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Situation Room Tips

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About the Situation Room

The Situation Room is a one-stop shop for handling COVID-19 cases in all schools and programs in DOE buildings, including charter schools, early childhood, and D75 and D79 programs. The Situation Room provides a single point-of-contact for school leaders to report cases of COVID, receive communications for their community and get answers to their COVID related questions..

Fall 2022 Situation Room Hours

Monday-Friday: 7:00 AM – 5:00 PM

Stay Safe, Stay Open Policy

- Principals should continue to report all positive cases to the Situation Room. This includes positive results from at-home rapid tests that are reported to them. Principals no longer need to report suspected cases or symptomatic cases without positive test results.
- If there is a positive case in a classroom, schools should follow this protocol:
 - Exposed students and staff should receive home tests from their school and take two tests, at least 24 hours apart on day 4 and day 5 of their exposure. All exposed individuals should monitor for fever and other COVID-19 symptoms for 10 days after their exposure. If symptoms begin, they should not attend school and should isolate and get tested for COVID-19 again right away.
 - Students or staff members who were in a large assembly space, such as a gymnasium or cafeteria, or on a school bus, should not receive tests.
 - Students or staff who have recovered from COVID within the past 90 days should not receive tests.



- Each individual should only get two tests per week even if they are exposed multiple times.
- Children in quarantine that are at least 2 years old may return on day 6 if they are asymptomatic and receive negative results from a lab-based test taken on day 5, or on two age-appropriate at-home tests taken on days 4 and 5 respectively.
 - Children in quarantine that are under 2 years old may return on day 8 if they are asymptomatic and receive negative results from a lab-based test taken on day 5. Note: Home tests are not considered valid for children under 2 unless taken under the direction of a healthcare provider.
 - **Fully vaccinated people regardless of age do not need to quarantine when they are exposed to COVID-19 unless they exhibit COVID-like symptoms.**
- As always, **people who are experiencing COVID symptoms should stay home.**
- The Situation Room will continue to:
 - Answer questions from school leaders
 - Support with school communications and letters to families
 - Monitor for widespread transmission and provide guidance on large scale interventions
 - Update summary data and track citywide statistics

For questions on Situation Room policies and procedures, contact the Situation Room at 212-393-2780 or email situationroom@schools.nyc.gov.

How do you submit a case? ▲

Principals should continue to report all positive cases to the Situation Room.

Cases can be submitted to the Situation Room through a quick and easy online intake form. The form is on the DOE infohub and is available for use by DOE personnel only. All positive test results will be accepted as valid including PCR, rapid or at-home tests.

- Complete the online intake form at <https://apps.nycenet.edu/rtsintake/> 
 1. We encourage schools to use the online form, which will provide you an automated case number; emailing the Situation Room will not provide you with one.
 - You must be logged into the Infohub to access the online form.
 - The form can be completed 24 hours a day/7 days a week.
 2. If you cannot access the online form you may call cases into the Situation Room at (212) 393-2780 on weekdays from 7:00AM-5:00PM.

When do you contact the Situation Room? ▲

Principals (or designees) should report all cases.

Issue	Report Case to the Situation Room?
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Issue	Report Case to the Situation Room?
<p>Staff with positive COVID result</p> <ul style="list-style-type: none"> Please note that for purposes of the Situation Room, staff is defined as a DOE employee or contracted vendor, irrespective of lines of accountability (e.g. custodial engineers, School Safety Agents, Cafeteria personnel, etc.) 	<p>Yes, use the intake form at https://apps.nycenet.edu/rtsintake</p>
<p>Student with Positive COVID result</p>	<p>Yes, use the intake form at https://apps.nycenet.edu/rtsintake</p>
<p>Staff/student fails health screening (no COVID symptoms)</p>	<p>No</p>
<p>Staff goes home or calls out sick</p>	<p>No</p>
<p>Student goes home or calls out sick</p>	<p>No</p>
<p>Questions about whether staff or students may return to school after out-of-state travel</p>	<p>No, contact your Health Director & Superintendent</p>
<p>Questions about staff absence or OORS codes for COVID-19</p>	<p>No, contact your HR Director & Superintendent</p>
<p>Questions about mask, thermometer, or cleaning protocols</p>	<p>No, contact the school Custodial Engineer or Director of Field Operations & Superintendent</p>
<p>Questions about translation and Interpretation services for COVID-19 documents</p>	<p>No, contact the school Field Language Access Coordinator or the Director of Student Services & Superintendent</p>

What Communications Can You Expect to Receive?

Communications	Details



Communications	Details
Acknowledgement of Case	<p>You will receive an email once your case is entered. It will explain your next steps and include letters you may share with your school community.</p> <p>Return after Symptoms: Goes to the parents of the student or to the staff member who has tested positive. It contains instructions on isolation, testing, and when the person may return to school.</p> <p>Family/Staff Notification of Case: Goes to the parent or staff member for those who were exposed to the infectious person and will receive test kits. It contains instructions on use of the test kits and what to do if the exposed person becomes symptomatic.</p> <p>Schoolwide Notificaiton Case: Goes to all staff and parents of all students in the school. It is a notification only. If the school has multiple cases in a day, they may send one schoolwide notification. They do not need to send one for each case.</p>
Co-Located Schools	<p>If you are co-located, all principals in the building will receive the same emails with attachments. It is not required for co-located schools and programs to distribute notifications to their community. They may optionally do so.</p>

Calculating Infectious Period and Quarantine Dates ▲

For people with symptoms, the infectious period is generally two days before symptom onset until 5 days after illness onset.



Students and staff who test positive for COVID-19 must isolate for 5 days and can return to school on day 6 if they have no symptoms or symptoms are improving. They must wear a mask until day 10 after symptom onset or date of positive test, whichever is earlier. The day they test or the day symptoms begin, whichever is earlier, is Day 0. Day 1 is the next day.

Students two years of age or older may test to return on Day 6 if they can wear a well fitting mask (KN94 or N95) for days 6-10; students under two years may test at a lab to return on Day 8.

Please note that fully vaccinated people of any age do not need to quarantine when they are exposed to COVID-19 unless they exhibit symptoms.

FAQ

Please see the questions and answers on the [Principals' COVID-19 FAQs page](#)



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