NEW YORK STATE OF OPPORTUNITY. | Office for People With Developmental Disabilities

OPWDD Operational Instructions for Agency Contact Tracing

The following guidance is for OPWDD Provider Agencies following discovery of an individual or staff who is showing symptoms consistent with COVID-19 (e.g., fever, cough, or shortness of breath). Follow this guidance also if an individual or staff has received a positive COVID-19 test result even if they are not showing symptoms.

Notify the local health department (LHD). Specify that the person is a resident or staff of an OPWDD agency. Please obtain the name, email and phone number of LHD staff person spoken with. The notification to the LHD is required. The agency and the LHD must come to a mutual understanding of whether the agency or the LHD will be completing the tracing. If the agency is able, you should advise the LHD that the agency will complete the process outlined in the OPWDD Operational Instructions for Agency Contact Tracing. If the agency is completing this, follow these steps:

1. For each person who is showing symptoms consistent with COVID-19 (e.g., fever, cough, or shortness of breath) identify and write down the following:
   - The name of the person
   - The symptoms the person is exhibiting
   - The date symptoms began
   - Whether the person is known to have been in contact with someone who tested positive for COVID-19? Yes/no/unknown. If yes, any details if known.
   - If the person traveled outside their home/residence within the previous 14 days - yes/no? If yes, where?
   - If the person has been hospitalized, what hospital, the date of hospitalization. *This is to be entered into the OPWDD's Incident Report and Management Application (IRMA) on the person's COVID-19 form.
   - If the person has been tested for COVID-19, where was the test done (i.e., hospital/clinic), the date of test, and date/time test results were received, and test results if known. *This is to be entered into OPWDD's IRMA on the person's COVID-19 form.
   - Where the person is currently located (e.g., home/hospital) and their quarantine/isolation status.
2. Reach out and notify all contacts that the person had since 48 hours before the symptoms started (or if no symptoms but had a positive test, then 48 hours before they were tested). Contacts are considered direct or proximate as follows:
   a. Direct contacts include:
      i. People they may have had physical contact with (such as shaking hands or taking vital signs)
      ii. People who may have had contact with their infectious secretions (persons near enough to have been coughed on or who may have touched used tissues with a bare hand)
      iii. People who were within 6 ft of them for 15 minutes or more (such as being in the same room/car)

b. Proximate contacts are defined as:
    i. People being in the same enclosed environment for 2 hours or more such as a classroom, office, or gathering but greater than 6 ft from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19.
c. Direct contact staff must have maintained isolation for at least 7 days after illness onset, must have been fever-free for 72 hours without the use of fever reducing medications, and must have other symptoms improving. If such worker is asymptomatic but tested and found to be positive, they must maintain isolation for at least 7 days from the date of the positive test, and, if they develop symptoms during this time, they must maintain isolation for at least 7 days after illness onset and must have been 72 hours fever free (as above).
d. Proximate contacts require precautionary quarantine; daily LHD check-ins are not required.

3. Keep a record of all contacts including:
    - Each contact's name
    - Each contact's phone number and/or email address, and facility location (where they live or work)
    - Date they were contacted and by who (Name, Title)
    - If a contact cannot be reached or notified, note this on the record of contacts and contact the LHD to report this. Also note the LHD contact information (Name, Phone Number) on the record of contacts when the notification is made
    - Upload the completed record of contacts into the "other" folder into OPWDD's IRMA. If contact tracing was completed by the LHD, please note this in OPWDD's IRMA.