

## **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.

Newmeadow will cooperate with state and local health department contact tracing. To help assist public health departments in knowing who may have come into contact with someone confirmed of having COVID-19, Newmeadow will:

- keep accurate attendance records of employees and students;
- ensure student records are up to date;
- keep a log of any visitors which includes the date, time, and contact number; and
- assist local health departments in tracing all contacts of the individual at school following 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.