



**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 November 16, 2020***

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. 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 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:

Conclusion of Investigation	During Investigation	Post Investigation
One confirmed case	Close classroom	Classroom remains closed for 14 days; students and staff in close contact with positive case self-quarantine for 14 days.
At least 2 cases linked together in school, same classroom	Close classroom	Classroom remains closed for 14 days; students and staff in close contact with positive cases self-quarantine for 14 days.
At least 2 cases linked together in school, different classrooms	Close school	Classrooms of each case remain closed and quarantined for 14 days, additional school members are quarantined based on where the exposure was in the school (e.g., the locker room).
At least 2 cases linked together by circumstances outside of school (i.e., acquired infection outside of school setting)	Close school	School opens post investigation, affected classrooms remain closed and quarantined for 14 days.
At least 2 cases not linked but exposure confirmed for each one outside of school setting	Close school	School opens post investigation, affected classrooms remain closed for 14 days.
At least 2 cases confirmed, but link unable to be determined	Close school	Close school for 14 days.

CLASS AND BUILDING CLOSURE UPDATES

The DOE issues nightly updates regarding classroom and building 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 5:30pm.

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 building that has been closed;
- A blue dot indicates one or more classrooms that has been closed in a building that remains open; and
- 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, **NO MATTER THE COLOR, there should be no visit to or work performed at the location. Individuals must inform their supervisor of the closure and arrange to reschedule the work, as necessary.**

Direct Links

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

CDC identified COVID-19 Symptoms - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

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](#)

Daily COVID Case Map tool (Use Google Chrome to view map) - <https://www.schools.nyc.gov/school-year-20-21/return-to-school-2020/health-and-safety/daily-covid-case-maph>