



**2020-2021**

**Health and Safety  
Policy and Protocols**

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## **Preface**

- This document is intended to outline the School's health and safety policy and protocols for campus learning in the COVID-19 climate for the 2020-2021 school year at Shrewsbury Montessori School. According to Guidelines released by Massachusetts Early Child Education and Care (EEC) and Department of Elementary and Second Education (DESE) in June 2020, Shrewsbury Montessori School aims to bring all students back on campus for full day instruction, Monday through Friday. The School acknowledges that the policy and protocols outlined in this document intend to help mitigate, not eliminate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk.
- The School also acknowledges that this pandemic is unpredictable. The School intends to develop policy and protocols that are flexible and nimble in responding to new information, and will keep the community updated as changes take place in the near future. For this reason, we are posting this Policy and Protocols Handbook on SMS's website, so the School can make timing adjustments when necessary.
- This Health and Safety Policy and Protocols document is considered as a 2020-2021 addition to the Shrewsbury Montessori School's Employment Handbook and Student and Family Handbook.
- The School has drafted this policy and protocols document by following guidelines established by Early Child Education and Care (EEC), Department of Elementary and Second Education (DESE), Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), and National Association of Independent Schools (NAIS).
- The school recognizes that mitigating risk related to COVID requires active participation and compliance by all members of the SMS community including teachers, staff, students, parents and any other household members of students and staff.
- Compliance to School Policies and Protocols: All personnel—students, faculty, staff—shall comply with the School's Health and Safety Policy and Protocols at all times. Multiple violations of the Policy and Protocols by a student (i.e. a child repeatedly showing up at school without PPE, lunch and snacks not prepared as required) will be investigated and may result in the individual being asked to leave school for the remainder of school year/ COVID-19 pandemic without tuition refund. Multiple violations of the Policy and Protocols by a faculty/staff member will be investigated and may result in disciplinary action including the suspension for the remainder of school year/ COVID-19 pandemic without pay or termination.
- Please direct your policy related questions to [backtoschoolquestions@shrewsburymontessori.org](mailto:backtoschoolquestions@shrewsburymontessori.org).

## **A: Summer Preparation**

### **• Preparing the school**

- Deep clean: The School employs a professional company to deep clean the campus including the floor, carpets, walls, furniture, bathroom, and the playground this summer to prepare to welcome students in the fall.
- Make infrastructure preparations (include but not limited to):
  - space planning to enable required physical distancing,
  - designate a room/space to isolate personnel or a student who is on campus and is discovered to: 1) have tested COVID-19 positive and has not been cleared to return to work/school by a licensed medical provider, 2) develop or is exhibiting potential COVID-19 symptoms or 3) has come in direct contact with someone who is tested COVID-19 positive,
  - whenever feasible, making high-touch items (i.e. faucets, toilet handles) touchless,
  - tape down arrows to direct school traffic within the building,
  - tape down physical distancing cues in classroom,
  - rearrange classroom furniture to support physical distancing,
  - post signs to remind people to practice health and safety practices,
  - post signs to remind people of hand hygiene and the need to wipe down high-frequency surfaces,
  - install soap and hand sanitizing stations where needed,
  - install Plexiglas to areas of the school building that physical distancing would be difficult to maintain, such as the front desk
- Establish daily cleaning and disinfecting routines while children are in the building: See details in the “Learning in School” section.
- Establish daily cleaning and disinfecting routines when children leave the building after school: The School’s custodial service company has agreed to take on the daily duty of using Clorox 360 to disinfect the campus after children leave campus on a daily basis.
- Establish a deep cleaning protocol of exposed areas if the school comes in contact with a person who is tested COVID-19 positive: See more information in the COVID-19 Scenarios and Protocol section.
- Stock up on appropriate PPE for students (of different age, grade level) and staff (of different roles).

### **• Preparing faculty & staff**

- Review and implement flexible sick leave policies and practices that enable staff to stay home when they are sick, or have been exposed or caring for someone who is sick. Consult with the Head of School and the school’s Employee Handbook for details.
- Require faculty to receive flu shots before returning on campus (unless medically contraindicated for the individual). Require faculty to receive a CDC-recommended Covid-19 vaccine once it is introduced and available to teach on campus, unless they have a medical issue precluding safe administration. The School administration will distribute and ask faculty and staff to sign a consent form.
- Require staff/faculty to keep the admin team updated on their travel and health conditions this summer starting August 1 including past travel in July. If faculty travel or have travelled outside of New England or New York, he/she needs to be tested within 72 hours after such travel and present negative test result before coming in contact with the school community in person.

- Draft substitution plans for faculty, staff, and administrators. Faculty succession plan: build a robust sub list. Administrative team succession plan: Conduct cross training amongst team members.
- Provide faculty and staff training on COVID-19 related health and safety policy, protocols and practices prior to the beginning of school.

- **Preparing students and families**

- Require families to get each child up to date with their vaccines before returning to school.
- Require each child to get a flu vaccine before returning to campus.
- Require each child to get a COVID-19 vaccine once it becomes available to learn on campus, unless they have a medical issue precluding safe administration.
- Require families to keep the school informed of their travel plans starting August 1 including past travel in July. If any household family member travels outside of New England or New York, they need to follow CDC and MA's Guidelines to allot enough time for self-quarantine and testing before sending student(s) to school.
- Provide families and students with training on COVID-19 related health and safety policy, protocols and practices prior to the beginning of school.

## **B: Daily Preparation Before Coming to School**

### **• Recognizing COVID-19 symptoms:**

This is a full list of symptoms for which caregivers should monitor their children, and staff/faculty should monitor themselves:

- Fever (100.4° Fahrenheit or higher or subjective if unable to measure temperature), chills, or shaking chills
  - Cough (not due to other known cause, such as chronic cough or asthma)
  - Difficulty breathing or shortness of breath
  - New loss of taste or smell
  - Sore throat
  - Muscle aches or body aches
  - Nausea, vomiting, or diarrhea
  - Severe fatigue, not explained by other reasons
  - Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms
- **If staff or students have any of these symptoms, they need to stay home.** They must get a test for active COVID-19 infection prior to returning to school. See more information in the COVID-19 Scenarios and Protocol section.

### **• Daily Health Self-Screening:**

- All personnel, students, faculty, and staff are required to fill out an online Daily Health Self-Screening Form before coming to school. The school sends families a link to access this online form every morning.
- The Daily Health Self-Screening online form has two sections: Section A checks if students and employees have any of the nine symptoms that are consistent with COVID-19. Section B asks questions to track contact-tracing and travel information, for example if the student has been in direct contact with someone who is tested positive for COVID-19 in the past 48 hours, or if the employee has returned from a hot spot area in the past 72 hours.
- Stay home if you are not feeling well. Report absences and symptoms to the school office at [office@shrewsburymontessori.org](mailto:office@shrewsburymontessori.org) or by calling 508-842-2116. Upon receiving a report, the School Nurse will reach out to families or employees to do a verbal screening of symptoms and recommend the next steps. Usually, with COVID-19 like symptoms, we require the person to get tested and then return to school with a negative COVID-19 test result after being symptom free for 24 hours without fever reducing medication.
- Stay home if you know that you have been in direct contact with a person who is tested positive for COVID-19 in the past 48 hours. A household member is considered a direct contact for potential exposure. Report absences and symptoms to the school office at [office@shrewsburymontessori.org](mailto:office@shrewsburymontessori.org) or by calling 508-842-2116. Upon receiving a report, the School Nurse will reach out to families or employee to do a verbal screening of symptoms and recommend the next steps. Usually, with COVID-19 like symptoms, we require the person to get tested and then return to school with a negative COVID-19 test result after being symptom free for 24 hours fever reducing medication.
- For symptoms like a non-persistent runny nose that without other accompanying symptoms, the student or employee can attend school with a note from the individual's primary care doctor to state that this stand-alone symptom is caused by a pre-existing known condition, such as chronic seasonal allergies. The School Nurse will conduct visual and verbal screening of these individuals daily on campus to ensure that these stand-alone

symptoms stay at baseline and they are indeed caused by the stated pre-existing condition. Otherwise, the School will ask the individual to go home, get treated and tested, until he/she is fully recovered. This condition holds true if this individual's information in Part B of the self-screening form has not changed. For example, this individual did not travel to a hot spot area and returned within the past 72 hours without a negative COVID-19 test result or if this individual has been in direct contact with a COVID-19 positive case within the past 48 hours. In other words, this individual will be required to get tested again for COVID-19 for symptoms if information in Part B of this person's self-daily health screening has changed.

- Students and faculty are required to come to school without having taken fever reducing medication to avoid masking of symptoms and double-dosing, such as Tylenol or ibuprofen. Allergy medication, approved by the individual's primary doctor, is permitted to help alleviate appropriate symptoms.
- Students and employees who voluntarily stay home due to symptoms or a health condition are not required to fill out the health daily screening form, as the office has already been notified via an email of their whereabouts and symptoms.

- **Reporting symptoms, potential exposure, travel record and positive cases:**

All personnel are required to report their symptoms, potential exposure, travel record and positive cases to the Head of School, Amy Shen, [office@shrewsburymontessori.org](mailto:office@shrewsburymontessori.org), 508-842-2116 office, 802-999-3145 cell. The Head of School or designee shall keep any COVID-19 positive case's personal information confidential. However, the Head of School needs to update the school community on its Covid-19 case numbers throughout the school year and may need to inform potentially exposed students' families and staff/faculty members of a potential exposure. The Head of School or designee also needs to report any COVID-19 cases to the local Shrewsbury Department of Health and Human Services, Patricia Bruchmann, [Bruchmannp@worcesterma.gov](mailto:Bruchmannp@worcesterma.gov), 508-799-8531, extension 33154 office, and for after-hours 774-242-7607 cell. See more details in Section E: COVID-19 Scenarios & Protocols.

- **Pack appropriately for the school day:** All personnel, students, faculty, and staff need to bring appropriate PPE, pack lunch, and additional personal items according to the School's Health and Safety Policies.

- **Guidelines for packing PPE:**

- For students: Face covering (i.e. masks) that securely covers student nose and mouth. Pack back-up masks to ensure that the student will have enough throughout the day. The school expects children of all ages and adults to wear masks 100% of the time at school, except for mask breaks and meal time during which children shall be strictly 6 feet apart. The school will provide back-up child size masks if students happen to run out of or misplace their face covering and back-up face coverings in a day.
- For faculty and staff: Face covering (i.e. masks) that securely covers nose and mouth. Pack back-ups to ensure enough supply throughout the day. The school expects children of ages and adults to wear masks 100% of the time at school, except for mask breaks and meal time when people can be strictly 6 feet apart. The school will provide back-ups for just-in-case situations.
- For faculty and staff: When teachers perform tasks that involve cleaning up bodily fluids, eye covering, and gloves are required in addition to face covering. The school will provide face coverings, eye covering, and gloves.

- For faculty and staff: When performing COVID-19 related health check-ups (i.e. assessing a sick person by taking his/her temperature), the medical staff such as a nurse needs to wear full PPE (Face shield, n-95 mask, gown, and gloves). The school will provide the medical staff with full PPE supplies.
- **Guidelines for packing lunch, snacks:** According to DESE guidelines, schools should avoid food preparations on school premise unless they have a licensed commercial kitchen. Families are responsible for preparing lunch and snacks for students. Please prepare ready-to-eat meals and snack that do not require any preparation in school; for example, prepare sandwiches that do not require any assemblage or fruit that does not require any cutting into pieces. Put lunches and snacks in a brown paper bag. Any leftovers will be thrown out during the cleaning up time. Parents provide utensils. The School provides disposals cups and plates.
- **Guidelines for packing water bottles:** All school personnel, students, faculty and staff, are asked to bring disposable water bottles to school (i.e. pre-packaged bottle of water from the store). Upon usage, empty water bottles will be discarded/recycled. Water bottles are not to be shared. School provides disposable cups and water pitchers. Water pitchers will be handled by adults, with masks with hand hygiene being practiced before and after touching the water pitchers.
- **Guidelines for packing personal items:** Students and faculty are allowed to pack personal items such as a change of clothes and school supplies. All personal items cannot be shared. All personal items need to be stored separately in clear plastic zipped storage bags so personal items of different owners do not come in contact with each other.

## **C: Learning on Campus**

These policy and practices are not listed in any particular order in this section. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of these coordinated interventions in total can greatly help to mitigate the risk.

**Daily screening on campus:** Families and employees are required to conduct self-monitor and screening by using a computer or phone application provided by the school before coming to school. If anyone exhibits any potential COVID-19 associated symptoms, stay home. Once having arrived on campus, school employees will conduct visual and verbal screening on students. Students who exhibit any potential COVID-19 associated symptoms will be asked to isolate in the school's medical waiting room (former HOS office), to be examined by the nurse and sent to a public health facility or home. See more details in Part E, COVID-19 Response Scenarios and Protocols.

**Face coverings:** Face coverings that securely cover the nose and mouth (i.e. quality masks) are one of the most important tools to prevent transmission of the virus. All students, staff and faculty will be required to wear face covering at all times while inside the school buildings (with exception of mask breaks and meals – specified elsewhere in this document and for adults when working alone in their office space, in an enclosed space, and can be 6 feet away from others). Special accommodations to the school face covering policy for students will only be considered for learning and behavioral conditions that preclude a student from wearing face covering (families must provide documentation from a licensed behavioral health provider in Massachusetts supporting this need). Accommodations will be made to ensure 6 feet distancing at all times for such a student. Should student behavior cause undue difficulty in ensuring 6-foot distancing at all times, the School may consider alternatives to ensure safety of that student, other students, and staff. When teachers perform tasks that involve cleaning up bodily fluids, eye covering (i.e. a face shield) and gloves are required in addition to face covering. When performing COVID-19 related health check-ups (i.e. assessing a sick personal by taking his/her temperature), the medical staff such as a nurse needs to wear full PPE (Face shield, n-95, gown and gloves).

Important note: According to EEC and DESE Guidelines, children under grade 2 are encouraged to wear face coverings that cover their mouth and nose. Students above grade 2 are required to wear face covering to cover their mouth and nose when 6 feet of physical distancing cannot be maintained. However, CDC guidelines stipulate that any person greater than 2 years of age should wear a face covering when in public settings. SMS acknowledges the inconsistency in these guidelines from these bodies. In effort to optimally support the health and safety our SMS community as well as our communities at large, SMS has elected to follow the above face covering policy. SMS may revisit this policy as we gain experience in implementation and/or new recommendations come to light.

**Mask breaks:** It is recommended that students have at least two mask breaks per day (i.e. mealtime and recess outdoors). Spaces for mask breaks must allow students to be at least 6 feet apart. School will use tape, markers, and signs to identify where students should be at maintain 6 feet of separation. Handwashing facilities or hand sanitizer will be available upon entering and leaving this space. Provide napkins or paper towels for masks to be set on (inside face up) when removed.

**Face covering/mask removal:** Masks should be removed by handling the ties or back/ear areas of the masks once seated. Do not touch the outside or inside of the part covering the face. While taking a mask break or eating, masks should be placed on a napkin, paper towel, or other container on the table, with the inside of the mask facing up. Face covering/masks should be put back on before leaving the mask break area or seat after eating.

**Mask disposal:** If a reusable mask breaks and needs to be thrown out or if a single-use mask needs to be disposed of, it should be placed into the nearest trash can by the individual who wore the mask. The individual should immediately put on a new mask after washing their hands.

**Physical distancing:** The primary mode of transmission of COVID-19 is through respiratory droplets by person in close proximity. The school adheres to stipulated 3-6 feet safe distance established by DESE and EEC. The goal is for a physical distance of 6 feet whenever possible; 3 feet is the minimum distance allowed. During meals, mask breaks, and other times when masks are not worn, 6 feet is the minimum distance allowed. A maximum number of students and teachers per room will be calculated and adhered to in order to support these distancing goals (may vary depending on size of room). Shrewsbury Montessori's Auburn campus adheres to EEC's regulations published on June 1, 2020 of allowing 10 students and 2 adults in one room at a time.

**Creating and staying within cohorts:** It is important for our classrooms to be self-contained as possible. Keeping children, children's items, such as clothing, shoes, and lunchboxes within the classroom helps prevent cross contamination among other groups on campus. By minimizing cross contamination, we increase the possibility of closing just one classroom versus the entire school if there is a suspected or confirmed case of COVID-19. Student and staff groupings will be kept as static as possible by having the same group of students stay together within one group throughout the school day. SMS students of all divisions are expected to stay within their cohorts throughout the school year for the duration of the DESE and EEC Guidelines released in June. Children will remain in their group without any mixing of groups at the beginning or end of the day. Children should not intermix during transition time, such as arrival and dismissal times. For the playground and gardening class, children follow a staggered schedule, so each classroom cohort can occupy the playground or garden one group at a time. Faculty and specialists will rotate in and out of classrooms to conduct needed lessons.

**Seating chart in the classroom:** In order to enable physical distance and help the school with contact tracing, children are to be assigned with a daily seating (washable mats, laminated mats, desks or tables) or area where they use as a home base to stay within during the school day.

**Movement protocol within the school:** Students and adults are expected to follow the school's movement protocols to avoid crowding, maintain cohorts, and minimize unnecessary person-to-person interactions. See below for the school's protocols for arrival and dismissal times, transitions between recess groups, bathroom breaks, one-day pathways for hallways, exits and entrances.

**Hallways, exits, and entrances:** All personnel must adhere to the movement protocol established by the school. Follow direction signs posted in hallways and at the entrances and doorways.

**Hand hygiene:** The primary mode of transmission of COVID-19 is through respiratory droplets caused by cough, talking and sneezing by person in close proximity. COVID-19 by way of droplets can live on surfaces for an extended period of time. For this reason, students and faculty are required to wash hands with soap and water for 20 second at each transition of activities within the classroom (i.e. wash hands before and after picking up a new Montessori Work) and at each transition when moved from one space to another (i.e. wash hands before and after the playground). Signs will be posted in the school buildings to remind faculty and students to comply with frequent hand-washing routines. Hand sanitizers are best reserved for situations when soap and water are not readily available. For student health, SMS will install hand sanitizer, soap dispensers, and water sources at strategic places in the school building, including all entries and exits, in bathrooms, in classrooms, and next to mask break areas. The School promotes hand washing with soap and water when possible. Hand sanitizer can be used when soap and water is not readily

available. Visit this [link](#) for more information on CDC Guidelines on hand hygiene. Hand washing or hand sanitizer is required upon entering the school building.

**PPE usage:** In addition to face covering, when teachers perform tasks that involve cleaning up bodily fluids, eye covering (i.e. a face shield) and gloves are required in addition to face covering. When performing COVID-19 related health check-ups (i.e. assessing a sick person by taking his/her temperature), the medical staff such as a nurse needs to wear full PPE (Face shield, n-95 mask, gown, and gloves).

**High touch area cleaning:** The primary mode of transmission of COVID-19 is through respiratory droplets by person released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and through the nose or mouth, and cause infection. In addition, according to the latest research, this virus can live on surfaces for an extended period of time. For this reason, we need to clean and disinfect frequently touched surfaces (i.e. playground equipment, door handles, drink fountains, etc.) within the school and on school buses at least daily or between use as much as possible. Use of shared objectives (i.e. gym or physical education equipment, art supplies, materials, games) should be limited when possible, or cleaned in between use. We also follow CDC's [six steps to cleaning a surface](#). Afterwards, we securely store away cleaning supplies for the safety our children. Surfaces and objects in public places, such a tabletop, toilet seats, countertops, keyboard, handles, desks, phones, Montessori materials, etc. will be cleaned after each use.

**Use safe disinfectant solutions:** The School uses an EPA approved disinfectant that is effective against COVID-19 on [EPA List N](#). When possible, only products selected as [safe for humans and the environment](#) containing active ingredients such as hydrogen peroxide, ethanol, citric acid, should be selected from this list, because they are less toxic, are not strong respiratory irritants or asthma triggers, and have no known carcinogenic reproductive, or developmental effects. The school will not use products known to contain methanol. When EPA-approved disinfectants are not available, alternative disinfectants such as diluted bleach (1/3 per gallon of water at room temperature) or 70% alcohol solutions can be used. Children should not be present when disinfectants are in use and should not participate in disinfecting activities. Most of these products are not safe or used by children, whose "hand-in-mouth" behaviors and frequent touching of their faces and eyes put them at higher risk for toxic exposures. If disinfection is needed while children are in the classroom, adequate ventilation will be in place and nonirritant products should be used. Disinfectants such as bleach and those containing quaternary ammonium compounds or "Quats" will not be used when children and adolescents are present, because there are known respiratory irritants. Staff will wear disposable gloves to clean surfaces using soap and water, and then use disinfectant. Cleaning with soap and water reduces number of germs, dirt and impurities on the surfaces. Disinfecting kills germs on surfaces. We will practice routine cleaning of frequently touched surfaces. More frequent cleaning and disinfection maybe required based on level of use. UVC disinfecting product is not recommended for children.

**Montessori classroom cleaning routine and procedure during instructional time:** Students are required to wash their hands or use hand sanitizer before picking up and working with any new Montessori materials. Adults will wipe down Montessori materials with [children-safe solutions](#) after each use to prepare the material for the next child. For smaller Montessori materials that are difficult to clean (i.e. the alphabet and beads), the School is purchasing these materials for each child to have their own set. Disinfection of materials will take place each evening after children leave the school building.

**Work mats:** Each child should use their own work mat each week. Work mats must be stored separately (but not in sealed containers) and washed once per week.

**Soft and cloth-based materials:** Soft and cloth-based materials, such as rugs, pillow, stuffed animals, and

dress-up clothing need to be removed from classrooms. Children can bring their own change of clothes and personal items, but they cannot be shared.

**Storage for student personal items at school:** Student personal items including food, change of clothes, and school supplies cannot leave the students' classroom. Within the classroom, students will be provided with a space such as a plastic container to put their items, so student items can be kept separate from each other.

**Handling shoes in a Montessori classroom:** As Montessori practice, students are asked to bring indoor shoes to school. This practice shall remain the same. Student shoes will be stored in a way that they do not contact one another. Adults and students need to practice hand hygiene before and after touching shoes.

**Bathroom usage:** One child enters the bathroom at a time with a staff member if needed. Wash hands before and after using the bathroom. The School establishes and follows a bathroom cleaning schedule. Each bathroom will be wipe-down every 2-3 hours each day. When waiting for bathrooms, children must wait in line standing 6 feet away from one another. Signs and steps will be taped in and outside of bathroom as reminders. Water faucets and toilet handles in school are all made to be touchless. The school does not use hand driers, which increase the flow of air particles in bathrooms. The school uses disposable towels. When feasible, windows in bathrooms that do not pose a safety or privacy risks will be opened.

**Recess & playground:** The School's playground will be used via a staggered schedule to allow one class cohort to occupy the playground at once. When outside, children can take a mask break if they can maintain 6 feet apart from one another. Otherwise, students need to adhere to the masking requirements and at least 3 feet of distancing wearing masks. Students need to wash hands before entering and after exiting the playground. Students need to wear face covering when using playground equipment. Staff will wipe down high-touch surfaces made of plastic or metal following a routine schedule by using [EPA approved cleaning products](#) that are safe for children.

**Naps:** Place napping mats/floor beds 6 feet apart for nap time. Nap mat/floor bed should be wiped down and disinfected after each use. Parent need to supply blankets. Each child's blanket will be sent home to be washed once a week. During the week, blankets will be stored in a space or container to ensure that the blankets do not come in contact with each other.

**Physical touch:** Faculty and staff will limit touching children by using creative communication (air fives, waving, air kisses) to encourage social distancing. However, they fully understand that it might not be possible to keep children 6 feet apart in a classroom 100% of the time, but with sufficient staffing, the school is committed to utmost to keep our children 6 feet apart.

**Ventilation:** When weather permits, windows and doors should be kept opened to maximize air circulation. Air filtration systems are installed in spaces where there is a need to increase air circulation. The school has placed HEPA filters in each classroom and common space. Doors and windows should be kept open whenever possible. When Air Conditioning is used, doors and windows need to be kept open.

**Arrival and dismissal:** Staggered pick-ups and drop-offs will be instituted at school to help disperse crowds to maximize physical distancing. Face covering is required during the pick-up and drop-off time for all. The School will arrange schedules and inform families before the start of school. Sibling situations in which families need to pick up multiple children will be taken into consideration to ensure that families make minimum stops at school each day. To ensure health and safety, we are asking parents to help a child in and out of a car seat and car if the child is too small to do so by him or herself. If assistance is needed for a child to get up the front door stairway, school faculty and staff shall wear gloves, and guide each child via a

light touch on the shoulder. Hand sanitizer will be used in between each child if physical contact has occurred.

**Meals and snacks:** According to DESE guidelines, schools should avoid food preparations on school premise unless they have a licensed commercial kitchen. Parents provide lunch and snacks for their child. Please prepare ready-to-eat meals and snack that do not require any preparation in school; for example, prepare sandwiches that do not require any assemblage or fruit that does not requires any cutting into pieces. Families should place lunches and snacks in a brown paper bag. Any leftovers will be discarded during the cleanup time. Parents provide all utensils needed for meals and snacks. The school will provide disposable cups for water.

**Water consumption:** Parents prepare labeled bottled water in disposable containers for students to bring to school. Empty containers will be discarded and recycled after consumption. Water bottles cannot be shared amongst students. The school provides disposable cups for water consumption. Plastic water pitchers can be used on school grounds. Only adults can handle water pitchers wearing masks and practice wash hand hygiene before and after handling water pitchers.

**Food consumption:** Meals and snacks should be taken within the same student cohort inside of their classroom or on the playground. Students need to be seated 6 feet apart when eating. Hand hygiene should be practiced before and after meals and snacks. Face coverings will be removed for the shortest amount of time possible accounting for children being encouraged to eat/drink at a pace comfortable and natural for them. Remind students to practice proper face covering/mask removal procedures. Face covering/masks should be put back on before leaving seat after eating.

**Faculty and staff breaks:** Faculty and staff will stagger breaks and lunches to encourage physical distancing. Wipe down toilet lever, sink, and door handle upon exiting restrooms with approved disinfection materials. Adults should follow the same meal and snack preparation and consumption rules as students. Staff should wipe down touched surfaced including but not limited to the table, chair, and door to the break room or classroom when done.

**Faculty and staff visiting school afterhours:** Disinfection will take place every day after school hours, usually from 7pm and on. If faculty and staff need to visit school after hours to fetch materials or feed the hamster, etc., please contact the Head of School for more information.

**Treating school animals with kindness:** As a part of the Montessori curriculum, each classroom, ideally, need to host a live animal, like a fish, hamster or gerbil, etc. Disinfection spray is not healthy to our animals. Faculty need to notify the school administration the placement of school animals. School administration shall provide the cleaning company with instructions to practice care and caution when cleaning and disinfecting school facilities during after school hours.

**Handling school animals:** Taking care of school animals, such as feeding and cleaning the tank/cage is a part of the Montessori curriculum to teach students compassion, responsibility, and science. Faculty shall establish a schedule to allow student to continue their regular chores, but can practice social distancing while completing their chores. Students and faculty/staff should perform hand hygiene before and after touching animals or their tanks/cages.

**Nursing protocols/asthma treatment:** The School nurse and health professionals need to continue their normal duties besides attending to COVID-19 related routines and tasks. When examining COVID-19 related patients, the nurse needs to isolate the individual showing symptoms and wear full PPE to perform the examination process. For asthma treatment, the nurse needs to wear full PPE to treat the patient.

When performing other duties, such as administering medications, the nurse needs to wear mouth covering and gloves when interacting with the students. The School needs to build a sub list for nurse and health care staff, for just-in-case purposes.

**Field Trips:** Field trips will be pursued virtually only during the 2020-2021 school year.

**Visitor and volunteers:** Nonessential visitors, volunteers, and activities involving external groups or organizations will be limited as much as possible. Exception can be made for contracted service provided for the purpose of special education, required support service, or program monitoring as authorized by the school. Admissions tours and interviews will be conducted virtually. Meetings with external school personnel, including parents, will be conducted virtually whenever possible. A single entry and exit point will be designated for all visitors to be visually screened and logged in. For visitors who need to enter, they should first gain approval, be briefed on the school's COVID-19 policies, and verify they do not have symptoms. Ensure that visitors wear masks covering their nose and mouth at all times and are aware of any other health and safety protocols for the schools.

**Track visitor log:** A log of all visitors will be kept and maintained for 30 days, with the date, contact phone number, arrive/departure times and areas visited within the building for each visit.

**Mental health and emotional support:** The School faculty, staff, and families are going to work together to shape messages to students about the response to the pandemic. SMS will approach school health and safety practices with positive messaging but will reinforce the importance of each student doing their part to help. The Schools plans to add forming healthy habits into the School's Montessori practical life curriculum. The School will also incorporate academic accommodations and support for all students who may be having difficulty concentrating or learning new information because of stress associated with the pandemic. Fear-based messaging will be avoided.

## **D: Specialist Classes**

**Music:** No chorus, singing, musical theater, and using brass or woodwind instruments are permitted indoors. When outdoors, with masks encouraged if possible, these activities can occur with at least 10 feet of distance between individuals. When singing outdoors, students should face in one direction, avoid singing in a circle or semicircle formation. Music learning will focus on other aspects of music instruction, such as history of music, music theory, or vocal anatomy. Or these courses shall be conducted virtually.

**Musical instruments:** As noted earlier, instruction for musical instruments that require air blowing (e.g., recorder, flute, oboe, clarinet, trumpet, saxophone, and trombone) can only occur outdoors when individuals are at least 10 feet apart. These instruments should never be shared. Instruction for musical instruments that do not involve air blowing (e.g., strings, percussion, and piano) may continue indoors or outdoors as long as health and safety requirements are met. If needed, these instruments can be shared between students in accordance with the guidelines on shared equipment. Students should be encouraged to clean their instruments regularly, especially the mouthpiece and high-touch surfaces, such as finger pads. For cleaning guidelines specific to each instrument, consult details here: [COVID-19 Instrument Cleaning Guidelines](#).

**Library:** The librarian will continue to conduct read out loud sessions and make the school's library catalogue and books available to students. The school library inventory will be moved to an off-campus location for 2020-2021. The librarian can have access to all the books and bring requested books to students on a schedule. The location of the library will be different, but our librarian and the school's objective remains the same: get our students fired up about reading and to love to read for learning and for life. The librarian shall establish a schedule following which returned books shall be kept in a safe space (i.e. an uncovered plastic bin) for at least three days before they can be returned to the library's shelves or lend to another student.

**Physical Education:** No physical education classes can have activities with close physical contact. Physical education should prioritize activities that do not require shared equipment. For example, agility training exercises, bodyweight strength training (such as push-ups), yoga, track and field, running, step aerobics, or racquet activities (as long as racquets are disinfected before and after use) will be considered. We will prioritize outdoor activities, whenever possible. Students should wash or sanitize hands before and after physical education. Particular attention should be paid to washing and sanitizing hands before and after masks are removed and put on, if applicable. No sharing of water bottles, towels, mouth guards, helmets or other equipment that comes into contact with the nose or mouth is allowed. As part of the school cleaning/disinfecting protocols, we will frequently clean and disinfect high-touch surfaces (e.g., any equipment used) between uses and at least daily.

**Art:** Art activities may involve the sharing of specialized equipment among students, such as paint brushes, paints, and cameras. Art activities must follow the guidance on equipment sharing. Additional suggestions for Art activities include:

- Adapt curricula when feasible to avoid expensive equipment (such as printers) that students need to share.
- Prioritize activities that require minimal supplies, such as sculpting clay, or create individual art kits with assigned supplies (e.g., colored pencils, markers) to use for the semester.

- Emphasize any elements that could involve outdoor time such as drawing outdoors.
- Change the focus of activities to avoid shared equipment use.

**Gardening:** Student must wear a mask when they cannot be 6 feet apart from each other. See guidelines for using and cleaning shared equipment.

**STEAM:** The School will follow the guidelines for using and cleaning shared equipment. STEAM, like visual art, tends to be material heavy. Consult guidance on visual art to use for STEAM classes.

**Learning Specialist:** Students schedule 1:1 appointments to visit the school's Learning Specialist, who will maintain 3 feet physical distance and wear masks.

**World Language:** Teacher and students need to adhere to the school's physical distancing rules at all times. Songs and body movement are effective tools for teaching world language for a SMS aged students. Unfortunately, for the 2020-2021 school, before the existence of COVID-19 vaccine, the world language curriculum needs to refrain from singing. When using gestures and movement, make sure students can stand/sit far away from each other to maintain physical distancing. We will eliminate the usage of shared materials, such as dictionaries.

**Using shared equipment:**

- Lesson plans that minimize the use of shared equipment will be prioritized.
- If feasible, we will procure additional pieces of equipment in order to limit sharing.
- Faculty will assign specific students to specific pieces of equipment or workstations.
- Shared equipment should be wiped down with approved disinfection methods before and after each use (so there are ideally two wipe-downs between each student's use). Students or faculty could wipe down/clean equipment as appropriate.
  - An [EPA approved disinfectant](#) will be made available in each room for this purpose. Sufficient inventory of disinfectant supplies will be maintained at all times.
  - Teachers play an important role in proper equipment hygiene. In the classes in which students wipe down/clean their own equipment, teachers will demonstrate how to properly wipe down/clean equipment, reinforce the importance of this practice, and supervise cleaning to ensure it is done correctly.
  - Signage will be posted in all areas with shared equipment reminding students to wipe it down/clean it before and after use.
- Additionally, shared equipment should be cleaned and disinfected at least daily as part of building cleaning schedules. Frequently touched surfaces (e.g., handles, buttons) will be cleaned multiple times a day.
- Students will wash or sanitize hands before and after using equipment; <sup>2</sup> frequent hand washing is likely the best way to protect against transmission from surfaces.

## **E: COVID-19 Response Scenarios and Protocols**

The school is adopting the COVID-19 response scenarios and protocols released by DESE on July 17, 2020. These scenarios and protocols aim to provide how-to guidance to situations such as what a person and school should do if a person within the school community is tested positive, exhibits potential COVID-19 symptoms at home or in school, or have come in close contact with investigated potential COVID-19 cases or someone who has tested positive.

### **Preparing to respond to COVID-19 scenarios**

Even as we remain vigilant, and public health metrics in Massachusetts remain positive, the risk of exposure to COVID-19 in school will not be zero. As we prepare to reopen schools, we must also prepare to respond to potential COVID-19 scenarios, whether in school, on the bus, or in our communities. Depending on the circumstances, a positive COVID-19 test, a potentially symptomatic student, or exposure to someone in the outside community who has COVID-19 can each have health, safety, and operational implications.

### **Preparing to provide remote learning**

When students must stay home for quarantine or isolation, teaching and learning should not stop. It is the School's duty to provide remote learning for students who cannot be in school for any extended period of time.

### **Testing, tracing, and isolation**

It is important to note that testing, combined with contact tracing and isolation, helps control the spread of COVID-19 in Massachusetts. All test results, both positive and negative, are reported to the Massachusetts Department of Public Health (DPH). When a person has a positive COVID-19 test, it is the local board of health or the Massachusetts Community Tracing Collaborative that will reach out to provide support so that these individuals can remain safely in medical isolation. They will also ask for help to identify close contacts. These organizations will then reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While these organizations will provide support, to further assist with contact tracing the student/family and staff are asked to reach out to their personal contacts and notify the school.

### **Self-isolation for COVID-19 positive cases is at least 10-14 days**

Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10-14 days. People who test positive can resume public activities after 10-14 days and once they have:

- a. gone for 3 days without a fever (and without taking fever-reducing medications like Tylenol); and
- b. experienced improvement in other symptoms (for example, their cough has gotten much better); and
- c. received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative).

Repeat testing prior to return is not recommended. Return to school should be based on time and symptom resolution.

**Close contacts of a positive COVID-19 case should be tested.** For general guidance, DPH defines close contact as:<sup>1</sup>

- Being within less than 6 feet of COVID-19 case for at least 10-15 minutes. Close contact can

occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within the 48 hours before symptom onset, OR

- 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 14 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.

### **Most common symptoms of COVID-19 and testing requirements**

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

**Please STAY HOME if you have any of the symptoms listed below.**

Caregivers should monitor their children, and staff should monitor themselves for:

- Fever (100.4° Fahrenheit or higher or subjective if unable to measure temperature), 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
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Severe fatigue not explained by other reasons

**If staff or students have any of these symptoms, they must get a test for active COVID-19 infection. Proof of a negative test result must be provided before returning to school. If positive, see above for criteria to return to school.**

**Every school is recommended to have a list of available test sites.**<sup>4</sup> A [list of test sites is available here](#), and Massachusetts also has an [interactive testing map](#). Staff and students who have symptoms should also contact their primary care physician for further instructions. More information related to the availability of testing will be provided later this summer.

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<sup>4</sup> A [list of test sites is available here](#); this is Massachusetts’s [interactive testing map](#)

## **Protocols for possible COVID-19 scenarios**

**While specific protocols vary, there are some common elements for each possible COVID-19 scenario:**

- ✓ Evaluate symptoms
- ✓ Separate from others
- ✓ Clean and disinfect spaces visited by the person
- ✓ Test for COVID-19 and stay at home while awaiting results
- ✓ If test is positive:
  - Remain at home at least 10-14 days **and** until at least 3 days have passed with no fever and improvement in other symptoms
  - Monitor symptoms
  - Notify the school and personal close contacts
  - Answer the call from local board of health or Massachusetts Community Tracing Collaborative to help identify close contacts to help them prevent transmission
  - Secure release from contact tracers (local board of health or Community Tracing Collaborative) for return to school

**The following pages outline protocols for the scenarios below.**

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

- **Protocol: Student or staff tests positive for COVID-19**
- **Protocol: Close contact of student or staff tests positive for COVID-19**
- **Protocol: Student is symptomatic on the bus**
- **Protocol: Student is symptomatic at school**
- **Protocol: Staff is symptomatic at home**
- **Protocol: Staff is symptomatic at school**

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

- **Protocol: Presence of multiple cases in the school or district**
- **Protocol: Presence of significant number of new cases in a municipality**
- **Protocol: Statewide regression to a previous reopening phase**

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

Event	Location of Event	Testing Result	Quarantine
<b>Individual is symptomatic</b>	If an individual is symptomatic <u>at home</u> , they should stay home and get tested.	Individual tests <b><u>negative</u></b>	Return to school once asymptomatic for 24 hours.
	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.	Individual tests <b><u>positive</u></b>	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 10-14 days <b><u>and</u></b> until at least 3 days have passed with no fever and improvement in other symptoms.
	If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.	Individual <b>is not tested</b>	Remain home in self-isolation for at least 10-14 days from symptom onset.
<b>Individual is exposed to COVID-19 positive individual</b>	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 stay at home and be tested 4 or 5 days after their last exposure.	Individual tests <b><u>negative</u></b>	Return to school, if asymptomatic or once asymptomatic for 24 hours
	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.	Individual tests <b><u>positive</u></b>	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 10-14 days <b><u>and</u></b> until at least 3 days have passed with no fever and improvement in other symptoms.
	They should stay at home and be tested 4 or 5 days after their last exposure.	Individual <b>is not tested</b>	Remain home in self-quarantine for 14 days from exposure

## 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 10-14 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 proper school official (e.g. a designated person that is the COVID-19 school lead) that the individual has tested positive for COVID-19. The designated COVID-19 school lead in turn notifies others as pre-determined by the school (e.g., school leadership, school nurse or school medical point of contact, building management, faculty, AA transportation for bus students).
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.
4. Send a 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. Communications sent to families/staff will:
  - a. Inform them there was a positive test (not the specific individual) in the self-contained classroom.
  - b. 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.
  - c. 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.)
  - d. Explain that if close contacts choose not to be tested, the student or staff member should remain home in self-quarantine for 14 days.<sup>5</sup>
  - e. 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).

- f. Remind families and/or staff of the list of COVID-19 symptoms for which to monitor.
5. 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:
    - a. The School will confirm that all students are wearing masks. Extra masks as may be needed should be provided by the school. Enforce strict physical distancing. Require students to wash their hands.
      - i. The School will quickly identify the individuals who may be “close contacts” of the student and notify students and their families.
      - ii. 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.
      - iii. Close contacts should not come back to school until they have received the results of testing (or elected to instead quarantine for 14 days<sup>6</sup>) and are asked to communicate their test results to the school.
    - b. 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. We will instruct those students and/or staff members to get tested according to the same protocol as the student’s cohort above.
  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.<sup>9</sup>
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.<sup>10</sup> 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<sup>11</sup> 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 10-14 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.

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9 <https://www.mass.gov/doc/covid-19-testing-guidance/download>

10 [https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?-](https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?)

11 <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

## 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's COVID-19 point of contact 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.<sup>12</sup> An individual who does not wish to be tested should instead isolate for 14 days<sup>13</sup> and until asymptomatic.
      - iv. The student should get tested at one of Massachusetts's test sites.<sup>14</sup> 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 10-14 days **and** until at least 3 days have passed with no fever and improvement in other symptoms.<sup>15</sup>
- FOLLOW STEPS UNDER:** "Protocol: Student / staff tests positive for COVID-19."

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12 <https://www.mass.gov/doc/covid-19-testing-guidance/download>

13 <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

14 <https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?>

15 <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

### **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 or other medical point of contact. (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 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 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 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.
    - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.<sup>20</sup> An individual who does not wish to be tested should instead isolate for 14 days<sup>21</sup> and until asymptomatic.
    - iv. Student should get tested at one of Massachusetts’s test sites.<sup>22</sup> 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:

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20 <https://www.mass.gov/doc/covid-19-testing-guidance/download>

21 <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

22 [https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?-](https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?)

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 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 10-14 days **and** until at least 3 days have passed with no fever and improvement in other symptoms.<sup>23</sup>  
**FOLLOW STEPS UNDER:** “Protocol: Student or staff tests positive for COVID-19.”

b. **IF NO SYMPTOMS:**

- i. 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 (see list above: “Most common symptoms of COVID-19”).
  - a. **IF NO SYMPTOMS:**
    - i. 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.<sup>24</sup> An individual who does not wish to be tested should instead isolate for 14 days<sup>25</sup> and until asymptomatic.
    - iv. The staff member should get tested at one of Massachusetts’ test sites.<sup>26</sup> 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.
      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 10-14 days and until at least 3 days have passed with no fever and improvement in other symptoms.<sup>27</sup> **FOLLOW STEPS UNDER:** “Protocol: Student/staff tests positive for COVID-19”.

### 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 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.<sup>28</sup> An individual who does not wish to be tested should instead isolate for 14 days<sup>29</sup> and until asymptomatic.
    - ii. The staff member should get tested at one of Massachusetts's test sites.<sup>30</sup> 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 10-14 days **and** until at least 3 days have passed with no fever and improvement in other symptoms.<sup>31</sup> **FOLLOW STEPS UNDER:** "Protocol: Student/staff tests positive for COVID-19".

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<sup>28</sup> <https://www.mass.gov/doc/covid-19-testing-guidance/download>

<sup>29</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<sup>30</sup> [https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?-](https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?)

<sup>31</sup> <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

## Section 2: Protocols for potential school closure

### 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 administration and the board will 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, the school administration and the board will determine the 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 campus partially or fully for the longer duration of a 14-day quarantine period.
4. Should there be circumstances where there are multiple cases within the school, the school administration and the board will determine the next steps. These steps could include, for example, making a decision to a) shut down the campus a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) shut down the campus for the longer duration of a 14-day quarantine period.
5. If the decision is made to close for some number of days, the School will send clear information and instructions to families and staff:
  - a. Informing them that it is possible COVID-19 is being transmitted in the school
  - 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
6. Before bringing students back to school, the School will:
  - 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: 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 schools to determine whether in-person school should continue.

## Sources

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[https://eelead.force.com/resource/1591036172000/Min\\_Req](https://eelead.force.com/resource/1591036172000/Min_Req)

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