



Astor Learning Center Contact Tracing Policy

The agency will cooperate with Department of Health officials to conduct contact tracing to determine the people that the person has come in contact with within the school/agency.

To ensure the ALC and its employees comply with contact tracing requirements, the ALC will do the following:

- Provide a daily sign-in log at entrance of building that will require date, full name, employee ID #, signature and attestation of participating in safety mitigation protocol;
- Keep a secure record of symptoms provided by staff and any testing results;
- When an employee is reported to have tested positive for COVID-19, the human resources department will interview the employee and conduct a preliminary investigation. The results of the investigation will be recorded on the COVID-19 Exposure Investigation Form. This report will be shared with the local department of health, if requested. Additionally, in collaboration with the Principal, the investigation may include a review of the student daily attendance log and the building sign-in logbook.;
- Adhere to all recommendations from local health authorities regarding quarantining or closure.