of symptoms and present a negative COVID-19 test result before being admitted back into school. The individual must wait to be released from isolation by MCDOH before returning to school.

8) Student who is experiencing symptoms of COVID-19 but has not tested positive.

- i) Students who are experiencing symptoms of COVID-19 must report that they are experiencing symptoms through the Online Screening Tool or directly to the Coronavirus Coordination Officer. If symptoms develop while on campus, the student will be immediately separated from other students and supervised in a quarantined space until a responsible adult can pick her up. The parent or guardian will be provided the *COVID-19 Testing and Health Care handout* provided by the MCDPH.
- ii) Students who are experiencing symptoms of COVID-19 are prohibited from coming to campus.
- iii) Students who are experiencing symptoms of COVID-19 will be directed to see their health care provider and obtain a COVID-19 test. If the student tests positive for COVID-19, they are a Student Confirmed Case and the steps identified in Section 7i – 7iii above will be followed, including the procedure for “Return to Campus”. If the student test comes back negative, they will be

able to return to campus after being symptom free for 72 hours without medication.

9) Student who is asymptomatic but has had close contact with someone who tested positive for COVID-19.

- i) Any student who has had close contact* with someone who is a confirmed case must report that they have had close contact through the Online Screening Tool or directly to the Coronavirus Coordination Officer.
- ii) The determination of whether exposed, asymptomatic students may continue coming to campus will be made by Coronavirus Coordination Officer. Generally, the student may return to school upon completing 14 days of self-quarantine. Any exposed asymptomatic student who is permitted to continue coming to campus will be required to undertake additional precautions, including regular monitoring for symptoms and temperature, required face covering at all times, and appropriate social distancing.

10) Monitoring infection level.

- i) The Coronavirus Coordination Officer will monitor the number and location of Personnel Confirmed Cases and will be responsible for reporting on the statistics to the COVID-19 Response Team. The COVID-19 Response Team will determine if infection is increasing on campus beyond an acceptable level and will take any appropriate action.

11) Screening activities.

- i) Any personnel performing in-person screening activities, including temperature checks, must be appropriately protected from exposure to potentially infectious individuals. Screeners should be trained on CDC and DOH protocols and should be provided with appropriate personal protective equipment.

12) Tracing and Tracking.

- i) The Coronavirus Coordination Officer must notify the state and local health department immediately upon being informed of any positive COVID-19 test result by a faculty or staff member or student.
- ii) Mercy will cooperate with the state and local health department as required to trace all contacts in school. Confidentiality must be maintained as required by federal and state law and regulations.
- iii) Any faculty, staff or student who has been alerted that they have come into close personal contact with a person with COVID-19 and have been alert via

tracing, tracking or other method, are required to self-report to Mercy at the time of alert and shall follow the protocol referenced above.

- b) *For the purposes of the Infection Control Plan “close personal contact” means someone who was within six (6) feet of an infected person for 10 minutes or starting from 48 hours before illness onset until the person was isolated.