

Francis W. Parker Charter Essential School COVID-19 Protocols

The purpose of this document is to outline the Francis W. Parker Charter Essential School compliance with COVID-19 pandemic guidelines. This document has been carefully considered to address and promote the health and safety of all students and staff during in-person learning. This outline complies with guidelines from the Centers for Disease Control and Prevention (CDC), the Massachusetts Department of Elementary and Secondary Education (DESE), and the local board of health.

Staying home if sick: Staff and students, with the assistance of families, must be monitored for COVID-19 symptoms DAILY before coming to school. Students and staff must stay home if feeling unwell. Everyone must do their part to protect others and not come to school if they are exhibiting any COVID-19 symptoms or are feeling sick. **Please call Lisa Zick, School Nurse, at 978-772-3293 x135 or send an email to lzick@theparkerschool.org if your student/staff is ill and unable to attend school.**

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

- Fever (100.0° 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
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue
- Nasal congestion or runny nose (not due to other known causes, such as allergies)

If staff/students have any of the above symptoms while at home, they must STAY HOME and get a test for active COVID-19 infection and remain home while awaiting results. Contact your primary care physician for instructions.

COVID-19 symptoms while at school - If a staff member or student presents with symptoms while at school: If a student presents with symptoms while at school, they should remain masked at all times, follow strict physical distancing, and notify Lisa Zick, School Nurse, at x135. Once Lisa is notified, the student will be instructed to stay in the medical waiting room which is separate from the Health Office where other ailments are treated. A surgical mask will be placed on the individual while they are in the medical waiting room. Parents will be notified and should be available to pick up their student as soon as possible. Students with symptoms should be tested for active COVID-19. Staff members with symptoms should notify Lisa Zick at x135, make sure there is coverage for their class, and then leave school to be tested.

If a student or staff member has COVID-19-like symptoms: If an individual is unwell and has COVID-like symptoms, they may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).

If a staff member or student has symptoms and they do not get tested: If a student or staff member presents with COVID-19-like symptoms and chooses not to be tested, they may return to school 10 days from 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 the use of fever reducing medication.

COVID-19 positive – If a staff member or student tests positive:

They must remain home in self-isolation (except for medical appointments) for at least 10 days, must notify the school, must notify close contacts (anyone within 6 feet for at least 15 minutes of the individual going back two (2) days prior to the onset of symptoms or two (2) days prior to the positive test and make a list with names and phone numbers), and answer the call from the local board of health or the Community Tracing Collaborative. They are to remain in isolation until at least 10 days since symptoms appeared AND fever-free for 24 hours WITHOUT fever-reducing medication AND other symptoms have improved AND the local board of health or Community Tracing Collaborative has released them from isolation.

Definition of a close contact - If a student or staff member tests positive for COVID-19, their close contacts will be defined as only those who have been within 6 feet of distance of the individual for at least fifteen minutes, while the person was infectious. The infectious period begins 2 days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin 2 days prior to the collection of their positive test.

Close contacts (exposure) to COVID-19 positive individual - 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 home and be tested 4 or 5 days after their last exposure. 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 be masked for the remainder of the day and adhere to strict physical distancing. At the end of the day, they should go home and be tested 4 or 5 days after their last exposure. See above for a positive test. If they are negative, they must remain in quarantine for 14 days before returning to school (incubation is 2-14 days). The local board of health or the Community Tracing Collaborative will release them from quarantine.

Face coverings and masks: Students and staff must wear face coverings or masks, with exceptions only for those students or staff for whom it is not safe to do so due to medical conditions or other considerations. Those who are unable to wear a mask must have a physician's note stating that the individual is medically exempt from wearing a mask. **Parents will be responsible for providing students with face coverings or masks. The student should arrive at school wearing a mask and should have a second one as a backup in their backpack.** Parker will have backup disposable masks available for students who need them.

Staff may choose to wear their own mask, or one provided by the school. **All face coverings or masks must adequately cover both the nose and mouth. Masks with exhalation valves will not be allowed. Neck Gaiters will not be allowed.**

Mask breaks: Group mask breaks will be built into daily classroom routines and will take place outside. Taking a 5-minute mask break every thirty minutes is suggested but will be left up to the discretion of the teacher. Students can opt to stay in to continue working if they would prefer. Physical distancing of 6 feet is still imperative when outside without a mask. If a student needs a mask break outside of scheduled mask break times, it is okay for that student to go out into the hall ALONE for 2 minutes. Teachers should check to make sure there is no one else in the hall before that individual goes out. Masks are to be worn inside even if everyone is 6 feet apart.

Frequent hand washing and hand sanitizing: All students and staff must engage in frequent handwashing, including upon arrival, before and after eating, after bathroom use, after coughing or sneezing, before and after taking off/putting on face coverings or masks, and before dismissal. Effective handwashing requires that all individuals use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with a disposable towel. If handwashing is not available, hand sanitizer with at least 60 percent ethanol or 70% isopropanol will be provided. Hand sanitizer should be rubbed into all surfaces of both hands until dry and should not be rubbed off onto clothing.

Maintaining 6 feet of separation at all times: All students and staff must maintain a social distance of 6 feet to the greatest extent possible. We are revising use of available indoor spaces to create 6 feet of physical distance in classrooms. Students will be seated in assigned seats in the classroom at least 6 feet apart and facing the same direction. All students and staff will maintain a social distance of 6 feet when entering and exiting the building and moving through the school (including to and within restrooms) when feasible. Students will NOT be allowed to roam the hallways or classroom areas. We plan to group students to minimize contacts between and among students and teachers. Students will not gather in large groups.

Signs and Messages: Signs will be posted throughout the school (e.g., school entrances, restrooms) that promote everyday protective measures such as properly washing hands, social distancing, and how to properly wear a face covering or mask. School-wide communications will be made via email or all-school calls unless an individual situation warrants a phone call to a parent or staff.

Regular cleaning, sanitizing, disinfecting, and disposal protocols: Parker will ensure that facilities and surfaces are regularly cleaned, sanitized, and disinfected in accordance with health and safety guidelines and that hazardous materials are disposed of properly. Use of shared objects should be limited when possible and cleaned between use.

Indoor spaces: We will prioritize fresh air changes per hour in air handling/ventilation systems and supplement with stand-alone filtration devices. We will change HVAC filters and execute seasonal maintenance protocols prior to re-opening.

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

1. Staff will be asked to call the Health Office with a request for a student visit.
2. Nurse will prioritize the student for a visit and direct them to proceed independently (if able) to the Health Office or to stay in class and be directed to the first aid kit in the classroom.
3. Students and staff will not be able to use the bathroom in the Health Office unless they are already in the Health Office due to illness

Students do NOT need to present to the Health Office for the following common situations:

1. Small abrasions, paper cuts, picked scabs
 - a. Wash hands and affected area/wound
 - b. Utilize first aid kit in the classroom and apply a band-aid
2. Mild indigestion/upset stomach especially after eating
 - a. Allow student to use the bathroom
 - b. Drink water
 - c. Wait 30 minutes
 - d. If worsening or no better, contact the nurse for an office visit
3. Nosebleed
 - a. Have student sit and tilt their head forward slightly (to prevent the blood from going down the throat) and have student pinch the nostril with thumb and index finger for 10 minutes (without releasing pressure)
 - b. If still bleeding after 10 minutes, have student pinch for another 10 minutes, if still bleeding after 20 minutes, call the nurse for an office visit
 - c. Once the bleeding has stopped, student should wash their hands and face
 - d. Instruct the student not to sniff or blow their nose once the bleeding has stopped
4. Headache and/or fatigue (not acting ill in the classroom)
 - a. Drink/snack
 - b. Cool water to face
 - c. Wait for 30 minutes
 - d. If worsening or no better, contact the nurse for an office visit
5. Clothing/Glasses repair
 - a. Call the Health Office to determine what is needed
 - b. Call home if change of clothing is needed

Restroom use: When students need to use the restroom, they must check for the occupied/unoccupied sign outside the restroom door. They will turn the sign to OCCUPIED (red) when entering the restroom. They must turn it to UNOCCUPIED (green) when they leave and must sanitize their hands. Handwashing is imperative after using the restroom for any reason. **Only one student will be allowed in the restroom at a time which includes the multi-stall restrooms.** Hands must be sanitized again once they enter the classroom.

Entering/Exiting the School/Hallway Traffic: All students will enter and exit Parker through doors closest to their classroom. Students will be required to use hand sanitizer upon entering the school as well as exiting the school. Students will not be permitted to roam the school and must go directly to their assigned classroom where there will be assigned seats (necessary for

contact tracing in the event of a COVID-19 positive individual). In the new building, students will walk single file on the right side of the hallways (to the right of the tape on the floor) and at least 6 feet behind the student in front of them (not side-by-side). Students must walk 6 feet behind the student in front of them (not side-by-side). Students will need to exit the school immediately upon dismissal.

Carpools/Students driving together: If students are arriving to school via a carpool, it is highly advised that the driver ask if a student is ill before they get into the vehicle. Masks should be worn in the vehicle and windows should be open if possible. Even if masks are worn while in the vehicle, it is considered a close contact if someone in the vehicle tests positive for COVID-19. A student with underlying health conditions should consider NOT carpooling with others.

Student drop-off/pick-up: When students are being dropped off or picked up from school, it is imperative that students walk single file (not side-by-side) and maintain 6 feet behind others going into or out of the building.

Parent Access to School:

1. Parents will not be able to access the school at this time. They are asked to email teachers and request a virtual meeting with the teacher if necessary.
2. If parents need to drop-off documentation, please mail it to the school or email Cindy Johnson, Secretary, at cjohnson@theparkerschool.org If the parent needs to drop of health documents or medication, please email Lisa Zick, School Nurse, at lzick@theparkerschool.org or call 978-772-3293 x135 to make arrangements.

Required of all students:

1. Parents need to provide contact information and be reachable and able to pick up their student quickly if their student becomes ill while at school.
2. Two (2) masks to be supplied by parents (wearing one to school and a backup in backpack)
3. Drinks in bag (to minimize students in the hallways)
4. Snacks in bag (students will not be able to go to the Health Office or use vending machines for snacks)

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