NYC SCHOOL CONSTRUCTION AUTHORITY INTERIM COVID-19 GUIDANCE AND PROTOCOLS
FOR VISITS TO OR WORK AT NYC PUBLIC SCHOOLS, PRE-K AND 3K LOCATIONS
Effective July 6, 2021

The health and safety of our students, families, school staff, SCA staff and our consultants and contractors remain our top priority. NYC School Construction Authority staff members, consultants and contractors visiting or working at public school, pre-K or 3K locations must adhere to the following guidance and protocols.

HEALTH SCREENING

ALL SCA staff members, consultants and contractors must complete a health screening every day prior to entering ANY school buildings and are encouraged to use the NYC Department of Education Online Health Screening Tool. The screening tool can be completed on your phone and shown to school safety staff upon entry. You can also complete the screening tool on a computer or tablet and have the “badge” emailed to your phone, or you can print the “badge” and bring it with you.

If the screening tool is not completed in advance of your visit and your visit will occur during school hours, you will be asked to complete upon arrival. You also may be subject to a temperature screening if your visit is during school hours.

FACE COVERING AND PHYSICAL DISTANCING

Properly-worn face coverings are required inside school buildings, regardless of vaccination status. There are no exceptions. All individuals in school buildings must practice physical “social” distancing and remain at least six feet apart from other individuals. No in-person gatherings or meetings should occur inside of school building, pre-K or 3K locations. Small meetings may occur outside of the buildings, but physical distancing must be practiced. If meetings occur outside, face coverings may be removed if individuals are fully vaccinated (i.e., at least two weeks past the second dose of a two-dose COVID-19 vaccine, or the first dose of a one-dose COVID-19 vaccine).

IF YOU FEEL SICK

If an SCA staff member, consultant or contractor feels sick, they are required to stay home and, if their symptoms are consistent with COVID-19, they are urged to get tested. Click here to find a test site near you. If an individual feels sick or becomes symptomatic during their visit to or while working at a school location, they must immediately leave the location, follow up with their supervisor, and are urged to get tested.

Whether symptoms begin at home or in school, SCA staff members, consultants and contractors must inform the SCA when they stay or return home because they are feeling sick and must report any COVID-19 positive test results that occur. There must be a clear flow of information to facilitate fast action and prevent spread.

REPORT A POSITIVE COVID-19 TEST RESULT

- SCA staff members who receive a positive test result for COVID-19 must inform Human Resources at HRCOVID19@nycsca.org.

- SCA construction management firms, general contractors, sub-contractors and other professional consultants MUST take the following steps to notify the SCA and New York City Department of Health and Mental Hygiene (DOHMH) within 24 hours of learning that an employee who visited or worked at an SCA project location received a positive COVID-19 test result.
  - Complete the SCA COVID-19 Positive Test Result Reporting Form.
The form collects information about an individual with a positive COVID-19 test result without revealing personally identifiable information. It also collects information about the point of contact reporting the positive test result.

- Email the completed form to NOTICEOFACCIDENT@nycsca.org.
- Call the DOHMH Provider Access Line (PAL) at (866) 692-3641 to report the result.

**INVESTIGATIONS TO DETERMINE SCHOOL EXPOSURE**

A confirmed positive case will trigger an investigation by the NYC Test & Trace Corps and NYC Department of Health and Mental Hygiene (DOHMH) to determine close contacts within the school. The SCA will work in coordination with the NYC Department of Education (DOE), DOHMH and the Test & Trace Corps to identify, isolate, and prevent the spread of COVID-19.

The DOE, DOHMH and the Test & Trace Corps investigate the risk of exposure to the school community and issue guidance and decisions for next steps based on the outcome. The investigations may result in quarantine of students, school staff and SCA staff, consultants or contractors and may require classroom or full-building closures.

If an individual reports having received a positive test result, they must cooperate when contacted by the Test & Trace Corps. Individuals identified as having possible exposure should expect to be contacted by the Test & Trace Corps and must quarantine as directed. Supervisors must be notified when quarantine is required.

Below you will find a description of the investigation outcome scenarios:

<table>
<thead>
<tr>
<th>Conclusion of Investigation</th>
<th>Post Investigation</th>
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<tbody>
<tr>
<td>One confirmed case</td>
<td>Classroom closed for 10 days; students and staff in close contact with positive case self-quarantine for 10 days. Fully vaccinated individuals are not required to quarantine.</td>
</tr>
<tr>
<td>Two or three confirmed cases in the same classroom within seven days;</td>
<td>Classroom closed for 10 days; students and staff in close contact with positive cases self-quarantine for 10 days. Fully vaccinated individuals are not required to quarantine.</td>
</tr>
<tr>
<td>Two or three confirmed cases in different classrooms within seven days</td>
<td>Classrooms of each case closed for 10 days; students and staff in close contact with positive case self-quarantine for 10 days. Fully vaccinated individuals are not required to quarantine. Weekly random COVID-19 testing increases to 40% of the in-person school population, including vaccinated individuals.</td>
</tr>
<tr>
<td>Four or more confirmed cases in fewer than four classrooms within seven days</td>
<td>Classrooms of each case closed for 10 days; students and staff in close contact with positive case self-quarantine for 10 days. Fully vaccinated individuals are not required to quarantine. Weekly random COVID-19 testing increases to 40% of the in-person school population, including vaccinated individuals. School remains open.</td>
</tr>
<tr>
<td>Four or more confirmed cases in four different classrooms within seven days</td>
<td>DOHMH initiates investigation and interviews all cases. If the investigation determines: Not all cases attributed to exposure/transmission in school, then see row above. All cases can be attributed to exposure/transmission in school, then: Entire school organization (not building) is closed for 10 days. Upon reopening, school resumes weekly 20% testing.</td>
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CLASS AND BUILDING CLOSURE UPDATES

The DOE issues nightly updates regarding class and school exposures, closures and re-openings. These updates are shared with the SCA and also support updates to the New York State COVID-19 Report Card and the DOE Daily COVID Case Map tool (Use Google Chrome to display the map. Internet Explorer may not work.). The DOE map shows all known cases of COVID-19 at NYC public schools, pre-K and 3K locations and is updated Sunday through Friday at 6:00 pm.

Different color “dots” identify the severity of exposure and outcome of investigation (as described above) for locations on the map.

- A red dot indicates a school that has transitioned to fully remote for 10 days.
- A blue dot indicates that one or more classrooms closed in a school.
- A yellow dot indicates that a school has multiple cases under investigation.
- A purple dot indicates a school that will have increased in-school testing.
- A grey dot indicates a member of the school community has tested positive but the school community was not exposed.

Clicking on the dot generates a pop-up window that provides information about the impacted school location as well as the duration for which any classrooms or the building will remain closed. Individual “dots” or locations may have multiple pop-up windows to explore and a pop-up window may have multiple pages.

SCA staff, consultants and contractors MUST check the Daily COVID Case Map tool (using Google Chrome to access the map) prior to any planned visit to or work at a school building, pre-K or 3K location. If the intended location is on the map with a red dot ●, there should be no visit to or work performed at the location. If the location is on the map with a blue dot ●, the school custodian should be consulted to determine any area(s) that may be off limits at the location. Individuals must inform their supervisor of any closure and arrange to reschedule the work, as necessary.

Direct Links

Online Health Screening Tool https://healthscreening.schools.nyc/


Find a test site - https://coronavirus.health.ny.gov/find-test-site-near-you

SCA COVID-19 Positive Test Result Reporting Form

New York State COVID-19 Report Card