

Sutton Public Schools COVID-19 Return to School Health Office Protocols

The purpose of this plan is to outline the Sutton Public Schools Health Office compliance with the COVID-19 pandemic guidelines. This protocol has been carefully considered to address and promote the health and safety of all students, employees and the community. These procedures comply with local, state, and national guidelines to ensure best practice. References are provided at the end of this document.

All persons on campus will be required to adhere to a number of measures to comply with the public health guidelines. These include, but are not limited to, wearing masks, maintaining social distance, following all the directives as outlined. In addition, all persons on campus will be required to submit to the COVID-19 testing, tracing and quarantine protocols that will be established by the District.

I. SCHOOL SUPPORT

A safe return to in-person school environments will require a culture of health and safety every step of the way. It is not one mitigation strategy, but a combination of all of these strategies taken together that will substantially reduce the risk of transmission.

- A. Daily monitoring of symptoms by staff, students, and families (see Section IV)
- B. Students, faculty, and staff must stay home if they are sick. If an individual present to school with signs and symptoms of COVID-19 (see Section IV), they will be sent home until clearance criteria for school return are met.
- C. Sutton Public Schools will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis. Long-term absences may be evaluated if criteria are appropriate for medical leave or other potential medical accommodations (IEP, IHP, 504 plans).

II. WHEN TO VISIT THE HEALTH OFFICE

In order to prevent potential exposure to infectious diseases for vulnerable students receiving other medical treatments, all student visits to the Health Office will be triaged.

- A. Staff will be asked to call or radio the Health Office with a request for an ill student visit.
- B. The nurse will prioritize the student visit and direct him/her to the Health Office or the Medical waiting room based on symptoms. The Medical waiting room is a designated space, separate for the Health Office, which will be utilized for evaluation of students or staff who are exhibiting signs and symptoms consistent with COVID-19. Some students may be asked to remain in class until the nurse can accommodate the student.
- C. Students will generally be instructed by the nurse to go immediately to the Health Office or Medical waiting room (without stopping anywhere else on

the way). If one or more of the following are present or per faculty/nurse best judgment - the student should stay in place for in-person evaluation:

- Confusion/Disorientation
- Decreased level of consciousness
- Shortness of breath/Respiratory Distress
- Dizziness/Lightheadedness
- Spinal cord injury/Head injury (DO NOT MOVE THE STUDENT)
- Vision impairment
- Diabetic with low blood sugar-hypoglycemia
- Life threatening bleeding

**If it is an emergency, 911 should NEVER be delayed. Activate EMS and delegate as appropriate.

III. STUDENTS WHO DO NOT NEED TO VISIT THE HEALTH OFFICE

Basic first aid supplies will be available for each classroom. Extra supplies can be picked up from the health office at the start or end of the day.

- A. Paper cuts, small abrasions, picked scabs
 1. Wash hands
 2. Apply band-aid

- B. MINOR headaches and/or fatigue in the well-appearing child
 1. Encourage snack or drink of water
 2. Apply cool water to face and neck
 3. Rest 15 minutes
 4. If worsening, contact the nurse for an office visit

- C. Mild indigestion and/or upset stomach
 1. Allow to use the restroom
 2. Drink water
 3. Rest 30 minutes
 4. If worsening, contact the nurse for an office visit

- D. Mild, intermittent cough
 1. Encourage a drink of water
 2. If cough persists contact the nurse

**Cough drops will not be available or provided to students or staff by the Health Office.

- E. Minor bug bite
 1. Apply cool paper towel

- F. Clothing/Glasses Repair

1. Email or call the front office to determine what supplies are needed

IV. NONPHARMACOLOGICAL INTERVENTION (NPI) RECOMMENDATIONS FOR COMMUNICABLE DISEASE

A. Individual

1. Avoid close contact with people who are ill
2. Stay home when you are ill
3. Cover your cough or sneeze into your elbow or a tissue. Throw the tissue in the trash. Follow with hand hygiene (See Appendix A)
4. Wear a face covering when physical distancing (less than 6 feet for 15 minutes or more) cannot take place (See Appendix B)
5. Avoid touching your eyes, nose, and mouth. If you do, follow with hand hygiene
6. Promote non-contact methods of greeting

B. Community

1. Promote up-to-date vaccinations, including the flu vaccine, in accordance with Massachusetts mandates
2. Place hand sanitizer stations at each building and Health Office entrance
3. Environmental cleaning of the Health Office and Medical waiting room throughout the school day
4. Environmental cleaning throughout the school building
5. Open windows if they can be safely opened
6. Follow all local and state regulations with regards to quarantine guidelines after travelling

V. ISOLATION AND PERSONAL PROTECTIVE EQUIPMENT (PPE) STANDARDS IN THE HEALTH OFFICE

A. Scrubs and closed-toe shoes are recommended for Health Office staff.

B. Appropriate PPE must be utilized in conjunction with universal precautions and proper hand hygiene. Consider the Massachusetts Department of Public Health, Department of Elementary and Secondary Education, and the National Association of School Nurses PPE recommendations.

C. Hand hygiene is required before and after each office encounter and after each intervention

1. Soap and water scrubbing for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol is also acceptable
2. Soap and water hand washing must be used in the case of gross soiling

D. PPE should be worn for any nursing assessment involving a student or

staff member with signs or symptoms of acute illness

- E. PPE should be discarded after gross contamination. Gloves and disposable gowns should be discarded after each use. N95 masks may be reused but should be discarded at least weekly, or more frequently per RN discretion. Face shields should be cleaned after each use and are reusable per RN discretion.

VI. SIGNS AND SYMPTOMS OF ILLNESS

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves

- Fever (100.0 degrees 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
- 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 as determined by PCP)
- Muscle aches or pains
- Rash

If staff or students have any of these symptoms, they must get a PCR test for active COVID-19 infection prior to returning to school.

A list of testing sites will be made available to the individual or family by each building's school nurse or by Sutton Board of Health.

VII. COMMUNICABLE DISEASE MONITORING

- A. The nurse will monitor each building for disease trends, collaborate with the local Board of Health and DPH.

I. REFERENCES and APPENDICES

References:

American Academy of Pediatrics. COVID-19 Planning Considerations: Return to In-person Education in Schools. (May 27, 2020). Retrieved July 22, 2020 from <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

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Centers for Disease Control and Prevention. (Last reviewed May 8, 2020) Coronavirus Disease 2019 (COVID-19) What to Do If You Are Sick. Retrieved last June 23, 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Centers for Disease Control and Prevention. (Last reviewed June 9, 2020). Coronavirus Disease 2019 (COVID-19) Using Personal Protective Equipment (PPE). Retrieved June 23, 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

Centers for Disease Control and Prevention. (May 29, 2020) Discontinuation of Isolation of Persons with COVID-19 Not in Healthcare Setting- Interim Guidance. Retrieved June 22, 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

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Centers for Disease Control and Prevention. Pandemic Flu Checklist: K-12 School Administrators (April 2017) Retrieved June 23, 2020 from <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/pan-flu-checklist-k-12-school-administrators-item2.pdf>

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Massachusetts Department of Elementary and Secondary Education. Memorandum: Protocols for Responding to COVID-19 Scenarios in School, On the Bus, or In the Community. (July 17, 2020). Retrieved July 20, 2020 from <http://www.doe.mass.edu/covid19/on-desktop.html>

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Readiness and Emergency Management for Schools. Coronavirus Disease 2019, COVID-19. Retrieved June 23, 2020, from <https://rems.ed.gov/coronavirus>

World Health Organization. Considerations for school-related public health measures in the context of COVID-19. (May 10, 2020) Retrieved June 23, 2020 from <https://www.who.int/publications/i/item/considerations-for-school-related-public-health-measures-in-the-context-of-covid-19>

RegisteredRN.org. How to Reuse PPE. (May 5, 2020) Retrieved July 22, 2020 from <https://www.registerednursing.org/how-reuse-ppe/>

Appendices:

Appendix A: Hand Hygiene Protocol

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APPENDIX A

Hand Hygiene Protocol – Sutton Public Schools

Hand Washing Instructions-follow these five steps for proper hand washing:

1. **Wet your hands** with clean, running water, then apply soap.
2. **Lather your hands** by rubbing them together with the soap, making sure to lather the fronts and backs of your hands, between your fingers and thumbs, and under your nails.
3. **Scrub your hands** for at least 20 seconds. (hum the “Happy Birthday” song twice)
4. **Rinse your hands** well under clean running water.
5. **Dry your hands** with a clean towel.

Keeping hands clean is one of the most effective ways to stop the spread of germs and stay healthy. Always wash your hands:

- Before preparing food
- Before eating
- Before and after touching your face
- Before and after treating a cut or wound
- Before and after being with someone who is sick
- After blowing your nose, coughing or sneezing
- After being in a public place
- After using the toilet
- After touching garbage
- After touching an animal, animal food, animal cages, or animal waste
- Any time your hands are visibly dirty

If you are unable to wash your hands with soap and water, use an alcohol-based hand sanitizer with at least 60% alcohol, and rub it onto the front and back of hands, and in between fingers and thumbs vigorously until your hands feel dry. This should take about 20 seconds.

References:

<https://www.cdc.gov/handwashing/index.html>

<https://www.mass.gov/service-details/handwashing-education-materials-for-the-general-public>

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APPENDIX B

Face Covering Protocol: Sutton Public Schools

Considerations for wearing a face covering:

- Face coverings should be worn in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
- Cloth face coverings help prevent people who have COVID-19 from spreading the virus to others. In addition, cloth face coverings may reduce the likelihood that a healthy person will contract COVID-19 if in the vicinity of someone who is already infected.
- Cloth face coverings reduce the spread of COVID-19 when they are widely used by people in public settings.
- Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. It is not recommended that your child wears a nylon gator or bandana as these have not proven to reduce the risk of transmission.

How to wear a cloth face covering:

- Wash your hands before putting on your face covering
- *Put it over your nose and mouth and secure it under your chin*
- Try to fit it snugly on the sides of your face
- Make sure you can breathe easily

While wearing a face covering:

- Do not touch the front of the face covering. If you do, wash your hands.
- Avoid touching your face, as viruses can still be introduced by touching your eyes, or if you are not wearing the face covering correctly
- Face coverings should not be moved during use. This includes being pulled up or pulled down below your chin. If you need to remove your face covering (for example, to eat)-remove it safely as outlined below, and wash your hands.

How to take off your face covering:

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more on how to [wash cloth face coverings](#))
- Be careful to not touch your eyes, nose, or mouth when removing, and wash hands immediately after removing

Practice good [respiratory hygiene](#):

- Cover your mouth and nose with a tissue when coughing or sneezing
- Dispose of the tissue in the nearest trash receptacle after use
- If tissues are not available, use the inside of your elbow
- Perform hand hygiene after coughing/sneezing or coming into contact with contaminated objects/materials

References:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

APPENDIX C

Quick reference sheet: Key actions for individual COVID-19 events

Event	Location of Event	Testing Result	Quarantine
<p>Individual is symptomatic with one or more symptoms of COVID</p>	<p>If an individual is symptomatic at home, they should stay home and be tested by PCR.</p>	<p>Individual tests negative</p>	<p>Return to school once cleared by PCP to return and asymptomatic for 24 hours.</p>
	<p>If an individual student is symptomatic on the bus or at school, 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>If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and be tested by PCR.</p>	<p>Individual tests positive</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 the 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 and until at least 24 hours have passed with no fever and with improvement in other symptoms.</p>
		<p>Individual is not tested</p>	<p>Remain at home in isolation for presumed COVID for 14 days, with close contacts in quarantine as per Public Health Nurse guidance, unless there is another explanation for the symptoms and cleared by PCP to return</p>

<p>Individual is exposed to COVID-19 positive individual</p>	<p>If an individual is at home when they learn they were in close contact with an individual who tested positive for COVID-19, they should quarantine at home for 14 days and have PCR test per Public Health RN protocol. A negative PCR doesn't allow "testing out" of quarantine.</p> <p>If an individual is at school when they learn they were in close contact with an individual who tested positive for COVID-19, they should go home and should quarantine at home for 14 days and have PCR test per Public Health RN protocol. A negative PCR doesn't allow "testing out" of quarantine.</p>		
		<p>Individual tests positive</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 and until at least 24 hr have passed with no fever and improvement in other symptoms.</p>
		<p>Individual is not tested</p>	<p>Remain home in self-quarantine for 14 days from exposure</p>

APPENDIX D:

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 the local Board of Health or Massachusetts Community Tracing Collaborative. Whether symptoms are present or not, they must remain in self-isolation for at least 10 days **and** until at least 24 hr have passed with no fever and with improvement in other symptoms.
2. The student's parent/caregiver or the staff member informs the school nurse that the individual has tested positive for COVID-19. The school nurse in turn notifies others as pre-determined by the school (e.g., school leadership, bus company, building management, maintenance) as to the presence of a COVID-19 case. COVID-19 results represent protected health information and will be managed as such.
3. Determine whether the student or staff member was on the premises during the time frame that began 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 a communication to families that have been determined as a close contact (e.g., cohort) that there has been a positive test without naming or otherwise identifying 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 and their student has been identified as a close contact.
 - 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”. 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 quarantine at home for 14 days and have PCR test per Public Health RN protocol. A negative PCR doesn't allow “testing out” of quarantine.
 - IV. 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).
 - V. Remind families and/or staff of the list of COVID-19 symptoms for which to monitor.
- c. If the school finds out about the 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 will be contacted for dismissal. 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 return to school until they have completed quarantine per the Public Health RN.

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 the 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 greater than 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 with a PCR test at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - d. Instruct the students or staff members to quarantine for 14 days per the Public Health RN protocol.
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 once they have completed a 14-day quarantine

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.

APPENDIX E:

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 with a PCR test at one of Massachusetts's test sites and should quarantine for 14 days per the Public Health RN protocol. A negative test will still require a 14 day quarantine.
3. In order to return to school, close contacts need to have completed 14 days of quarantine, have and not have had any COVID-19 symptoms during the quarantine. If symptoms were present during quarantine, a negative PCR test is also required.
4. 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 24 hr. have passed with no fever and with improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student / staff tests positive for COVID-19."

APPENDIX F

Protocol: Student is symptomatic at home

1. Family should monitor students at home each morning for the most common symptoms of COVID-19 (see list above).

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 nurse and inform them the 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. The school system requires a PCR test (not antibody or antigen testing).¹² An individual who does not wish to be tested should instead isolate for 14 days¹³ and until asymptomatic.

IV. The student should have a PCR test at one of Massachusetts's test sites.¹⁴ 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 and until cleared to return by the PCP

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

APPENDIX G:

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 (if applicable) 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 the 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 and 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 of a possible symptomatic child.
5. School nurse 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 should evaluate the student for symptoms (see list above: “Most common symptoms of COVID-19”).
 - a. **IF ANY SYMPTOM of COVID-19:**
 - 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.
 - 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 will be

expected to pick up student within 30 minutes of contact from the school nurse. 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:** If the primary caregivers cannot be reached by phone or cannot pick up student within 30 minutes, backup caregivers listed on the emergency contact form will be called. The student should wait in the medical waiting room until picked up. The student should not go home on a school bus with other students. ***It is important to note that if the student ultimately proves positive, the secondary caregiver would be considered a close contact if within 6 feet of the student for 15 or more minutes.**
 - 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. The schools require a PCR test, and not an antigen or antibody test
 - IV. Student should get tested with a PCR test 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 symptomatic student may return to school based upon guidance from their PCP and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours and cleared by the PCP
 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 24 hr have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Student/staff tests positive for COVID-19."
- b. **IF NO SYMPTOMS:**
- I. If the evaluation shows the student does not have symptoms, send the student to class.

APPENDIX H:

Protocol: Student is symptomatic at school

1. Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school nurse. (Note: This will require training for teachers.)
2. Teacher ensures the student is wearing a mask that fully covers nose and mouth at all times.
3. Teacher calls the nurse to inform him/her that they have a symptomatic student. The school nurse will determine where the student will be assessed either designated triage space or Medical waiting room
4. The school nurse will 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 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.
 - 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:** If the primary caregivers cannot be reached by phone or cannot pick up student within 30 minutes, backup caregivers listed on the emergency contact form will be called. The student should wait in the medical waiting room until picked up. The student should not go home on a school bus with other students. ***It is important to note that if the student ultimately proves positive, the secondary caregiver would be considered a close contact if within 6 feet of the student for 10 or more minutes.**

- III. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. The schools require a PCR test, not an antibody or antigen test. 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 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 and cleared by the PCP.
2. **IF POSITIVE:** Student remains 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 the 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 24 hr have passed with no fever and with improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student or staff tests positive for COVID-19."
3. If a student presents with COVID-19 symptoms and chooses not to be tested, they may return to school 14 days from the start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without using fever reducing medicines.

b. **IF NO SYMPTOMS:**

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

APPENDIX I:

Protocol: Staff is symptomatic at home

1. Staff should monitor themselves at home each morning for the most common symptoms of COVID-19 (see list above: “Most common symptoms of COVID-19”).
 - a. **IF NO SYMPTOMS:** Come to work.
 - b. **IF ANY SYMPTOM:**
 - I. Do not come to work.
 - II. Contact the COVID-19 point of contact and/or other absence reporting mechanism established by the school.
 - III. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. The schools require a PCR test, not an antibody or antigen test. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - IV. The staff member should get tested with a PCR test at one of Massachusetts’ 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 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 and cleared by the PCP.
 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 24 hr have passed with no fever and with improvement in other symptoms. FOLLOW STEPS UNDER: “Protocol: Student/staff tests positive for COVID-19”.
 3. **If a staff member presents with COVID-19 symptoms and chooses not to be tested ,** they may return to school 14 days from the start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without using fever reducing medicines.

APPENDIX J

Protocol: Staff is symptomatic at school

1. As noted above, staff should be encouraged not to come to school if they are experiencing any symptoms of COVID-19.
2. If a staff member develops any symptoms during the day, they should follow the school's protocol. Notify the school nurse and leave as soon as possible. Staff are encouraged to notify their physician.
 - 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. The schools require a PCR test, and not an antibody or antigen test. 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 with a PCR test 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 and cleared by PCP
 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 the 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 24 hr have passed with no fever and with improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student/staff tests positive for COVID-19".
3. If a staff member presents with COVID-19 symptoms and chooses not to be tested, they may return to school 14 days from the start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without using fever reducing medicines.
Public

APPENDIX K:

Protocol: Presence of multiple cases in the school or district

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 superintendent 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 quarantine per the Public Health Nurse Protocol, 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 Boards 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.
Contacts:
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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 and/or district should send clear information and instructions to families and staff:
 - Informing them that it is possible COVID-19 is being transmitted in the school and/or district

- Noting that there may be more potential cases that are not yet symptomatic
- Recommending students quarantine and not have contact with others
- Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents)
- Reminding families of the list of COVID-19 symptoms for which to monitor
- 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

APPENDIX L:

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 superintendent 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.

Contacts:

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APPENDIX M:

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.