



ASTOR
SERVICES FOR CHILDREN & FAMILIES

NYSED 4410 Programs
Dutchess & Bronx Locations

CONTACT TRACING

Astor's school nurses will screen children who become unwell during the school day for fever and other signs of COVID. Those assessments will determine if Astor will ask the family to obtain a COVID test. Any staff who presents with symptoms of COVID will be asked to leave the building and seek medical attention. Each school building has a designee who will be trained to conduct the above references assessment in the nurses' absence.

Should a staff be reported to have tested positive for COVID, the Human Resources department will interview the employee and conduct a preliminary investigation. The result of the investigation will be recoded on the COVID Exposure Investigation Form (see attached). In addition, in collaboration with the principal or center director, the investigation may include a review of attendance records, building sign in sheets, etc.

Astor will work closely with the Dutchess/Bronx County Department of Health to ensure adequate contact tracing efforts. This collaboration will include reporting of all positive cases, sharing information for contact tracing and submission of any relevant documents such as attendance records and internal Covid investigation reports. All schools will retain the following documents:

- Staff sign in sheets
- Visitor sign in sheets
- Vendor sign in sheets
- Child attendance
- Staff attendance
- Daily health checks
- Nurses logs
- Copies of test results

Astor will adhere to all recommendations from local health authorities regarding quarantine and closures.

...Because every child
deserves a childhood