



Capital District Beginnings COVID Tracing Protocols

As part of Capital District Beginnings re-opening plan, several procedures and protocols have been put in place to meet the health and safety requirements of the Center for Disease Control (CDC) and New York State (NYS) Department of Health (DOH).

Beginnings will implement the following practices to ensure guidelines are met:

- Require all staff to fill out an online health screening before the start of each work day. Students temperature will be taken prior to admittance into program.
- Require any staff member or student to quarantine if they have any symptoms, have been exposed to someone who has symptoms or exposed to someone who has been tested positive for COVID-19.
- Require all staff to sign-in and sign-out of each location visited each day
- Require all visitors to sign-in and include contact information
- Require all staff to maintain daily student attendance/daily session notes in EnterClaims for schedule documentation purposes and student tracing
- Staff who do not need to maintain daily student attendance/daily sessions notes will utilize their outlook calendar.

Beginnings' protocol for actions to be taken if there is a confirmed case of COVID-19 for a student or staff member includes immediately notifying the State and local Health Department about the case if test results are positive for COVID-19. Capital District Beginnings will follow the local Health Departments guidance on reducing further exposure and contact tracing. Staff symptom attestations, schedules, attendance registers and visitor logs are maintained daily.

Beginnings will limit person to person contact and practice social distancing when required.

Beginnings will closely monitor the CDC and DOH website for updates to maintain compliance.

Resources:

Link for all County health Department information and contacts.

<https://www.nyscho.org/>

Link for COVID updates that are sent right to your email

<https://now.ny.gov/page/s/coronavirus-updates>

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