

## Title: Care of Injured and Ill Persons

The Board of Education will provide the prompt and appropriate medical attention for clients, staff members or visitors who are injured or become ill while on program grounds or during an adult program event, activity or community trip.

### **REPORT OF INJURY OR ILLNESS TO ADULT SERVICES OFFICIAL**

Any injury or illness shall be reported immediately to the program nurse or in the absence of the program nurse the Manager, Coordinator, or Assistant to the Coordinator. Immediate steps may be taken as necessary to remove the injured person or ill person from danger and/or to prevent exacerbation of the injury or illness. Basic first aid may be administered by the BCSS adult program staff to ensure the safety and comfort of the injured or ill person until medical personnel arrive on scene.

If the injury/illness results in what appears to be a life-threatening situation, BCSS staff will follow BCSS Adult Services Policy: Life Threatening Emergencies, adhering to Danielle's Law.

### **NOTICE TO PARENT/LEGAL GUARDIAN/FAMILY MEMBER**

The parent/legal guardian/family member of an injured or ill client and, if necessary, the family of an injured or ill staff member or visitor will be notified promptly of the injury or illness and ongoing health status of the injured or ill person. In adherence to Stephen Komninos' law, parents/guardians/family members will be notified of the injury or illness within two hours of the injury or onset of symptoms.

If it is determined the individual should receive medical attention from their medical professional, the parent/guardian or family member will be asked to pick up the client at program or at the activity site. In the event of a serious, or life-threatening health emergency, 911 will be contacted.

### **TRANSFER TO HOSPITAL**

In the event it is determined by the program nurse that a client should be transported to a hospital and 911 has been called, a BCSS staff member shall accompany the client to the hospital.

### **EMERGENCY TREATMENT PLAN**

The program nurse will develop basic emergency first aid procedures (i.e. seizure, first aid steps) for the emergency treatment of an injury or illness in the event a BCSS staff may be in the position to provide emergency first aid until the program nurse arrives on the scene.

### **CONTACT TRACING**

Contact Tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease(cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and quarantine at home voluntarily.

All procedures will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.

Contact tracing for COVID-19 typically involves

- Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious;
- Notifying contacts of their potential exposure;
- Referring contacts for testing;
- Monitoring contacts for signs and symptoms of COVID-19; and
- Connecting contacts with services they might need during the self-quarantine period.

To prevent further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 5 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperatures twice daily and watching for symptoms of COVID-19.

The Program Nurse shall consult with the local health department in the development, review and revision of the district contact tracing policy and procedures. The Program Nurse, Coordinator and Assistant Coordinator are the designated staff liaisons responsible for providing notifications and carrying out other components of the board's contact tracing policy.

## BERGEN COUNTY SPECIAL SERVICES

### Adult Services Program Policy

The Program Nurse in consultation with the Coordinator of Adult Services and Assistant to the Coordinator shall establish measures for a system of open communication that allows staff, clients, families to self-report symptoms and/or expected exposure.

A staff member shall immediately notify the Coordinator of Adult Services, Assistant to the Coordinator and Program Nurse when he/she observes symptoms consistent with COVID-19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The Program Nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality when the COVID-19 test is positive.

When the individual exhibits symptoms the Program Nurse will ensure that the client is taken to the designated isolation area. The nurse will examine the individual and may refer them for testing and treatment. A client exhibiting symptoms of COVID-19 may be required to submit to a COVID-19 test. The parent/guardian/family member/caretaker will be advised to contact a health care professional and have them evaluated for COVID-19. If the client presents with a fever of 100 degrees or higher and has other symptoms, the program will require a negative test for COVID-19 and a doctor's note before they return. They will also be advised to inform the program immediately if the client should test positive for COVID-19.

The adult programs will immediately notify the local health department of any positive test results. The health department shall conduct the contact tracing. Additionally, any positive test results will be reported to the Division through the Unusual Incident Management System.

Symptoms of COVID-19 include:

- A fever of 100 degrees F or greater;
- Cough;
- Shortness of breath or difficulty breathing;
- Chills;
- Repeated shaking with chills;
- Muscle pain;
- Headache;
- Sore throat;
- New loss of taste or smell;
- Fatigue;
- Congestion or runny nose;
- Nausea or vomiting;
- Diarrhea

## BERGEN COUNTY SPECIAL SERVICES

### Adult Services Program Policy

All school and district administrators and other staff deemed appropriate by the district, shall be provided information regarding the role of contact tracing in keeping the school and adult program community safe from the spread of contagion disease.

The Program Nurse or his/her designee shall make information available and/or conduct virtual information sessions to educate the adult program community on the importance of contact tracing.

RELATED POLIICES: Health Standards and Requirements, Life Threatening Emergencies, Management of Unusual Incidents, Stephen Komninos' Law

JD: October 13, 2020