



# The Holland Patent Central School District

Reopening Plan Update  
Testing and Contact Tracing Update  
2020-2021

## Testing and Contact Tracing Update

### COVID-19 Testing

HPCSD will comply with CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted will be determined by a healthcare provider or the local department of health.

The Holland Patent Central School District will suggest that any staff member or student who shows symptoms of COVID-19 and desires to be tested, go to one of the following testing sites in Oneida County:

(These sites do not require a physician order for an exam. Urgent Care centers may conduct an exam prior to providing a test).

#### **Griffiss International Airport Utica/Rome**

800 Etsworth Road, Rome, NY 13441  
(888) 364-3065

APPOINTMENT IS REQUIRED. Individuals who would like to be tested must make an appointment by calling the NYS COVID-19 Hotline at 888-364-3065. NO WALK-INS allowed. All patients must remain in their vehicle.

#### **Rite Aid (Federat Testing Site)**

4854 Commercial Drive, New Hartford, NY 13413  
(315) 736-5232

Tests are by appointment only and at no charge. Must be 18 years old or older and results will be available in 2-7 days. A drive-thru is available.

#### **Primary Urgent Care (Two Locations)**

1904 Genesee Street Utica, NY 13501  
(315) 804-6800

130 W Albany Street Herkimer, NY 13350  
(315) 634-6647

Rapid tests will be conducted, but individuals must be 6 years old or older. Anyone wanting a test for return to work, back to school, surgery or travel, will have to get prior-authorization from their insurance company (showing name, DOB in writing) sent to Primary Urgent Care prior to being swabbed. Primary Urgent Care does not accept scripts as authorization.

#### **Wellnow Urgent Care Centers (Three Locations)**

230 North Genesee Street, Utica, NY 13502  
(315) 275-3214

WellNow Urgent Care Centers: testing results in 3-5 days. Tests will be administered to those who display symptoms or have been exposed to COVID-19. Wait times are listed on the WellNow website.

230 North Genesee Street, Utica, NY 13502  
4754 Commercial Dr, New Hartford, NY 13413  
103 W Dominick St, Rome, NY 13440

#### **St Elizabeth Medical Center**

St. Luke's Campus (1656 Champlin Ave, Utica, NY

Must make appointment - call 315-624-6000

Must meet criteria

### Contact Tracing

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. HPCSD will cooperate with state and local health department contact tracing. To assist public health departments in knowing who may have had contact at school with a confirmed case HPCSD will:

- keep accurate attendance records of students and staff members.
- ensure student schedules are up to date.
- keep a log of any visitors which includes date, time and where in the school they visited.
- assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training and tools provided through the New York State

### Contact Tracing Program

Confidentiality will be maintained as required by federal and state laws and regulations. HPCSD will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

### Tracing

If an employee tests positive for COVID-19, HPCSD, more specifically the Holland Patent Central School District COVID-19 Coordinator Jason P. Evangelist, will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- Workers that test positive shall report such information to their direct supervisor.
- The direct supervisor shall report this information to the Superintendent of Schools.
- The Superintendent or his designee will communicate such information to the Oneida County Department of Health.

### Holland Patent Central School District COVID-19 Coordinator

Superintendent of Schools Jason P. Evangelist  
Phone: (315) 865-7221  
Email: [jevangelist@hpschools.org](mailto:jevangelist@hpschools.org)

### Oneida County Health Department Contact Information

Phyllis Ellis  
(315) 798-5220  
[pellis@ocgov.net](mailto:pellis@ocgov.net) [pellis@ocgov.net](mailto:pellis@ocgov.net)

If employees are experiencing COVID-19 symptoms they are asked to call the Superintendent and notify him. He will ask if they intend to be tested for COVID-19 based on the symptoms they have. Seeking a diagnosis is necessary to be eligible for emergency sick leave benefits under FMLA. If an employee calls the Superintendent and states that they have tested positive for the COVID-19 virus the following steps will be taken:

- The Superintendent will ask if they will be contacting the county Department of Health and ask if they give permission for us to contact the county Department of Health. If they object, note it, but the District will still contact the county Department of Health.

### **Protocols for Symptomatic Individuals**

School staff must immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports will be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also will be done in a manner that protects the student's confidentiality. If there are several students waiting to see the school nurse, arrangements will be made to have students wait at least 6 feet apart. School nurses and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions which includes the use of appropriate PPE (see section on PPE).

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

HPCSD will refer to "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for current information on "close and proximate" contacts.

If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.

HPCSD will have a separate room available for all sick individuals when possible, if not possible, at least a 6-foot distance between ill students and other persons will be maintained. If they cannot be isolated in a separate room from others, a facemask (e.g., cloth or surgical mask) will be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home.

### **Return to School After Illness**

HPCSD will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours. If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and will stay at home until:

- It has been at least ten days since the individual first had symptoms.
- It has been at least three days since the individual has had a fever (without using fever reducing medicine).
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
- The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.