

Woodland and Powder Mill Schools

Health and Safety Protocols and Procedures for In Person or Hybrid Learning Mode

The health and safety protocols are based on DESE Guidelines and coordinating procedures are being developed to implement these protocols in a way that works for the STGRSD community. Some procedures are To Be Determined. This means that the actual procedure for the protocol is still being discussed most likely due to the impact of variables that are still unknown and will be updated at a later time once additional information becomes available.

1. Masks:

- In accordance with the STGRSD Face Covering Policy we require all students and staff to wear masks that adequately cover both their nose and mouth. Following the STGRSD Face Covering Policy and the CDC guidelines:
 - The types of masks that will be permitted for use include: disposable surgical masks and washable cloth masks (2 layers are most effective).
 - Masks that will not be permitted include: bandanas and gator style masks.
- All masks and face coverings worn by students must be school appropriate and will adhere to the STGRSD policy, Code of Dress and Grooming.
- Exceptions to mask/face covering requirements will be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. Staff seeking an exception should reach out to Anne Larkham, Human Resources Manager. Parents seeking an exception should reach out to the school nurse. School Nurses, in conjunction with the Southwick DPH, will determine accommodations for individual students based on the students' needs and in conjunction with health providers.
- Mask breaks will occur throughout the day. These breaks will occur when students can be six feet apart and ideally outside or at least with the windows open.
- Masks/face coverings should be provided by the student/family, but extra disposable face masks will be made available by the school for students who need them.
- We encourage families to pack an extra reusable face mask for each student daily.
- The district will have available one disposable face mask per student per week for situations where a mask is soiled or unwearable.
- The district will make available disposable face masks for the staff at DESE's recommended rate. Staff are welcome to provide their own reusable or cloth face coverings also.
- Face shields and plexiglass barriers are additional possible mitigation strategies but do not replace the requirement of mask/face coverings and do not provide adequate protection when used alone. This standard has also been confirmed by the Town of Southwick Board of Health.
- Students will receive training at the start of the school year in the proper way to put a mask on and take a mask off. This training will be provided by the school nurse to teachers who will then train their class.
- Masks/face coverings are required to be worn by everyone on the bus during transportation.

2. Physical Distancing:

- The STGRSD is committed to providing a physical distance of six feet when feasible.
- Students will be assigned to classroom cohort groups. Mask breaks, meals and recess will be with this group only.
- Classroom and facility configuration: To the extent possible, desks will be spaced six feet apart and facing the same direction. Students will have an assigned seat and desk.
- Alternative spaces in the school (e.g., library, gym, and larger rooms) may be repurposed to increase the amount of available space to accommodate the maximum distance possible.

3. Hand hygiene: handwashing and hand sanitizing

- Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon entering the school, before and after eating, before putting on and taking off masks, when using the bathroom, after coughing or sneezing, using electronic device or other shared equipment, after discarding a soiled mask and prior to putting a new one on, and before dismissal.
- Handwashing: When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.
- Hand sanitizing: If handwashing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content will be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand sanitizer will be placed at locations that do not have access to sinks.
- The District is committed to having an adequate supply of hand sanitizer for the coming year. A pump sanitizer bottle has been ordered for every classroom in addition to over 500 gallons of sanitizer refill just for the first 12 weeks of school alone. Hallway/entry wall units were refilled this summer. We are in the process of acquiring additional wall units although it will be a challenge as we are competing with every other business and other public-school districts in Massachusetts.

4. Personal Protective Equipment

- The District has already ordered most of the required safety supplies for the initial 12 weeks of school. The following supplies have been ordered with anticipated delivery by the middle of August:
 - Disposable masks for staff
 - Disposable masks for students (at 1 mask per week to supplement masks supplied by parent/guardian)
 - Nitrile and vinyl gloves
 - N95 masks for health and custodial staff
 - Disposable gowns (or substitute), eye protection, and face shields for student programs requiring additional protection
 - Hand sanitizer for wall units and classrooms
 - Electrostatic disinfection devices
 - Disinfection solution and cleaning wipes

- The acquisition of Personal Protective Equipment (PPE) and cleaning supplies will continue to be a challenge for the school system as we will compete with other public-school districts in Massachusetts and throughout the world.

5. Cleaning and Disinfecting the Building:

- Procedures and protocols for disinfecting buildings and building contents by custodians are being updated for both daytime cleaning and after school disinfecting. Priority is being given to touch surfaces such as door handles, light switches, faucets, and stair railings. All cleaning procedures and protocols are and will continue to be based on guidance from the state.
- Restrooms will be cleaned and disinfected daily or more often if possible.
- Powder Mill and Woodland Schools will receive a deep sanitization process one day a week during on-site operations.
- Custodial staff will be using electrostatic disinfection devices to assist in keeping classroom spaces free from germs. Additionally, a hospital-grade disinfectant will be used by custodians. This disinfectant needs to air dry and may leave a feeling of residue on the surface.
- Cleaning supplies will be provided to staff for use on an as needed basis.

6. Parent and Family Roles:

- The STGRSD will be following the *Protocols for Responding to COVID-19 Scenarios in School, On the Bus, or in Community Settings* published by the DESE on July 17, 2020. This section contains a summary of the most salient protocols. Further recommendations may be forthcoming.
- Families can help mitigate the transmission of COVID-19 in our school by checking their children daily for any COVID-19 symptoms. Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- Students must be kept home from school if they are sick or have had close contact with a person diagnosed with COVID-19. In each of these scenarios, the family should notify their school principal that the child will be absent and the reason for the absence. The school nurse will follow-up with the family regarding the child's symptoms. It is important to know that the symptoms of COVID-19 mimic the symptoms of many other illnesses. To protect all students and staff, any symptoms of COVID-19 will be treated as a suspected case until determined otherwise.
- Students who have been instructed to self-isolate or quarantine by their doctor or a local public health official should remain at home and notify the school principal.
- The school principal will be working with the Town of Southwick Board of Health to ensure that isolation and quarantine requirements are being followed. Discussions regarding how best to facilitate the exchange of information while still maintaining health care privacy have already begun, and the STGRSD school nurses will receive further training in August around this topic.
- School staff will not screen students when they arrive at school for COVID-19 symptoms but will monitor their health throughout the day.

- If a student displays COVID-19 symptoms during the school day, they will be moved to a medical isolation room until they can be picked up by a family member.
- The State of Massachusetts has a rigorous contact tracing system in place. The COVID-19 Community Tracing Collaborative (CTC) program helps support boards of health from every community in their contact tracing work. The program focuses on reaching out to people who have tested positive for COVID-19 and the contacts they have been close to, making sure they have the support they need to isolate or quarantine. In addition to the local board of health, the school nurses will also be assisting in the process. If there is a situation that requires you or your child to be tested or to isolate, you can expect contact by any of these professional groups.

7. Closed campus:

- Until further notice, STGRSD will not allow visitors or volunteers on the grounds.
- Whenever possible meetings and conferences will be held remotely. Fall Parent Teacher Conferences will be held via telephone or Zoom.
- When a child is being picked up, a parent or guardian will be screened outside of the building via camera and intercom and the child will be brought to them.
- Attached is a Visitor COVID-19 Symptom Attestation Form. It should be completed by any visitor/vendor who has a need to enter the building beyond a vestibule. See Appendix 1

8. Signage:

- Entrances, hallways and bathrooms will have signs promoting wearing masks, remaining socially distant and the importance of washing hands.
- Hallway floors will be marked to support social distancing.
- Fun and engaging markings will be used to help students understand how distant they need to be from one another.

9. Classroom Doors:

- Classroom doors will be kept open to minimize the need for people to touch doorknobs and increase ventilation.
- The lock will be engaged so that in the case of an emergency the door can easily be closed and locked.

10. Student Arrival:

- The procedure for students arriving at school (parent/family vehicle, school bus and specialized transportation) is TBD due to the unknowns surrounding buses but it will be staggered to allow for distancing.

11. Lockers (Powder Mill)

- Lockers will be unavailable at the start of the year. Students are encouraged to keep their belongings to a minimum and bring only essential items.

12. Cubbies (Woodland)

- Cubbies will be available at the start of the year. Students will have access to their cubbies on a staggered basis to support social distancing. Students are encouraged to keep their belongings to a minimum and bring only essential items.

13. Lunch and Breakfast:

- When possible, students will order breakfast in the afternoon prior to leaving school then breakfast will be delivered to the classroom the next morning.
- Lunch, whether brought to school or purchased in the cafe, will be eaten in classrooms or outdoors when weather permits.
- School lunch will be delivered to students' classrooms.
- Payment for school lunch is not accepted in the cafeteria. Parents must prepay for a child's purchases. We strongly encourage the use of online payment at www.SchoolCafe.com. You may also send in a check (made out to STGRSD) with your child's name and PIN on it.
- For students bringing lunch to school, we encourage use of disposable products such as brown bags.

14. Recess:

- Children need to move their bodies and stay physically active. Getting outside for fresh air and movement on a daily basis is important to support physical and mental health. In accordance with DESE and CDC guidelines, cohorts will remain separated during recess times and each cohort will have its own assigned recess area. Students should wash or sanitize hands before and after recess. Particular attention should be paid to washing and sanitizing hands before and after masks are removed and put on, if applicable.
- With physical activity, individuals tend to breathe more heavily and speak louder, which increases the potential for dispersal of respiratory droplets. Students who are seated and maintaining 6 feet of social distance may use recess as a mask break. Students who choose to engage in play not directed or facilitated by an adult must wear their mask.
- In alignment with DESE physical education guidance, students may engage in supervised physical activity, such as a group game, without a mask as long as these activities can occur with 10 feet of distance between individuals.
- Engaging children in active recess is another way to create opportunities for physical activity and time outdoors that is not dependent on shared equipment.
 - games that limit physical contact such as relays, red light/green light, obstacle courses based on activities rather than equipment, etc.
 - track and field type of events (e.g., long jump).

- rotating circuit challenges – individual activity stations.
- During recess students can use traditional recess equipment. Shared equipment will be cleaned between uses.
- After careful consideration of the guidelines for shared equipment, the playscape at Powder Mill will be used by Third and Fourth grade classrooms. The playscape at Woodland will be used by all students. It will be assigned to one group for Monday and Tuesday. It will not be used on Wednesday. A new group will use it on Thursday and Friday. Each piece of equipment has a set occupancy to allow for social distancing. Students will be required to wash or sanitize hands before and after using equipment. Students must wear a mask on the playscape.

15. Student Dismissal:

- The procedure for students dismissing from school (parent/family vehicle, school bus and specialized transportation) is TBD due to the unknowns surrounding buses but it will be staggered to allow for distancing.

16. Rest Room Use:

- Prior to exiting the classroom to use the rest room students will wash their hands.
- The number of students entering the rest room at one time will be limited to the number of stalls.
- Each school will use a system so that as students approach the restroom they will be able to see if the stalls are occupied or if they can enter.
- If students cannot enter, there will be markings on the floor providing them six-foot separation while waiting their turn.
- When reentering the classroom students will immediately wash their hands.

17. Lock Downs and Fire Drills:

- We will work with the Southwick fire and police chiefs to update safety protocols for fire drills and lock down drills to maintain social distancing.
- All students will be taught safety protocols and how to respond in case of an emergency.

18. Substitute Teachers:

- All school buildings will have identified substitutes who will be trained in our safety protocols and will participate in all professional development. Using building substitutes also decreases exposure to more children. We will also employ Teaching Assistants already assigned to a cohort whenever possible.

19. Health Office

- In order to keep students, who need to remove face coverings in order to receive scheduled medical treatments safe, the school nurses need to control the traffic flow of symptomatic students in and out of the Health Office area. Students must be triaged over the phone to limit health office visits to individuals with only valid health concerns for additional treatment in the health office. The use of the phone call will assist the nurses in providing an alternate triage location that the student may need to report to first. Whenever possible the nurse will go to the child and triage the student on site.
- Procedures for the health office will include:
 - hand hygiene protocol entering and leaving the office
 - mandated mask or face coverings
 - maintaining physical distancing
 - visits kept to a brief limited time period
 - no visitors or parent pick-up in the health office
 - visits limited to medically indicated reasons only
- Communication will be sent home to parents explaining how to make an appointment prior to the start of school to bring medication and the health care providers medication order to the school building. Medication drop-off procedures will need to occur outside of the school building with staggered appointment times, parents remaining physically distant, and no medication dropped off by anyone who is ill.

COVID Protocols Quick Reference Sheet

Event	Location of Event	Testing Result	Quarantine
<p>Individual is symptomatic</p>	<p>If an individual is symptomatic <u>at home</u>, they should stay home and get tested.</p> <p>If an individual student is symptomatic <u>on the bus or at school</u>, they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus.</p>	<p>Individual tests <u>negative</u></p>	<p>Return to school once asymptomatic for 24 hours</p> <p>May return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).</p>
		<p>Individual tests <u>positive</u></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 3 days have passed with no fever and improvement in other symptoms.</p>
		<p>Individual <u>is not tested</u></p>	<p>Remain home in self-isolation for 14 days from symptom onset</p> <p>May return to school 10 days from start of symptoms, as long as their symptoms have improved</p>

			and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.
Individual is exposed to COVID-19 positive individual	<p>If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.</p> <p>If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including K-1 students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.</p>	Individual tests <u>negative</u>	Return to school, if asymptomatic or once asymptomatic for 24 hours
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 3 days have passed with no fever and improvement in other symptoms.
		Individual <u>is not tested</u>	Remain home in self-quarantine for 14 days from exposure

