**Contact Tracing**

In partnership with the Rensselaer County Department of Health, Vanderheyden will respond to the discovery of positive COVID-19 cases by assuring thorough and immediate contact tracing for all individuals who have been exposed, or potentially exposed (to persons testing positive for COVID-19.

Vanderheyden has designated the Director of Health Services, Debbie Lajeunesse R.N., to serve as the main contact regarding the identification of positive COVID-19 cases. Ms. Lajeunesse will be responsible for answering questions from students, faculty, staff, parents and legal guardians regarding the COVID-19 public health emergency and plans implemented by the school. The Vanderheyden Health Services Director will work closely with local health officials to monitor public health conditions as well as jointly develop monitoring strategies.

Residential-Program – any and all communication regarding the daily functioning of the school will be communicated via email and telephone to medical staff, clinical staff, and direct care staff via the school administration. This includes, but is not limited to, any discovery of symptomatic individuals emanating from in or outside the school. These stakeholders will be informed of the required responses to symptomatic individuals as well as COVID positive cases and the required actions to be taken. Clinical staff will also contact parents, guardians, school personnel, district personnel, and other pertinent individuals as to the status of the school as soon as practicable. The Residential Administrator on Duty (AOD) will provide a written account regarding all communication impacting residential students.

Day-Program – any and all communication regarding the daily functioning of the school will be communicated via email and telephone to medical staff, clinical staff, community services personnel, and school personnel via the school administration. This includes, but is not limited to, any discovery of symptomatic individuals emanating from in or outside the school. These stakeholders will be informed of the required responses to symptomatic individuals as well as COVID positive cases and the required actions to be taken. Clinical staff will contact parents, guardians, district personnel, and other pertinent individuals as to the status of the school as soon as practicable and through each individual’s preferred mode of communication.