

Contact Tracing Information for the PAVE Community

PAVE designates Dawn Antoine-Forbes, Director of Operations, as the COVID-19 safety coordinator for the organization. In case of her absence the respective Principals will take on the safety coordinator responsibilities. The safety coordinator's responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

PAVE will make every effort to prevent the spread of infection within the school and community. If a student or staff member is not feeling well they must stay home.

Whether symptoms begin at home or in school, there will be a clear flow of information to facilitate fast action and prevent spread. A positive confirmed case will trigger an investigation by NYC Test + Trace and DOHMH to determine close contacts within the school. PAVE will follow DOHMH protocol with respect to communicating to all employees, families and students once a case is laboratory confirmed.

In the case of assumed or confirmed case of COVID-19 by a staff member or student, PAVE will implement a normed response protocol that will:

- PAVE will partner with local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program.
- Inform relevant stakeholders, while taking measures to protect the privacy of scholars and staff members.
- Close a specific pod of students for the recommended number of days.
- Coordinate with the local health department regarding discharge from isolation and return to school.
- Ensure relevant facilities are deep cleaned before staff and students re-enter.

PAVE may be required to share information with the Department of Health, which may include but is not limited to:

- Student/ Staff member name
- Student/ Staff member age and date of birth
- Student/ Staff member gender on record

- Student/ Staff member race and ethnicity on record
- Student/ Staff member primary language
- Student/ Staff member contact information on record
- Student/ Staff member address on record

The majority of the information above are stored in our internal student management and Human Resource platforms. PAVE has a process in place to ensure this information is kept up to date and easily accessible to the safety coordinator.

PAVE will provide staff members and families with the following resources to support and aid in the contact tracing process:

- [Contact Tracing Flyer](#)
 - [Simple Chinese Version](#)
 - [Spanish Version](#)
- [Contact Tracing Tool for People Being Tested for COVID-19](#)
 - [Spanish Version](#)
- [Contact Tracing Steps Infographic](#)
- [3 Key Steps to Take While Waiting for Your COVID-19 Test Result](#)

Contact Tracers have been hired and trained to work with state-of-the-art software to gather information on the spread of the infection. Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease. Your participation is confidential.

If you get a call from “NYS Contact Tracing” (518-387-9993), PLEASE answer the phone.

Answering the phone will keep your loved ones and community safe.

A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures