

# COVID-19 HEALTH & SAFETY PROTOCOLS for HPS Staff

Updated 9/11/20

Information provided in this document is in accordance with the Centers for Disease Control and Prevention, Mass State & Local Guidelines based on the most current information available and is subject to change.

## **SCREENING UPON ENTRY**

- Staff & students should be checking for COVID symptoms, every morning before leaving for school.
- Staff & students should not come to school if they exhibit COVID-19 symptoms.
  - Fever, cough, shortness of breath, difficulty breathing, headache, loss of smell, loss of taste, muscle aches, sore throat, fatigue, chills, shaky, nausea, vomiting, diarrhea, runny nose
- Screening procedures will not be done at the point of entry to the school. However, school staff should observe students throughout the day and refer students who may be showing signs of illness.
- Temperature checks of students upon arrival are not recommended as a screening tool at this time.
- **WHEN IN DOUBT, PLEASE STAY HOME!**

## **HANDWASHING**

- Students & staff are required to exercise hand hygiene (handwashing and hand sanitizing) upon arrival to school, before eating, when coughing, sneezing or blowing of the nose, before putting on and taking off masks, after using the restroom and before dismissal.
- **Handwashing:** When handwashing, individuals should use soap and water to wash all surfaces of their hands. Include between fingers and fingernails, for at least 20 seconds, wait for visible lather, rinse thoroughly and dry with an individual disposable towel.
- **Hand sanitizing:** If handwashing is not feasible, use hand sanitizer with at least 60% alcohol. Hand sanitizer should be applied to all surfaces of the hand and in enough quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand sanitizer is placed throughout the schools at building entrances, cafeteria & classrooms.

**MASK/FACE COVERINGS** (See HPS Reopening Plan page 38) (Refer to School Committee policy)

- All staff and students are required to wear a cloth mask/face covering that covers their nose and mouth. The mask should have 2 layers and ear loops. Gaiters, bandanas and knitted masks will not be permitted.
- Face shields may be an option for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings.
- Transparent masks may be the best option for both teachers and students in classes for deaf and hard of hearing students. They may also be useful for teachers and younger students who rely on visual/facial cues.
- **Mask breaks-** It is recommended that students have at least two mask breaks per day. Space for mask breaks must allow students to be at least 6 feet apart and ideally outside, or at least with the windows open.
- If masks are visibly soiled on the outside, they should be changed.
- Even if students are spaced 6 feet apart in classrooms, the use of masks is still required unless students are eating lunch/snack or taking a mask break.
- Disposable masks will be available to anyone in need of a mask. Teachers and nurses will have a supply of disposable masks.
- Remove masks by the ear loops trying not to touch the main part of the mask.
- N95 masks are recommended only if staff will be in close contact with a suspected COVID-19 positive case and/or while performing aerosol-generating procedures.
- Teachers in need of any Personal Protective Equipment (PPE) should fill out a School Dude supply request or see/email the custodian in your building. All of the PPE is locked up in a closet.
- If goggles or a face shield are used over a mask, they are reusable. Please wash them with soap and water or clean them with at least 60% alcohol.

**PHYSICAL DISTANCING** (See HPS Reopening Plan, pg. 38)

- All staff and students must maintain 6 feet of distance between individuals.
- Desks should be spaced 6 feet apart and facing the same direction.
- Traffic in most hallways will move in one direction. The hallways and classrooms have specific floor stickers for reminders.

**CLEANING OF SURFACES** (See HPS Reopening Plan, pg. 39))

- Routine cleaning will be performed daily by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all classrooms, desks and chairs, offices, restrooms, floors, emptying trash and other building-based tasks. Kitchen and cafeteria area cleaning and disinfecting will be performed by Food Service Department staff. A deep cleaning utilizing all available disinfecting tools (spray bottles of disinfectant, electrostatic micro mist devices) will occur on the chosen off day during the week. Deep cleaned areas are all classrooms, cafeteria, and office surfaces. Routine high touch point cleaning: High touch point surfaces will be disinfected a minimum of 3 times per day by day shift staff. Night shift custodial staff will perform a more substantial disinfection of all surfaces as stated above.
- High touch point surfaces include the following areas: Desks/Chairs - Door Knobs and Handles (interior/exterior) - Sink Faucets - Flush Handles - Phones - Keyboards - Door Push Plates - Door Panic Bars - Water Fountains - Light Switches - Locker Combos - Gym Locker Combos - Pool Locker Combos - Refrigerator Door Handles - Stair Railings - Fitness Center Machinery - Fitness Center Weights/Bars - Pool Equipment - Vending Machines - Copier/Printer and Fax Controls - Dispensers - File Cabinet/Drawer Handles - Push buttons - Shared items (toys, etc.) - Shared remotes - Countertops - Plexiglass dividers - Face shields - Mask break areas - Outdoor play areas and items
- Restrooms will be disinfected every two hours during days of school occupancy.
- Trash receptacles should be emptied twice daily with new liners inserted (post lunch period).
- Isolation room(s) will be serviced on an on-call basis.
- Staff are encouraged to wipe down their own personal high touched surfaces such as teacher computers, phones, smartboard controls & teacher desktops.
- There should be no sharing of items.
- All classrooms will receive a bottle of hand sanitizer. Teachers and nurses may request a cleaning spray bottle from the custodians.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

## **VENTILATION**

- Open windows as much as possible in the classrooms to circulate fresh air.

- If feasible, keep classroom doors open as it increases ventilation. **THIS IS RECOMMENDED FOR ALL SCHOOLS EXCEPT EAST & MIDDLE SCHOOL. THEIR VENTILATION SYSTEMS ARE DIFFERENT AND WOULD BE BETTER CLOSED.**

### **POTENTIAL STUDENT WITH COVID-19 SYMPTOMS**

- Teachers should call the nurse to inform them that they have a student with symptoms of illness. The nurse will let the teacher know when to send the student to the health room.
- Ensure the mask remains on the student.
- Nurse will assess for symptoms of COVID-19.
- When in the nurse's judgement a child is too ill to be in school, the child will be dismissed from school.
- The nurse will bring the student to the Medical Waiting Room. Students must be 6 feet apart in this room. All students must wear a surgical/disposable mask in this room.
- Once a parent/guardian has been notified of their child's illness, they must be picked up, preferably within an hour.
- Contingency pick-up plans should be in place by all parents/guardians.
- A recommendation will be made for the student to be evaluated at their PCP for possible COVID-19 testing or alternate diagnosis.

### **POTENTIAL STAFF WITH COVID-19 SYMPTOMS DURING WORK**

- While at work, if a staff member feels ill and is experiencing COVID-19 related symptoms such as; fever, cough, shortness of breath, headache, loss of smell, loss of taste, muscle aches, sore throat, fatigue, chills, nausea, vomiting, diarrhea or a runny nose, they should notify the nurse and administration.
- The staff member should leave the building and go home. Class coverage for the rest of the day will be planned by administration.
- The staff member should consult with their Primary Care Provider for further evaluation, COVID-19 testing and treatment.

### **WHEN MAY A STUDENT OR STAFF MEMBER RETURN TO SCHOOL AFTER THEY EXPERIENCED COVID-19 SYMPTOMS**

- After they have tested negative for COVID-19 and
- Have improvement in their symptoms and

- Have been fever free for at least 24 hours without the use of fever reducing medications.
- If the Primary Care 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. Strep throat, Asthma)
- **If a student or staff member presents with COVID-19 symptoms and chooses not to be tested, they may return to school 10 days from the start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medications.**

## **MEDICAL WAITING ROOM**

- The purpose of this room is to separate a child who is ill with symptoms of COVID-19 from other students and staff until they go home.
- It is a separate space from the nurse's office. Every effort should be made to find a self-contained space, ideally near an exit/entrance and with a dedicated bathroom.
- The Medical Waiting Room will be supervised by an adult who will be wearing the recommended personal protective equipment (PPE). The adult supervising this space must always maintain 6 feet of physical distance, remain masked, and wear a face shield or goggles. If the nurse or any other staff member must provide medical treatment to the ill student, full PPE is required, including an N95 mask.
- If there is more than one student in the room, maintain 6 feet distance.
- Each student should be given and wear a disposable surgical mask. If a student is unable to wear a mask, there should be no other students in this room.
- If the student's vital signs and assessment are unstable (rapid breathing, low O2 saturation, poor lung sounds, irregular or elevated heart rate, poor coloring), the student should be sent to the hospital via EMS.
- Hand sanitizer needs to be used when entering and leaving this room.
- When possible, a window should be available for ventilation to the outdoors. If no window is available, use an air-purifier

## **POSITIVE COVID-19 CASE** (see HPS Reopening Plan, page 40-42)

- The nurse or point of contact person will be notified by the family or BOH when there is a positive case.
- If the positive case is a student and the student is in school, the individual will be placed in the Medical Waiting Room until the parent/guardian picks the student up. The adult supervising the Medical Waiting Room should wear an N95 mask,

gown, gloves & goggles or face shield. The student will wear a disposable mask and maintain 6 feet distance from all individuals, unless receiving medical care.

- If the positive case is a staff member, the staff member will be relieved of their school duties and immediately dismissed home.
- A positive case must isolate (separate from others) for at least 10 days.
- A positive case will be contacted by a public health authority (Community Tracing Collaborative (CTC), Hingham Board of Health, or school nurse). They will review demographics, symptoms and close contacts of people a person may have been in close contact with 2 days prior to symptom onset. A close contact is defined as those who have been within 6 feet of distance of the individual for at least fifteen minutes, while the person was infectious. If a person is asymptomatic, the infectious period is considered to begin 2 days prior to the collection of their positive test and includes up until the time the student/staff member was isolated.
- The Hingham Health Department and the school nurse will identify the student's or staff member's possible close contacts based on information obtained from the positive individual, assigned seating charts and proximity related to class activities.
- The nurses will look for close contacts in classes, other school spaces, on the school bus, or at extracurricular activities.
- All areas in the school visited by the COVID-19 positive individual will be promptly closed off until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
- The bus (es) that the student or staff member was on will be promptly cleaned and disinfected before further use.
- A communication by the principal and nurse will be sent to staff/teachers and families informing them of the positive test, while maintaining the confidentiality of all involved.
- If there is an outbreak of a cluster of students and/or staff, the Mobile Testing Unit may be deployed. (See Mobile Testing Unit Criteria Section)
- When an individual becomes COVID-19 positive and has been in school and has had close contacts with others, public health officials will be consulted to determine next steps.
  
- **A positive case may return to work and/or school when:**
  - At least 24 hours have passed since recovery defined as a resolution of fever without the use of fever reducing medications. A fever is considered 100.0 or higher.
  - There is a significant improvement of respiratory and other symptoms (cough, shortness of breath).
  - At least 10 days have passed since symptoms first appeared.

- There are no symptoms at least 10 days from a positive test result.
- If a staff member or student has been exposed to a family member with COVID-19 and they have no symptoms, they are considered a close contact and must be quarantined for 14 days per Board of Health regulations. See close contact information below.

**CLOSE CONTACT** (See HPS Reopening Plan page 40-42)

A close contact is defined as a person who has come in close contact with another person who tests positive for COVID-19. The close contact must have been within 6 feet 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.

**All close contacts:**

- Close contacts must self-quarantine for 14 days after the last exposure to the person who tested positive for COVID-19.
- Contacts should be tested for COVID-19 at one of Massachusetts's test sites. It is ideal to have the test performed no sooner than 4 or 5 days after the last contact with a positive case. Tests performed too early can be falsely negative.
- If the test comes back negative, the person must continue to self-quarantine for the full 14 days as the virus may take up to 14 days to cause illness.
- Please communicate your test result to the school nurse.
- While in the quarantine period, people should not leave their home except to be tested or for urgent medical care.
- Watch yourself closely for COVID-19 symptoms, especially fever of 100.0 or higher.
- Wear a mask if you must be in contact with other people in your home. To the extent possible, stay 6 feet away.
- Do not have visitors in your home.
- You may return to school:
  - After the 14 days of quarantine and
  - Developed no symptoms of COVID-19 and
  - Cleared by Public Health Authority
- If you test positive, then follow the COVID-19 Positive Case listed above.

**MOBILE TESTING UNIT FOR K-12 SCHOOLS** (MDPH 8/20) (DESE 9/11)

Hingham Public Schools may request the Mobile Testing Unit to come to our school to test a group of students and/or staff that is a potential cluster of COVID-19 cases, if the transmission appears to have occurred within the school.

The purpose of the mobile rapid response unit is to provide free, optional testing of asymptomatic individuals, who are not known to be close contacts, when there is evidence that COVID-19 transmission is likely to have occurred within a classroom or school within the past 14 days. Mobile rapid response unit testing is not intended to provide testing for individuals who develop COVID-19 symptoms or who are close contacts of individuals with confirmed positive COVID-19 test results. These individuals should be tested by their healthcare provider or at a COVID-19 testing site.

The decision to deploy the Mobile Testing Unit will be done collaboratively with an Epidemiologist from Massachusetts Department of Public Health, Hingham Board of Health & HPS Administration.

Students less than age 18 must have written permission to be tested by the Mobile Testing Unit.

### **Criteria for Mobile Testing Unit:**

- Within a 14-day period, if two or more individuals within a single classroom test positive for COVID-19 and transmission/exposure is likely to have occurred in the classroom, a mobile rapid response unit may be deployed for all asymptomatic individuals within that classroom.
- Within a 14-day period, if 3 or more individuals or 3%, whichever is greater, of a given grade or cohort test positive for COVID-19 and transmission/exposure likely occurred in the school, a Mobile Rapid Response Unit may be deployed for all asymptomatic individuals in that grade or cohort.
- Within a 14-day period, if more than 3 % of a school tests positive for COVID-19 and transmission/exposure likely occurred in the school, a Mobile Testing Unit may be deployed for the entire school population that is asymptomatic.
- Within a 14-day period, if 2 or more individuals within the same bus test positive for COVID-19 and transmission/exposure likely occurred on the bus, a Mobile Rapid Response Unit may be deployed for all asymptomatic individuals on that bus.

### **Resources:**

Hingham Public School Reopening Plan – Draft 8/5/20

Massachusetts Department of Elementary and Secondary Education (DESE) Initial Fall School Reopening Guidance – June 25, 2020

DESE Fall Reopening Facilities and Operation Guidance – July 22, 2020

DESE- Protocols for Responding to COVID-19 Scenarios in School, on the Bus, or in Community Settings – July 17, 2020



DESE & Massachusetts Department of Public Health – Memorandum clarifying key Health and Safety Requirements for Schools – dated August 18, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

<https://www.mass.gov/info-details/covid-19-updates-and-information>

<http://www.doe.mass.edu/covid19/on-desktop.html>

<https://www.hingham-ma.gov/186/Board-of-Health>

<https://mail.google.com/mail/u/0/?tab=rm&ogbl#advanced-search/from=tciolkosz%40hinghamschools.org&query=tciolkosz%40hinghamschools.org&isrefinement=true&attachtypes=video&fromdisplay=tciolkosz?projector=1>

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