

## **Francis W. Parker Charter Essential School Summer School 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 the in-person Summer School session. This outline complies with guidelines from the Centers for Disease Control and Prevention (CDC) as well as the Massachusetts Department of Elementary and Secondary Education (DESE).

**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 if your student is ill and unable to attend summer school.

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

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

**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 978-772-3293 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. 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.

For a list of testing sites in your area [Click Here](#)

**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, 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.

**If a staff member or student tests negative:** If they have symptoms, they should still stay out of school until they are free of symptoms for 24 hours. If they have no symptoms, they can return to school after testing negative.

**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 positive and negative testing results.

**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. **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.**

**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.

**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. Summer school communications will be made via email unless an emergency situation warrants a phone call to the parent.

**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 triage antibiotic ointment (if needed) and 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 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 summer school students will enter and exit Parker outside of room 13 (the left side of the building at the end of the Spanish hallway). 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). Students will walk single file on the right side of the hallways at least 6 feet behind the student in front of them (not side-by-side). They 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(s) are ill before getting into the vehicle. 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.

**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](mailto:cjohnson@theparkerschool.org) If the parent needs to drop of

health documents or medication, please email Lisa Zick, School Nurse, at [lzick@theparkerschool.org](mailto: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 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)