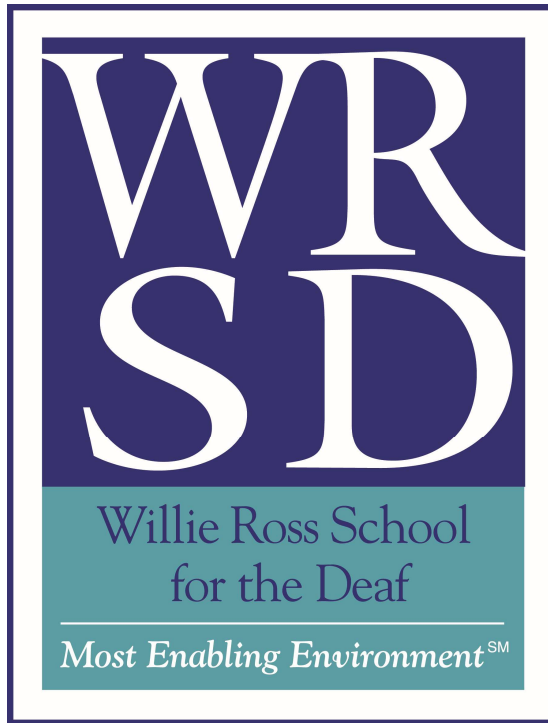


# REOPENING PROCEDURES AND PROTOCOLS

2020 - 2021



*This supplemental handbook outlines policies and procedures within our program that have been adjusted or changed to ensure that we keep all of our community members as safe as possible. Willie Ross School strives to meet the educational, social/emotional and behavioral needs of all its students. These procedures and protocols were developed using the most up-to-date guidance from the Centers for Disease Control (CDC) and the Massachusetts Department of Elementary and Secondary Education (DESE). Given the evolving nature of the pandemic, this handbook will be subject to regular review and updates.*

*By working together to follow these guidelines we will create an environment where that can happen!*

Last revised: August 6, 2020

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## **Staff training requirements**

- A. Staff training will be required in the following areas (in addition to other training typically required including DESE required information, allergies/medication, and so on) prior to students starting.
  - a. Personal Protective Equipment (PPE)
  - b. Health, safety, and cleaning protocols
- B. Training will also be provided throughout the first week of the academic year on the following:
  - a. Technology
  - b. Remote assessments

### **Staff and students attendance and health**

- A. Guidance for staying home
  - a. If a staff or student is not feeling well, they are required to stay home until symptoms resolve or a negative COVID test is procured.
    - i. For staff who need to stay home, working remotely is encouraged. Please contact the Education Director to determine what the best course of action is.
    - ii. For students who need to stay home, please contact the teacher to set up remote learning if possible.
- B. Daily screenings
  - a. Daily screenings are required for both staff and students.
    - i. For staff, electronic forms must be completed prior to arrival every day.
    - ii. For students, either electronic or paper forms must be completed prior to arrival every day. If a form is not received, the parent/guardian will be contacted to pick up their child.
- C. Attendance Policy
  - a. Staff who answer yes to one or more of the daily screening questions must stay home that day. Working remotely is encouraged. WRSD may request proof of illness from the employee's physician before granting pay for accrued sick time in excess of 3 consecutive days. In these situations, an employee who uses more than 3 consecutive sick days must furnish a physician's release before his/her return to work. The Families First Coronavirus Response Act (FFCRA) requires

WRSD to provide employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. A copy of the Act is attached under Appendix B. Please contact the Director of Operations for more information.

- b. However, for students, multiple absences may result in grade retention. Attendance will be taken daily whether in person or remote. For families who currently are remote and wish to send their child in, we ask for a transition period of two weeks in order to allow us to prepare for transportation and re-arranging the classroom.

#### D. Travel policy

- a. All staff and students are expected to adhere to state policies on out of state travel. The state policy may change at a moment's notice.
  - i. Please check this website for Massachusetts: <https://www.mass.gov/info-details/covid-19-travel-order>
  - ii. Please check this website for Connecticut: <https://portal.ct.gov/Coronavirus/travel>

#### E. PPE

- a. Masks are required for all staff and students in grades 2 and up. They are encouraged for PreK - 1st grade students.
  - i. Mask breaks will be scheduled throughout the day when it is safe to physically distance.
- b. Staff in close contact with students will be required to wear additional PPE including but not limited to gloves, face shields, and gowns.

#### F. Suspected COVID symptoms protocols

- a. Symptoms of COVID
  - i. Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:
    - Fever (100.4° Fahrenheit or higher), chills, or shaking chills
    - Cough (not due to other known cause, such as chronic cough)
    - Difficulty breathing or shortness of breath

- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

- b. If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school.
- c. If COVID-19 positive, self-isolation is a minimum of 10 days.
  - i. Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. People who test positive can resume public activities after 10 days and once they have:
    - 1. gone for 3 days without a fever (and without taking fever-reducing medications like Tylenol); and
    - 2. experienced improvement in other symptoms (for example, their cough has gotten much better); and
    - 3. received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative).
  - ii. Repeat testing prior to return is not recommended. Return to school should be based on time and symptom resolution.
- d. Close contacts of a positive COVID-19 case should be tested. For general guidance, DPH defines close contact as being within less than 6 feet of COVID-19 case for at least 10-15 minutes, having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment. In school settings, close contacts include other students and staff who were within 6 feet of the student or staff for at least 10-15

minutes in a classroom, in other school spaces, on the bus, or at an extracurricular activity. In elementary and other school situations where the students are in self-contained classrooms for an extended period, all students/staff within this “cohort” are considered close contacts as they may have been within 6 feet of the person with a positive test result. Possible close contacts should not come back to school until they have been tested (or elected instead to self-quarantine for 14 days). If an individual tests positive for COVID-19, then self-isolation is for a minimum of 10 days and until at least three days have passed with no fever and improvement in other symptoms as noted. If the test is negative, the student/staff can return to school if asymptomatic and wearing a mask.

- e. Protocols for possible COVID-19 scenarios
  - i. See Appendix A

### **Student arrival and dismissal procedures**

During this pandemic, we will unload buses one at a time. Students arriving will be directed into the student center where they will be screened (including a temp check) and asked to wash their hands. After they have completed both tasks, they will be sent up to their classroom.

Dismissals will occur from the classrooms or outside physically distanced during nice weather instead of in common areas. We will only load one bus at a time and not call the next bus until the area is clear.

### **Transportation**

There have been many requirements imposed on district provided transportation. WRSD does not provide transportation so this does not apply to us. However, it is important for everyone to know the following requirements.

- Masks must be worn at all times on a school bus. Students’ families should provide the mask but buses should have extra ones available.
- Hand sanitizers should be available on each bus.
- Only one student per assigned bench unless siblings are present to share bench with.

- Windows are to be kept open at all times unless there are extreme weather conditions.
- Bus staff must be well versed in COVID symptoms and the protocol if there is a suspected case. They must communicate any suspicions with the company and with the school staff taking the student off the bus.
- Students who become sick during the school day should not be on the bus going home.

## Facility Use

### A. General

- a. Hallway flow
  - i. Taped arrows and signage will be posted to control the flow of traffic in order to support physical distancing.
- b. Transitions between rooms
  - i. Schedules will be staggered to minimize more than one group transitioning between classrooms or services in order to reduce the number of people in common areas at one time.
- c. Movement within classrooms
  - i. All movement within classrooms should be encouraged to be limited. Individual supplies should be made available at desks.
- d. Bathrooms
  - i. Due to the size of our bathrooms, only one student at a time will be allowed in each bathroom.

### B. Students

*These are for the students at Longmeadow Campus. Students attending partnership sites should they decide to switch to in-person learning or hybrid learning in the spring must adhere to partnership site policies.*

- a. Student lockers
  - i. Depending on the size and numbers of students present in each classroom, lockers may be permitted. An administrator will make that decision with the classroom teacher.
- b. Classroom set up and usage

- i. Each classroom must have individual desks facing one direction. All unnecessary furniture will be eliminated and moved to temporary storage.
  - c. Recess
    - i. Recess is strongly encouraged for all students to allow for masks breaks. However, classes must be staggered and not mixed together during recess breaks. A canopy will be set up outside for cover outside the student center during inclement weather in order to provide mask breaks outdoors.
- C. Staff
  - a. Use of kitchen
    - i. The use of the teaching kitchen is off limits unless otherwise approved by an administrator. The Food Services Manager will be operating out of this kitchen for breakfast and snacks.
  - b. Staff lunch room
    - i. \*This will only apply if this space is not taken over for a classroom.\* Due to physical distancing requirements and no masks while eating, only 2 staff members can eat in the staff lunch room at the same time. Eating in classrooms, outside, or in other common areas will be permitted but please clean up when done.
  - c. Copier
    - i. Staff will be allowed to use the copier but they must clean the machine before and after every use. In addition, only one staff member at a time is allowed at the machine. The person next in line must wait in Wing Hall due to the limited space in the library.

## **Food**

- A. Breakfast and snacks
  - a. Our Food Services Manager will be responsible for serving breakfast to each classroom on the Longmeadow Campus in order to maintain our physical distancing requirements and to avoid sharing of equipment or utensils.
  - b. Our Food Services Manager will order and send over breakfasts to our East Longmeadow sites on a weekly basis if and when our students return to East Longmeadow.



- c. Afternoon snacks will be passed out to each classroom on a daily basis by the Food Services Manager before lunch on an as needed basis.

#### B. Lunch

- a. Longmeadow Campus lunches will be split into three different lunch periods during this pandemic in order to provide for more physical distancing opportunities and eliminate or lessen the need to eat in classrooms.
- b. East Longmeadow sites will adhere to the policies set forth by each building if and when they return to East Longmeadow.
- c. For students remotely learning, we are still working on a plan.

### **Main office procedures**

#### A. Visitors in the building

- a. All visitors will be required to sign in and have a temp check before they are allowed anywhere else on campus. They will also be required to leave a phone number or other contact information in the event we have a positive COVID test.

#### B. Usage of the Cooley Administration Building will be limited. Only pre-determined staff members will be allowed in the building to access the mailboxes and other areas.

Requests for supplies and other needs may be made via email or phone to the main office. Audiology patients will have their own separate entrance during construction.

### **Learning expectations and models**

#### A. Overview of models and expectations

- a. The DESE required all schools to come up with three different models of instruction: in-person learning, hybrid learning, and remote learning. More details can be found in the “WRSD Fall Re-Opening Plan.” It is always possible we will have to shift to a different model due to the uncertainty of the pandemic. However, it is our expectation that regardless of what plan we are operating under that students will:
  - i. participate and take ownership of their learning,
  - ii. work with their teachers at all times,
  - iii. understand that regardless of the learning model, they will be graded the same as if it were a typical year, and
  - iv. adhere to behavior and attendance policies.

- b. Required services will be provided but the method will vary from virtual to in-person, physically distanced depending on the student's location, the service provider's location and the service being provided.
- B. Assessment & progress monitoring
- a. Assessments (used to measure student learning) will continue to be used to gather data in order to refine teaching and learning strategies. Assessments may be done both in person and remotely. Training will be provided for faculty to administer appropriate assessments remotely.
  - b. Progress monitoring will continue to happen as it did prior to the pandemic. However, for students who are learning remotely, this may require modifications and support from families in collecting data.
- C. IEP Meetings
- a. All IEP meetings will be held in person wherever possible with the option for any participant to join virtually. However, all participants must adhere to the mask and physical distancing requirements.

## **Technology support**

- a. Tech requests
  - i. For students/families having technology issues, they are encouraged to call or text 413-351-6547 to get support. Calls or texts will be returned within 24 hours unless made over the weekend or on holidays. Calls and texts on weekends and holidays will be returned on the next business day.
  - ii. For staff with technology issues, please fill out the online technology request form.
- b. Maintenance of tech inventory (ex: cleaning)
  - i. Students and staff are responsible for keeping devices and computers in their possession clean. On campus, cleaning cloths will be provided. While at home we recommended only damp, not wet sanitizing cloths be used when the device or computer is powered down. Any device or equipment being serviced will be sanitized upon receipt and before returning to its user by the WRSD tech staff.

## **Social emotional support**

Prior to the beginning of the school year, we will be connecting with families and students to provide social stories and connecting via Zoom to prepare students for their return to school. The timing of the pandemic actually coincided with our plans to purchase a new Social Emotional Learning curriculum called "Second Step" and we will be implementing this curriculum in the fall. This will support us in specifically focusing on relationships, partnerships, opportunities for students and staff to connect, and to provide continued safe, supportive, and equitable learning environments that bolster all students' social and emotional development. In addition, our supportive services team and consulting psychologist will continue to work closely with our students and their families performing social-emotional wellness checks and addressing individual needs including keeping updated lists of community resources related to receiving social and emotional support, healthcare, and food. All services will be done both in person and remotely. Families are encouraged to contact their student's counselor with any questions or concerns.

## **Cleaning protocols**

*All cleaning supplies on campus will be provided by WRSD and have been confirmed to meet CDC and EPA guidelines.*

### **A. Classrooms and offices**

- a. Classroom and office staff are asked to clean throughout the day frequently. All classrooms and offices will be cleaned nightly by our maintenance company. Wipes and sprays will be made available.

### **B. Medical waiting room**

- a. Upon a student's departure from the medical waiting room, the maintenance company or an assigned administrator will disinfect the room using a disinfectant spray in adherence to CDC and EPA protocols.

### **C. Vans**

- a. The driver of the WRSD van is responsible for disinfecting the van upon return to campus. Wipes and sprays will be made available and handed out with keys when a vehicle is needed

### **D. Common areas**

- a. Staff using common areas (tables in Wing Hall, etc.) are asked to wipe down after each use.
- E. Shared equipment
  - a. Shared equipment (i.e. balls in P.E.) must be wiped down BEFORE and AFTER every use by staff.

### **Field Trips and Work Study**

No off campus offerings including field trips or work study placements will take place during this pandemic. Teachers and service providers are encouraged to provide virtual field trips in order to enhance students' learning experiences.

### **After-school activities**

During this pandemic, all after-school activities are on hold. However, programs that can make their offerings virtually will continue to happen. This includes Yearbook, Battle of the Books, Academic Bowl, and Jr. NAD. Advisors will be in touch with interested students.

## **Appendix A: Protocols for Possible COVID-19 Scenarios**

### Section 1: Protocols for individual exposure or individual positive test

#### Protocol: Student or staff tests positive for COVID-19

1. The student or staff member must remain at home (except to get medical care), monitor their 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 Massachusetts Community Tracing Collaborative. For most people who have relatively mild illness, they will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.
2. The student's parent/caregiver or the staff member informs the school that the individual has tested positive for COVID-19. The management team will then in turn notify others as pre-determined by the school (e.g., school leadership, school nurse or school medical point of contact, building management, maintenance).
3. Determine whether the student or staff member was on the premises during the time frame that started two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.
  - a. If so, promptly close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.

- b. Promptly clean and disinfect the student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual, if that has not been done already.
  - c. Promptly clean and disinfect the bus(es) the student or staff member was on, if any, and if not already done.
4. ELEMENTARY SCHOOL (e.g., student has self-contained classroom throughout the day):
- a. Send communication to the other families in the student's class (e.g., cohort) that there has been a positive test without naming the individual student or staff member who tested positive.
  - b. Communications sent to families/staff should:
    - i. Inform them there was a positive test (not the specific individual) in the self-contained classroom.
    - ii. Explain that since they were within this cohort and may have been within 6 feet of the person with a positive test, they are considered a "close contact" and therefore should be tested. (In cases where the student may have been in close contact with others outside their cohort, having assigned seating and keeping up-to-date seating charts will help identify who should be instructed to be tested: specifically, those who were sitting next to the student, plus any others who also had close contact with the student.)
    - iii. Instruct those designated as close contacts to isolate prior to their test and while waiting for the results. In general, as the highest yield test will be a few days after the exposure, ideally, the test should occur no sooner than day 4 or 5 after the last exposure. (In other words, if an exposure lasted several days, the best time to test is 4 or 5 days after the end of the exposure period.)
    - iv. Explain that if close contacts choose not to be tested, the student or staff member should remain home in self-quarantine for 14 days. ]
    - v. Remind families and/or staff of the importance of not having contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).
    - vi. Remind families and/or staff of the list of COVID-19 symptoms for which to monitor.

- c. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:
    - i. Make sure these students are wearing masks, including in kindergarten and first grade. Extra masks as may be needed should be provided by the school. Enforce strict physical distancing. Require students to wash their hands.
    - ii. The school should quickly identify the individuals who may be “close contacts” of the student and notify students and their families.
    - iii. Caregivers of students in the class or other close contacts may pick students up prior to the end of the day. Caregivers must wear a mask/face covering when picking up their student. Students who are close contacts and students with any symptoms should not ride the school bus to get home. Caregivers and students, as well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.
    - iv. Close contacts should not come back to school until they have received the results of testing (or elected to instead quarantine for 14 days ) and are asked to communicate their test results to the school.
  - d. As feasible, to assist with contact tracing, make a list including phone number and email of any other close contacts the student or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until individual was isolated. Instruct those students and/or staff members to get tested according to the same protocol as the student’s cohort above.
5. MIDDLE AND HIGH SCHOOL (e.g., no single self-contained classroom):
- a. The school should identify the student’s or staff member’s possible “close contacts” based on the assigned seating charts. The lookback period should begin two days before symptoms appeared (or two days prior to the date of the positive test if there were no symptoms) and include up until the time the student was isolated. Consider students and staff members who were within 6 feet of the individual for 10-15 minutes in class, on the school bus, or at extracurricular activities.
  - b. Follow the communication and other relevant Elementary School protocols above.
  - c. Close contacts should be tested for COVID-19 at one of Massachusetts’s test sites. Sites may require pre-screening, a referral, and/or an appointment.
  - d. Instruct the student or staff member to isolate while waiting for the results of their test.

- e. An individual who does not wish to be tested should instead quarantine for 14 days and until asymptomatic.
6. IF OTHERS IN THE SCHOOL TEST POSITIVE: Perform all steps under this protocol for that person. ALSO FOLLOW: "Protocol: Presence of multiple cases in the School."
7. IF NO OTHERS IN THE SCHOOL TEST POSITIVE: Close contacts can return to school immediately if they test negative and do not have symptoms; however, strict mask wearing covering the nose and mouth must be maintained at all times. The wearing of masks includes K-1 students for this 14-day period. If they have symptoms but test negative regardless, they should wait until they are asymptomatic for 24 hours before returning to school.

Any area of the school visited by the COVID-19 positive individual must be closed off and/or cleaned and disinfected. The area can be used 12 hours after cleaning/disinfecting has occurred.

Protocol: Close contact of student or staff tests positive for COVID-19

1. Current Massachusetts DPH guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.
2. The student or staff member who was in close contact with someone who tested positive for COVID-19 should be tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment. An individual who does not wish to be tested should instead quarantine for 14 days and until asymptomatic.
3. Close contacts should isolate at home prior to testing and while awaiting test results. Ability to mask is critical, so if the close contact cannot mask or is in K-1 and not masking they should not return for 14 days.
4. In order to return to school, close contacts need to have one negative test result and not be showing any COVID-19 symptoms, or if they do not wish to be tested, quarantine at home for 14 days. Because tests performed too early can be falsely negative, ideally the test should be performed no sooner than 4 or 5 days after the last contact with the person who tested positive.
5. IF POSITIVE TEST: The student or staff member should remain at home (except to get medical care), monitor their 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 Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days



have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student / staff tests positive for COVID-19."

Protocol: Student is symptomatic at home

1. Family should monitor students at home each morning for the most common symptoms of COVID-19.
  - a. IF NO SYMPTOMS:
    - i. Send student to school
  - b. IF ANY SYMPTOM:
    - i. Do not send the student to school.
    - ii. Call the school and inform them student is staying home due to symptoms.
    - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
    - iv. The student should get tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
    - v. Isolate at home until test results are returned.
    - vi. Proceed as follows according to test results:
      1. IF NEGATIVE: Student stays home until asymptomatic for 24 hours.
      2. IF POSITIVE: Student should remain at home (except to get medical care), monitor their 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 Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student / staff tests positive for COVID-19."

Protocol: Student is symptomatic on the bus

1. Although families are the most important first line of defense for monitoring symptoms, bus drivers and bus monitors also play an important role in flagging possible symptomatic students.  
Note: This will require training for bus drivers (and bus monitors, if applicable).

2. If symptoms are noticed as the student is getting on the bus and if there is a caregiver present, do not allow student to board the bus. Caregiver should then FOLLOW: "Protocol: Student is symptomatic at home."
3. If student is already on the bus, ensure student is masked and keeps mask on. Ensure other students keep their masks on. Ensure student keeps required physical distance from other students.
4. Bus driver/monitor should call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate cell phone numbers for school and district personnel (nurse or other medical personnel). The dispatch should contact the school to inform the school nurse (or Coordinator of Student and Administrative Services) of a possible symptomatic child.
5. School nurse (or school medical point of contact) should meet the bus as it arrives, wearing a mask. As practical, student with possible symptoms should exit the bus first.
6. Bus should be cleaned / disinfected.
7. Nurse (or school medical point of contact) should evaluate the student for symptoms (see list above: "Most common symptoms of COVID-19").
  - a. IF ANY SYMPTOM:
    - i. Place the student in the designated medical waiting room. There is no specific capacity limit for the medical waiting room, but all students in the medical waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room.
    - ii. Contact caregiver for pick-up.
      1. IF CAREGIVER CAN PICK UP DURING THE DAY: Student waits to be picked up in the medical waiting room. Caregivers must wear a mask/face covering when picking up their student. Students should not ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes, as a precaution.
      2. IF CAREGIVER CANNOT PICK UP DURING THE DAY: The student should wait in the medical waiting room until the end of the day to be picked up by caregiver. The student should not go home on a school bus with other students. However, WRSD will transport as needed.
    - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual

who does not wish to be tested should instead isolate for 14 days and until asymptomatic.

- iv. Student should get tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
- v. Isolate at home until test results are returned.
- vi. Proceed as follows according to test results:
  1. IF NEGATIVE: If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours.
  2. IF POSITIVE: Student should remain at home (except to get medical care), monitor their 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 Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student/staff tests positive for COVID-19."
  3. IF NO SYMPTOMS:
    - a. If the evaluation shows the student does not have symptoms, send the student to class.

Protocol: Student is symptomatic at school

1. Although families are the most important first line of defense for monitoring symptoms, staff will play an important role in referring possible symptomatic students to the school nurse or other medical point of contact. (Note: This will require training for staff.)
2. The staff member ensures the student is wearing a mask that fully covers nose and mouth at all times.
3. The staff member calls the nurse or school medical point of contact to inform them that they have a possible case. Nurse or school medical point of contact comes to get the student from class.
4. Nurse (or the Coordinator of Student and Administrative Services in the nurse's absence) should evaluate the student for symptoms.
  - a. IF ANY SYMPTOM:
    - i. Place the student in the designated medical waiting room. There is no specific capacity limit for the medical waiting room, but all students in the COVID-19

waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room

- ii. Contact caregiver for pick-up.
  1. IF CAREGIVER CAN PICK UP DURING THE DAY: Student waits to be picked up in the medical waiting room. Caregivers must wear a mask/face covering when picking up their student. Students should not ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes as a precaution.
  2. IF CAREGIVER CANNOT PICK UP DURING THE DAY: The student should wait in the medical waiting room until the end of the day to be picked up by caregiver. The student should not go home on a school bus with other students. However, WRSD will transport as needed.
    - a. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
  3. Student should get tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or appointment.
  4. Isolate at home until test results are returned.
  5. Proceed as follows according to test results:
    - a. IF NEGATIVE: If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours.
    - b. IF POSITIVE: Student remain at home (except to get medical care), monitor their 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 Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student or staff tests positive for COVID-19."

6. IF NO SYMPTOMS:

- a. If the evaluation shows the student does not have symptoms, send the student back to class.

Protocol: Staff is symptomatic at home

1. Staff should monitor themselves at home each morning for the most common symptoms of COVID-19.
  - a. IF NO SYMPTOMS: Come to work.
  - b. IF ANY SYMPTOM:
    - i. Do not come to work.
    - ii. School staff: Contact the Education Director and fill out the Google Form.
    - iii. Administration building staff: Fill out the Daily Screening Form indicating you have symptoms and contact your administrator.
    - iv. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
    - v. The staff member should get tested at one of Massachusetts' test sites. Sites may require pre-screening, a referral, and/or an appointment.
    - vi. Isolate at home until test results are returned.
    - vii. Proceed as follows according to test results:
      1. IF NEGATIVE: If the staff member does not have COVID-19, they may return to school based upon guidance from their clinician and necessary management of another diagnosis. Staff member stays home until asymptomatic for 24 hours.
      2. IF POSITIVE: Staff member should remain at home (except to get medical care), monitor their 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 Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have

passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: “Protocol: Student/staff tests positive for COVID-19”.

Protocol: Staff is symptomatic at school

1. As noted above, staff are required to not come to school if they are experiencing any symptoms of COVID-19.
2. If a staff member suspects any symptoms during the day, they should follow the school’s protocols for getting another adult to cover their class mid-day, if needed, and see the school nurse (or school medical point of contact) to be evaluated for symptoms.
  - a. IF NO SYMPTOMS: The staff member should follow the school’s standard protocols for being excused due to illness.
  - b. IF ANY SYMPTOM:
    - i. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
    - ii. The staff member should get tested at one of Massachusetts’s test sites. Sites may require pre-screening, a referral, and/or appointment.
    - iii. Isolate at home until test results are returned.
    - iv. Proceed as follows according to test results:
      1. IF NEGATIVE: Staff member stays home until asymptomatic for 24 hours.
      2. IF POSITIVE: Staff member should remain at home (except to get medical care), monitor their 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 Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: “Protocol: Student/staff tests positive for COVID-19”.

Section 2: Protocols for potential school closure (partial or full)

Protocol: Presence of multiple cases in the school

1. If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the President and

CEO should work with the local board of health to determine if it is likely that there is transmission happening in school.

2. For each individual case, FOLLOW STEPS UNDER: “Protocol: Student or staff tests positive for COVID-19.” Note that when there is one isolated case, the student’s close contacts will need to stay home and be tested, not the whole school.
3. When there is suspected in-school transmission beyond one cohort or a small number of cohorts, school and district leaders must consult with the local board of health as to proposed next steps. These steps could include, for example, making a decision to a) close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) close the school partially or fully for the longer duration of a 14-day quarantine period.
4. Should there be circumstances where there are multiple cases in multiple schools, school and district leaders must consult with the local board of health as to proposed next steps. These steps could include, for example, making a decision to a) shut down the district for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) shut down the district for the longer duration of a 14-day quarantine period.
5. Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.
  - a. Contacts:
    - i. Russell Johnston, Senior Associate Commissioner, Russell.Johnston@mass.gov, 781-605-4958.
    - ii. Erin McMahon, Senior Advisor to the Commissioner - Fall Reopening Implementation Lead, Erin.K.Mcmahon@mass.gov, 781-873-9023.
6. If the decision is made to close for some number of days, the school should send clear information and instructions to families and staff:
  - a. Informing them that it is possible COVID-19 is being transmitted in the school and/or district
  - b. Noting that there may be more potential cases that are not yet symptomatic
  - c. Recommending students quarantine and not have contact with others
  - d. Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents)
  - e. Reminding families of the list of COVID-19 symptoms for which to monitor
  - f. Ensuring that remote learning is immediately provided to all students
7. Before bringing students back to school:

- a. Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products); re-order replacement inventory
- b. Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing)
- c. Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school

Protocol: Presence of significant number of new cases in a municipality

1. In the case of significant municipal outbreak, as determined by the local board of health or DPH, the President and CEO and school leaders must consult with the local board of health to determine whether it is appropriate to close a specific school, schools, or an entire district.
2. Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.
  - a. Contacts:
    - i. Russell Johnston, Senior Associate Commissioner, Russell.Johnston@mass.gov, 781-605-4958.
    - ii. Erin McMahon, Senior Advisor to the Commissioner - Fall Reopening Implementation Lead, Erin.K.Mcmahon@mass.gov, 781-873-9023.

Protocol: State-wide regression to a previous reopening phase

1. Massachusetts is tracking its overall statewide reopening in phases according to the Reopening Massachusetts plan. Currently, Massachusetts is in Phase 3 of reopening, where even more businesses can resume operations with specific guidance.
2. If Massachusetts moves back into a prior phase, DESE (in consultation with the Massachusetts COVID-19 Command Center) will communicate with school districts and schools to determine whether in-person school should continue.



## Appendix B: FFCRA



The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
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### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WHI 422 REV 0920

