

PINNACLE

AN INTEGRATED PRESCHOOL PROGRAM

NYS Forward
COVID-19
Contact Tracing
Plan

FALL 2020

1. *Preparation for Contact Tracing:*
 - a. **Require Employees to Maintain a Continuous Log** of students, other workers and visitors, with whom they had *close contact (within 6 feet for 15 minutes or more without masks)* excluding deliveries that are performed with appropriate PPE or through contactless means. Signage will be posted at exits to remind employee to complete this report daily. All supervisors will maintain employee logs and ensure they are completed each day.
 - b. **Immediate Notification will be Provided to State and Local Health Departments** by Pinnacle management, if a student, employee, or visitor was in *close contact (within 6 feet for 15 minutes or more without masks)* with others at the workplace and tests positive for COVID-19. Cooperate with contact tracing efforts, including notification of potential contacts such as students and parents, workers, visitors (if known), who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
2. **Conspicuously Post Completed Safety Plans** for employees and visitors to view.
3. **Provide Building Administrators a List of Essential Visitors** expected to enter the building.

PINNACLE PRESCHOOL

Daily Work Schedule

Staff:

Day:	Students Present:	Other Contacts:
8:15-9:00		
9:00-9:30		
9:30-10:00		
10:00-10:30		
10:30-11:00		
11:00-11:30		
11:30-12:00		
12:00-12:30		
12:30-1:00		
1:00-1:30		
1:30-2:00		
2:00-2:30		
2:30-3:00		
3:00-3:45		