



COVID Response Protocol for Staff

Scenario	Action
<p>Vaccinated Staff Member with Close Contact* to Someone Diagnosed with Covid</p>	<ol style="list-style-type: none"> 1. Staff member alerts HOS and DOO of exposure. 2. Staff member has no action to isolate. 3. After three days of initial exposure, staff member must take a PCR Test. If results are negative: <ul style="list-style-type: none"> ○ Staff member continues duties as usual. ○ School Leader does not notify school community. 4. Upon weekly testing, if results are positive, follow “Vaccinated Staff Member Tests COVID Positive.”
<p>Vaccinated Staff Member Tests COVID Positive</p>	<ol style="list-style-type: none"> 1. Staff member alerts HOS and DOO of positive results and provides evidence of positive PCR Test via e-mail. 2. School Leader sends an e-mail to all staff to alert them of a confirmed case. 3. By Close of Business, DOO reports confirmed COVID case to DOHMH hotlines at (866)692-3641. 4. If staff member is a classroom teacher, School Leader sends communication to relevant families re: student exposure to an individual who has tested positive. <ul style="list-style-type: none"> ▪ Transition to Remote Instruction: <ul style="list-style-type: none"> ○ Full classroom transitions to remote instruction. Vaccinated Teacher is responsible for leading Remote Instruction. ▪ Return to School <ul style="list-style-type: none"> ○ Teacher: Teacher returns to school after 10 calendar day isolation, providing they have no symptoms/other symptoms are improving, and 24 hours with no fever without the use of fever reduction medication. No negative test is required to return. ○ Students: Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.
<p>Unvaccinated Staff Member with Close Contact* to Someone Diagnosed with COVID</p>	<ol style="list-style-type: none"> 1. Within 24 hours, staff member alerts HOS and DOO of exposure. 2. Staff member isolates for 10 calendar days. Staff member works from home. 3. After three days of initial exposure, staff member is mandated to take a PCR Test. Staff member isolates for 10 calendar days, regardless of results of PCR Test. <ul style="list-style-type: none"> ○ If results are negative, staff member continues 10 calendar day isolation. ○ If results are positive, follow “Unvaccinated Staff Member Tests COVID Positive.” 4. School does not notify school community for any out-of-school close contact. 5. School does notify school community for in-school close contact. 6. Staff member returns to work after 10 calendar day isolation. 7. If staff member is a classroom teacher, School Leader sends communication to relevant families re: teacher’s exposure to an individual who has tested positive, and switch to remote instruction to err on the side of caution.



	<ul style="list-style-type: none"> ▪ Transition to Remote Instruction: <ul style="list-style-type: none"> ○ Full classroom switches to remote instruction. Unvaccinated Teacher is responsible for leading Remote Instruction, unless otherwise instructed. ▪ Return to School: <ul style="list-style-type: none"> ○ Teacher: Teacher returns to school after 10 calendar day isolation, providing they have no symptoms. A negative PCR test is required to return. ○ Students: Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.
<p style="text-align: center;">Unvaccinated Staff Member Tests COVID Positive</p>	<ol style="list-style-type: none"> 1. Staff member alerts HOS and DOO of positive results and provides evidence of positive PCR Test via e-mail. 2. School Leader sends an e-mail to all staff to alert them of a confirmed case. 3. By Close of Business, DOO reports confirmed COVID case to DOHMH hotlines at (866)692-3641. 4. If staff member is a classroom teacher, School Leader sends communication to relevant families re: student exposure to an individual who has tested positive. 5. Transition to Remote Instruction: <ul style="list-style-type: none"> ○ Full classroom switches to remote instruction. Unvaccinated Teacher is responsible for leading Remote Instruction, unless otherwise instructed. 6. Return to School <ul style="list-style-type: none"> ○ Teacher: Teacher returns to school after 10 calendar day isolation, providing they have no symptoms/other symptoms are improving, and 24 hours with no fever without the use of fever reduction medication. No negative test is required to return. ○ Students: Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.

**The CDC defines "close contact" as contact within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.*



COVID Response Protocol for Scholars

Scenario	Action
Vaccinated or Unvaccinated Scholar with Close Contact* to Someone Diagnosed with COVID	<ol style="list-style-type: none"> 1. Within 24 hours, family (not the scholar), must inform the school’s Main Office of the scholar’s exposure to someone with a confirmed COVID case. 2. School sends communication to the family and scholar informing them of the scholar’s 10 calendar day isolation and expected return date. 3. Scholar isolates for 10 calendar days. If remote learning for the scholar’s grade is not available, scholar will receive 10 days of excused absences, providing all remote-work assigned is completed. If remote-learning is available for scholar’s specific grade, scholar is required to attend remote instruction. 4. After three days of initial exposure, student is mandated to take a PCR Test. Despite the results of the PCR Test, scholar is still required to quarantine for 10 calendar days. If scholar tests positive, family (not the scholar), must inform the school’s Main Office of the scholar’s positive COVID results. <ul style="list-style-type: none"> ○ If scholar tests negative, no action should be taken. ○ If scholar tests positive, at the School Leader’s discretion, School Leader will send communication to relevant families re: student’s exposure to an individual who has tested positive. At the school’s discretion, the classroom may or may not switch to remote instruction, due to the specifics in timing surrounding exposure. 5. School Leader does not notify school community for any out-of-school close contact. 6. School Leader does notify school community for in-school close contact. 7. Scholar returns to school after 10 calendar day isolation, providing they have no symptoms or fever within 72 hours. A negative PCR test is required to return. 8. <i>Sibling Disclaimer 1:</i> If an Unvaccinated or Vaccinated Scholar (Scholar A) comes into close contact to someone diagnosed with COVID-19 by means of classroom exposure, his/her sibling, (Scholar B), who attends Ivy Hill Prep must also quarantine. After 3 days of initial exposure (for Scholar A), if Scholar B has tested negative for COVID-19, Scholar B can return to school with proof of a negative test and confirmation that Scholar B is not showing any COVID-19 symptoms. In the event that Scholar A begins to show symptoms or tests positive, Scholar B must quarantine until his/her sibling is approved to return to school. 9. <i>Sibling Disclaimer 2:</i> If Unvaccinated or Vaccinated Scholar (Scholar A) Comes into close contact to someone diagnosed with COVID-19 outside of school, his/her sibling, (Scholar B), who attends Ivy Hill Prep must also quarantine for the full 10 days.
Vaccinated or Unvaccinated	<ol style="list-style-type: none"> 1. Within 24 hours, the family, (not the scholar), must submit evidence of their positive test to the school’s Main office.



**Scholar Tests
COVID Positive**

2. Operations Manager submits the confirmed scholar case, scholar information, and evidence of their positive test in the school's tracking system.
3. School sends communication to the family and scholar informing them of the scholar's 10 calendar day isolation and expected return date.
4. By Close of Business, DOO reports confirmed COVID case to DOHMH hotlines at (866)692-3641.
5. Scholar isolates for 10 calendar days.
6. School Leader sends communication to relevant families re: student exposure to an individual who has tested positive.
7. Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.
8. **Transition to Remote Instruction:**
9. Full classroom switches to remote instruction.
10. If scholar is a bus scholar, all scholars that ride the common bus will also isolate for 10 calendar days.
 - a. If Remote Instruction for the particular grade is available, students who are quarantined are required to attend Remote Learning Instruction.
 - b. If Remote Instruction for the particular grade is not available, students who are quarantined will receive ten excused absences, providing all remote-work assigned is completed.
11. **Return to School:**
 - **Student Who Tested Positive:** Student returns to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.
 - **Students Exposed to Student Who Tested Positive:** Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.

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This policy is the most up to date version but is subject to change based on COVID-19 cases within the school building, school community, and within New York City. As guidelines from New York City, the CDC, and the Department of Health shift, the details of this plan may shift as well.