

The following Protocols have been developed to guide students in the building during Hybrid Learning. They will be updated as new information is issued.

HYBRID LEARNING STUDENT PROTOCOLS

**Masconomet
Regional School
District**

October 7, 2020

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Masconomet Vision 2025

Student learning is highly interdisciplinary and connects students to solving real-world problems.

Students feel safe, happy, emotionally secure, and physically well. They are builders of a culture of respect and kindness.

Curriculum and instruction is learner – centered: All students are achieving the same standards in multiple ways and can demonstrate their learning through a variety of different assessments.

Instruction is personalized to the individual learning styles and unique needs and interests of ALL students.

Our students are culturally sensitive, globally aware through their study and experiential learning, and they act confidently with an understanding of their impact on the world.

Masconomet Regional School District

SCHOOL COMMITTEE, 2020-2021

Carolyn Miller, Chair

Zillie Bhuj, Vice Chair

Joseph Ciampa

Tasha Cooper

Kristen DeMarco

William Hodges

Melissa Ogden

Arete Pascucci

Kosta Prentakis

Terri Teleen

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DISTRICT ADMINISTRATION

Michael M. Harvey, Ed.D.
Superintendent

Patricia Bullard
Asst. Superintendent for Student Services

Jeffrey D. Sands
Asst. Superintendent for Administration and
Finance

Peter Delani
Masconomet High School Principal

Philip McManus, Ed.D.
Masconomet Middle School Principal

School Calendar For 2020-2021

August	31	Monday	New Staff Orientation
September	1	Tuesday	Staff- In Service Day
September	2	Wednesday	Staff-In Service Day
September	3	Thursday	Staff-In Service Day
September	4	Friday	School Closed for Teachers
September	7	Monday	Labor Day – No School
September	8-18		Staff-In Service Days (Student Orientation Days TBD)
September	21	Monday	School Begins for Students
October	12	Monday	Columbus Day – No School
November	11	Wednesday	Veterans Day – No School
November	25	Wednesday	Close at 11:15 – Thanksgiving Recess,
November	30	Monday	School Reopens
December	3	Thursday	First Trimester Ends for Middle School Students
December	4	Friday	Second Trimester Begins for Middle School Students
December	7	Monday	Delayed Opening 10:00 a.m. (If In-Person Instruction)
December	22	Tuesday	Close at Regular Hour - Holiday Vacation
January	4	Monday	School Reopens
January	18	Monday	Martin Luther King Day – No School
January	25	Monday	Staff Work Day – No School for Students
January	26	Tuesday*	Second Semester Begins for High School Students
February	1	Monday	Delayed Opening 10:00 a.m.
February	12	Friday	Close at Regular Hour – Winter Vacation
February	22	Monday	School Reopens
March	8	Monday	Delayed Opening 10:00 a.m.
March	18	Thursday	Second Trimester Ends for Middle School Students
March	19	Friday	Third Trimester Begins for Middle School Students
April	5	Monday	Delayed Opening 10:00 a.m.
April	16	Friday	Close at Regular Hour - Spring Vacation
April	26	Monday	School Reopens
May	17	Monday	Delayed Opening 10:00 a.m.
May	31	Monday	Memorial Day –No School
June	4	Friday	Graduation
June	18	Friday	Last Day of School if No Emergency Closing Days Are Used
June	25	Friday**	Last Day of School if 5 Emergency Closing Days Are Used
June	21	Monday	Last Day for Teachers if No Emergency Closing Days Are Used
June	28	Monday**	Last Day for Teachers if 5 Emergency Closing Days Are Used

	Student Days	Faculty Days		Student Days	Faculty Days
September	8	20	February	15	15
October	21	21	March	23	23
November	18	18	April	17	17
December	16	16	May	20	20
January	18	19	June	14	15
			Total:	170	184

* The end of the first semester may be adjusted, based upon the need to cancel school.

**This calendar provides for up to five cancellations during the year. Each day canceled will be deducted from the days included in the planned calendar as indicated above.

Should it become necessary to cancel more than five school days, any days in excess of five will be made up by adding days to the end of this school year. If the school year, as projected, is not able to be completed by June 30, extra days will be made up during the April vacation. Thus, days would be made up as follows:

One day	April 20	Three days	April 20, 21, 22
Two days	April 20 and 21	Four days	April 20, 21, 22, and 23

06/05/2020 Approved by School Committee

08/05/2020 Amended by the School Committee

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 is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:^[1] ^[2]

- ☐ Fever (100.0° Fahrenheit or higher), chills, or shaking chills (CDC has lowered the temperature from 100.4 to 100.0)
- ☐ 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*

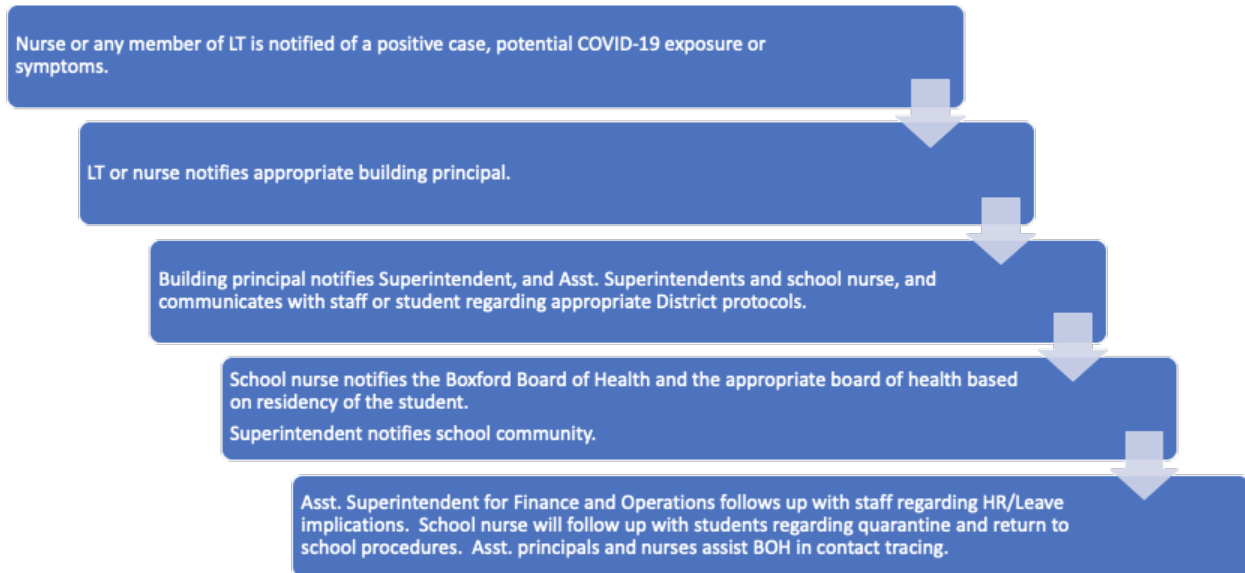
If staff or students have any of these symptoms, they should be tested and must follow the protocols outlined herein.

^[1] Massachusetts DPH, [Testing of Persons with Suspect COVID-19](#). (2020, May 13).

^[2] <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

COVID-19 Case Reporting Process

The Masconomet Regional School District will follow the process below when notified of a positive COVID-19 case, close contact of a COVID-19 individual, or symptomatic individual.



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

Event	Location of Event	Testing Result	Quarantine
Individual is symptomatic	<p>If an individual is symptomatic <u>at home</u>, they should stay home and get tested.</p> <p>If an individual student is symptomatic <u>on the bus or at school</u>, they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus.</p> <p>If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.</p>	Individual tests <u>negative</u>	Return to school once 24 hours have passed with no fever and improvement in symptoms, without the use of fever reducing medications.
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 24 hours have passed with no fever and improvement in other symptoms.
		Individual <u>is not tested</u>	Remain home in self-isolation for 10 days from symptom onset, then return once 24 hours have passed with no fever and improvement in symptoms, without the use of fever reducing medications.

Event	Location of Event	Testing Result	Quarantine
Individual is exposed to COVID-19 positive individual	<p>If an individual is <u>at home</u> 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.</p> <p>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. They should stay at home and be tested 4 or 5 days after their last exposure.</p>	Individual tests <u>negative</u>	Remain home in self-quarantine for 14 days from exposure
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 24 hours have passed with no fever and improvement in symptoms, without the use of fever reducing medications.
		Individual <u>is not tested</u>	Remain home in self-quarantine for 14 days from exposure

Source: “Protocols for Responding to COVID-19 Scenarios, July 17, 2020 (Updated September 14, 2020)” <http://www.doe.mass.edu/covid19/desktop/protocols/protocols.docx>

Building Health and Safety

The Masconomet Regional School District is committed to providing a safe environment for all students and staff as the buildings reopen during the COVID-19 pandemic. In coordination with the Department of Elementary and Secondary Education (DESE), Center for Disease Control (CDC) and the Massachusetts and local Boards of Health (DPH), the following protocol is in place until further notice.

Physical distancing is a critical component in mitigating the transmission of the virus. All students will maintain 6 foot distance at all times (i.e. classrooms, common areas, hallways) and use floor markers as indicated in high-traffic areas.

Screening prior to arrival

1. Parents must conduct a self-assessment of their child prior to arrival each day.
2. Parents will use the “Most Common Symptoms of COVID-19” list (see previous section) to check their child for symptoms prior to arrival.
3. If your child has any of the symptoms on the list, they should be tested for active COVID infection prior to returning to school and must follow the protocols outlined in this document (see “Illness and Isolation” section).
4. Contact your PCP for testing information or visit <https://www.mass.gov/info-details/about-covid-19-testing#where-can-i-get-a-test?>

Entry and Exit

1. Masks are mandatory at all times while on campus (see separate protocol for details).
2. Students with Parking Permits will park in regular student parking spaces. Enter and exit doors while maintaining 6-foot distance.
3. Sanitize hands upon entering the building
4. Water bubblers should not be used. Touchless water fountains used for filling water bottles should be used instead.
5. One person in the elevator at a time. In cases where physical assistance is needed, one other person may ride the elevator but individuals must face in the same direction and wear masks.
6. Use a PPE bin to properly dispose of used PPE.

Face Coverings

The Masconomet Regional School District is committed to providing a safe environment for all students and staff as the buildings reopen during the COVID-19 pandemic. In coordination with the Department of Elementary and Secondary Education (DESE), Center for Disease Control (CDC) and the Massachusetts and local Boards of Health (DPH), the following protocol is in place until further notice.

Face Mask/Coverings

Masks or face coverings are among the most critical components to reduce the transmission of COVID-19. The CDC recommends people wear masks in public settings and when around people who don't live in your household especially when other socially distancing measures are difficult to maintain. All students and staff are required to wear a mask/face covering that covers their nose and mouth at all times, with the exception of the following:

1. Meals (for more detail see separate lunch protocol).
2. Medical exceptions and special circumstances are addressed later in this document.

Acceptable face coverings include cloth, surgical and disposable masks. The use of gaiters and face shields is not permitted at this time due to unknown efficacy (per CDC). Students will wear their own mask from home. A limited number of masks will be available for students who need them.

- Reusable masks should be washed by students daily
- Disposable masks should be worn no longer than one day.
- Disposable masks should be discarded in PPE bins.

Using masks correctly:

- Individuals should be frequently reminded not to touch the face covering or mask and to wash their hands or use hand sanitizer frequently.
- To put on a mask-- Wash your hands. Place the mask over the nose and mouth, securing it under your chin, and fitting it snugly against the sides of your face.
- To remove mask-- Untie strings behind your head or stretch the earloops. Handle the mask only by ear loops or ties, being careful not to touch eyes, nose or mouth when removing. Bring inside corners of mask together, keeping the outside layer out and place carefully on a paper towel or napkin. Wash hands/use sanitizer after removal.
- Mask disposal-If a reusable mask breaks or becomes soiled/wet and needs to be thrown out or if a single-use mask needs to be disposed of, it should be placed into the nearest PPE bin by the individual who wore the mask. The individual should immediately put on a new mask after washing their hands.

Medical Exceptions and Special Circumstances:

1. Masks should not be placed on:
 - Children younger than 2 years old

- Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the mask without assistance.
2. Special Circumstances-use of masks may be challenging for some students, teachers, and staff, including:
- Students, teachers, and staff with severe asthma or other breathing difficulties.
 - Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.
3. Medical Exception-While masks are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a mask may not be feasible. In these instances, parents, guardians, caregivers, teachers, staff, and school administrators should consider [adaptations and alternatives](#) whenever possible. Medical documentation is required for an exemption for wearing a mask. Submit the appropriate documentation to the building principal who will notify the nurse as needed.
4. Clear Masks-People who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear masks if they rely on lipreading to communicate. This may be particularly relevant for faculty or staff teaching or working with students who may be deaf or hard of hearing. In this situation, consider using a clear mask that covers the nose and wraps securely around the face. Clear masks should be determined not to cause any breathing difficulties or over heating for the wearer. Clear masks are not face shields. If a clear mask isn't available, consider whether faculty and staff can use written communication (including closed captioning) and decrease background noise to improve communication while wearing a mask that blocks your lips. In addition to those who interact with people who are deaf or hard of hearing, the following groups of teachers and staff may also consider using clear masks:
- Teachers of students who are English language learners
 - Teachers of students with disabilities

Clear masks will be distributed at the direction of Asst. Superintendent Patty Bullard.

Illness and Isolation: Protocols for Responding to COVID-19 Scenarios

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 who test positive for COVID-19 are asked to reach out to their personal contacts and notify the school (Supervisor, School Nurse or Principal). Further, the Massachusetts Department of Public Health recommends annual influenza vaccination for everyone six months and older to help reduce the strain on the medical community.

The following scenarios are from DESE's [Protocols for Responding to COVID-19 Scenarios, July 17, 2020 \(Updated September 14, 2020\)](#).

STUDENT OR STAFF TESTS POSITIVE FOR COVID-19

1. The student or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or Massachusetts Community Tracing Collaborative. For most people who have relatively mild illness, they will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms.
2. In addition to following the standard absence protocol, both the student's parent/caregiver or the staff member will inform the school nurse and principal (the COVID-19 designated person) that the individual has tested positive for COVID-19. The school nurse and/or principal will initiate notification of the COVID team (Director of Guidance, Assistant Superintendents, and Superintendent).
3. The nurse will determine if 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. **Any area** of the school visited by the COVID-19 positive individual must be closed off and/or cleaned and disinfected.
 - a. Promptly close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
 - b. Promptly clean and disinfect the student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual, if that has not been done already.
 - c. Promptly clean and disinfect the bus(es) the student or staff member was on, if any, and if not already done.
 - d. The area(s) can be used 12 hours after cleaning/disinfecting has occurred.

4. Communicate with families and staff of close contacts:
- a. The school should identify the student's or staff member's possible "close contacts" based on the assigned seating charts and proximity related to class activities. Close contacts will be defined as only those who have been within 6 feet of distance of the individual for at least ten-fifteen minutes, while the person was infectious. This definition is for students, teachers and other staff. The infectious period begins two days before symptom onset (or two days prior to the date of the positive test if asymptomatic) and includes up until the time the student/staff was isolated. Consider students and staff members who were close contacts in class, other school spaces, on the school bus, or at extracurricular activities. As feasible, to assist with contact tracing, make a list including phone number and email of any other close contacts the student or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until the individual was isolated.
 - b. Nurses and/or assistant principals will send a communication to the staff/teachers and families of students of close contacts that there has been a positive test without naming the individual student or staff member who tested positive.
 - c. Communications sent to families/staff who are close contacts should:
 - i. Inform them there was a positive test (not the specific individual) in the student's class/bus or other activity.
 - ii. Explain that since the student/staff were within 6 feet of the person with a positive test for 15 minutes or more, they are considered a "close contact" and therefore should be tested. Having assigned seating and keeping up-to-date seating charts will help identify who should be instructed to be tested: specifically, those who were sitting next to the student, plus any others who also had close contact with the student.)
 - iii. Instruct 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.)
 - iv. Close contacts should be tested for COVID-19 at one of Massachusetts's test sites.¹ Sites may require pre-screening, a referral, and/or an appointment.
 - v. Close contacts are not to return to school until they have quarantined for 14 days. This includes close contacts who receive a negative test result or who choose not to be tested.²

¹<https://www.mass.gov/doc/covid-19-testing-guidance/download>

²Massachusetts DPH, [Testing of Persons with Suspect COVID-19](#). (2020, May 13).

- vi. 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).
 - vii. Remind families and/or staff of the list of COVID-19 symptoms for which to monitor.
 - d. The superintendent will communicate with the entire school community relative to the presence of a positive case in the schools.
5. If the school finds out about the original COVID-19 positive test in the middle of a school day:
- a. The school should quickly identify the individuals who may be “close contacts” of the student and notify students and their families.
 - b. Make sure the students/staff who could be considered close contacts 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.
 - c. Student/staff may remain through the end of the day. Students who are close contacts and students with any symptoms should not ride the school bus to get home. Students and staff should wash their hands upon arriving at home and change their clothes as a precaution.
 - d. Close contacts should not come back to school until they have quarantined for 14 days³ and are asked to communicate their test results to the school.

CLOSE CONTACT OF STUDENT OR STAFF TESTS POSITIVE FOR COVID-19

1. Current Massachusetts DPH guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.
2. The student or staff member who was in close contact with someone who tested positive for COVID-19 should be tested at one of Massachusetts’s test sites. Sites may require pre-screening, a referral, and/or an appointment.
3. Close contacts should isolate at home prior to testing and while awaiting test results.
4. Close contacts are asked to communicate their test results to the school. They should not return to school until they have quarantined for 14 days. This includes close contacts who receive a negative test result or who choose not to be tested.⁴ Because tests performed

³<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

⁴<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

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.

IF POSITIVE TEST: The student or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER: “Protocol: Student/staff tests positive for COVID-19.”**

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).

1. IF NO SYMPTOMS:

1. Send student to school.

2. IF ANY SYMPTOM:

1. Do not send the student to school.
2. Call the absent line and notify the school nurse and inform them student is staying home due to symptoms.
3. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.⁵ An individual who does not wish to be tested may return to school 10 days⁶ 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.
4. The student should get tested at one of Massachusetts’s test sites.⁷ Sites may require pre-screening, a referral, and/or an appointment.
5. Isolate at home until test results are returned.

⁵ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

⁶ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

⁷ [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?)

6. Proceed as follows according to test results:

1. **IF NEGATIVE:** Students 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).
2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.⁸ **FOLLOW STEPS UNDER:** “Protocol: Student / staff tests positive for COVID-19.”

STUDENT IS SYMPTOMATIC ON THE BUS

1. Although families are the most important first line of defense for monitoring symptoms, bus drivers and bus monitors also play an important role in flagging possible symptomatic students. Note: This will require training for bus drivers (and bus monitors, if applicable).
2. If symptoms are noticed as the student is getting on the bus and if there is a caregiver present, do not allow student to board the bus. Caregiver should then **FOLLOW:** “Protocol: Student is symptomatic at home.”
3. If student is already on the bus, ensure student is masked and the student keeps mask on covering nose and mouth at all times. If the student does not have a mask, the bus driver should be equipped to provide one. Ensure other students keep their masks on covering their nose and mouth at all times. Ensure student keeps required physical distance from other students.
4. If not already open, windows should be opened as fully as possible, weather permitting.
5. Bus driver/monitor should call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate cell phone numbers for school and district personnel (nurse or other medical personnel). The dispatch should contact the school to

⁸ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

inform the school nurse (or school medical point of contact) of a possible symptomatic child.

6. School nurse (or designee) should meet the bus as it arrives, wearing a mask. As practical, student with possible symptoms should exit the bus first.
7. Bus should be cleaned / disinfected
8. Nurse (or designee) 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.
- 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.⁹ An individual who does not wish to be tested may return to school 10 days¹⁰ from start of symptoms, as long as their symptoms have improved and

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

¹⁰ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.

- iv. Student should get tested at one of Massachusetts's test sites.¹¹ Site 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:** Students 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).
 2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.¹² **FOLLOW STEPS UNDER:** "Protocol: Student/staff tests positive for COVID-19."

b. IF NO SYMPTOMS:

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

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.

¹¹ <https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?>

¹² <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

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.
 - a. Nurse (or school medical point of contact) should evaluate the student for symptoms (see list above: “Most common symptoms of COVID-19”).
 - b. **IF ANY SYMPTOM:**
 - i. Place the student in the designated 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.¹³ An individual who does not wish to be tested may return to school 10 days¹⁴ 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.
 - iv. Student should get tested at one of Massachusetts’s test sites.¹⁵ Sites may require pre-screening, a referral, and/or appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Students may return to school after they have tested negative for COVID-19, have improvement in symptoms,

¹³ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

¹⁴ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

¹⁵ <https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?>

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).

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 days and until at least 3 days have passed with no fever and improvement in other symptoms.¹⁶ **FOLLOW STEPS UNDER:** “Protocol: Student or staff tests positive for COVID-19.”

c. IF NO SYMPTOMS:

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

PRESENCE OF MULTIPLE CASES IN THE SCHOOL OR DISTRICT

1. If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the superintendent should work with the local board of health to determine if it is likely that there is transmission happening in school.
2. For each individual case, **FOLLOW STEPS UNDER:** “Protocol: Student or staff tests positive for COVID-19.” Note that when there is one isolated case, the student’s close contacts will need to stay home and be tested, not the whole school.
3. When there is suspected in-school transmission *beyond one cohort or a small number of cohorts*, school and district leaders must consult with the local board of health as to proposed next steps which may include mobile testing. These steps should include a review of the specific COVID-19 public health metrics for the municipality and could lead to, for example, making a decision to:
 - a. close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or
 - b. close the school partially or fully for the longer duration of a 14-day quarantine period.
4. Should there be circumstances where there are multiple cases in multiple schools, school and district leaders must consult with the local board of health as to proposed next steps which may include mobile testing. These steps should include a review of the specific

¹⁶ <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

COVID-19 public health metrics for the municipality and could lead to, *for example*, making a decision to:

- a. shut down the district for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or
 - b. shut down the district for the longer duration of a 14-day quarantine period.
5. **Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.**

Contacts:

Russell Johnston, Senior Associate Commissioner

Anne Marie Stronach, Senior Advisor to the Commissioner

6. If the decision is made to close for some number of days, the school and/or district should send clear information and instructions to families and staff:
- a. Informing them that it is possible COVID-19 is being transmitted in the school and/or district
 - 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
7. Before bringing students back to school:
- a. Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products); re-order replacement inventory
 - b. Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing)
 - c. Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school

PRESENCE OF SIGNIFICANT NUMBER OF NEW CASES IN A MUNICIPALITY

1. In the case of significant municipal outbreak, as determined by the local board of health or DPH, the superintendent and school leaders must consult with the local board of health to determine whether it is appropriate to close a specific school, schools, or an entire district.
2. **Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.**

Contacts:

Russell Johnston, Senior Associate Commissioner,

Anne Marie Stronach, Senior Advisor to the Commissioner – Rapid Response,

STATE-WIDE CHANGES TO REOPENING PHASES

1. Early in August, Governor Baker has announced that the Commonwealth will remain in Phase 3 of Reopening Massachusetts in significant part to help support an overall environment for the safe return to our schools for as many students, staff and teachers as possible.
2. If Massachusetts moves back into a prior phase, or further changes are made in Phase 3, DESE (in consultation with the Massachusetts COVID-19 Command Center) will communicate with school districts and schools to determine whether in-person school should continue. As the transmission of the virus can vary due to local circumstances and actions, these potential recommendations may be by locality, region or statewide.

OCCUPATIONAL EXPOSURE AND RETURN TO WORK GUIDANCE FOR LICENSED SCHOOL HEALTH PROFESSIONALS

Licensed School Health Professionals are health care workers. In the case of an occupational exposure to COVID-19, school nurses should follow guidelines for health care workers in DPH's Occupational Exposure and Return to Work Guidance.¹⁷ Health care workers may continue to work after an exposure if they are not experiencing COVID-19 symptoms and were wearing appropriate PPE at the time of exposure. All health care workers should wear appropriate PPE and self-monitor for symptoms that may be consistent with COVID-19.

If health care workers are experiencing COVID-19 symptoms or have tested positive for COVID-19, they should isolate. Detailed return to work guidance to determine the duration of isolation can be found in the Occupational Exposure and Return to Work Guidance.

¹⁷ <https://www.mass.gov/doc/healthcare-personnel-occupational-exposure-return-to-work-guidance/download>

Cleaning and Disinfecting

The Masconomet Regional School District is committed to providing a safe environment for all students and staff as the buildings reopen during the COVID-19 pandemic. In coordination with the Department of Elementary and Secondary Education (DESE), Center for Disease Control (CDC) and the Massachusetts and local Boards of Health (DPH), the following protocol is in place until further notice.

Mode of Transmission:

The virus that causes COVID-19 spreads mainly from person to person typically through respiratory droplets from coughing, sneezing or talking. Although it is not the main way the virus spreads, it may be possible for an individual to get COVID-19 by touching an object that is contaminated and then touching their own mouth, nose, or possibly eyes.

Definitions:

- Cleaning-physically removes germs, dirt, and impurities from surfaces or objects by using soap (or detergent) and water. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Disinfecting-kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Visibly dirty surfaces should be cleaned prior to disinfection.

Cleaning/Disinfecting Guidelines:

- Sharing materials is discouraged but if shared, they must be cleaned before and after use.
- Consider cleaning high touch surfaces (door knobs, light switches, etc) several times throughout the day.
- Throw disposable items used to clean surfaces and items in PPE bins immediately after use and sanitize hands.

Additional Cleaning:

- If positive case(s) in school, additional cleaning will be performed following CDC guidelines.
- Wipe down shared equipment/appliances/surfaces/materials before and after use (i.e. copier, microwave, coffeemaker, stapler, countertops, etc.)
- Sharing computers is discouraged.
- A disinfectant should be utilized to clean hard surfaces and computers prior to use. Requests for cleaning supplies should be submitted through the SchoolDude Work Order Ticketing System.

Handwashing Protocol

The Masconomet Regional School District is committed to providing a safe environment for all students and staff as the buildings reopen during the COVID-19 pandemic. In coordination with the Department of Elementary and Secondary Education (DESE), Center for Disease Control (CDC) and the Massachusetts and local Boards of Health (DPH), the following protocol is in place until further notice.

Hand Hygiene: Good hand hygiene practices are critical tools to mitigate transmission of the virus. Frequent handwashing with soap and water for at least 20 seconds and using paper towels to dry is the best practice. However use hand sanitizer with at least 60% ethanol or 70% isopropyl should be substituted when handwashing is not available.

Students and staff are required to exercise hand hygiene at the following times:

1. Upon arriving to school.
2. Prior to and after using common office equipment, appliances and shared materials (ie., copiers, fax machines, coffee machines, microwave, refrigerators).
3. Before and after work breaks or mask breaks.
4. After using the restroom.
5. Before and after eating.
6. Before putting on, touching or removing face masks.
7. After blowing nose, sneezing or coughing.

Hand Sanitizer

- To assist with frequent hand hygiene, hand sanitizer will be placed at key areas throughout the schools.
- In addition, portable handwashing stations will be available in the fieldhouse for use before and after lunch.
- Sanitizer and PPE should be requested by submitting a Work Order Ticket through SchoolDude.

Transportation Protocols

The Masconomet Regional School District and our transportation providers are committed to providing a safe environment for all students and staff as the buildings reopen during the COVID-19 pandemic. To this end, we have implemented safety measures to minimize the risk of exposure while students and passengers are being transported to and from their schools or programs following guidelines provided by the Occupational Health and Safety Administration (OSHA), the Centers for Disease Control and Prevention (CDC), state and local regulations and guidelines, including the EEC and DESE (Memorandum, June 7, 2020), and local public health officials to ensure that our employees work in a safe environment.

Responsibilities of Districts, Programs, or Agencies

Per the Memorandum: Guidance on Summer 2020 Special Education Services (DESE, June 7, 2020), *schools and districts must provide appropriate protective equipment to all direct service providers. Direct service providers include transportation personnel/monitors who must come in direct physical contact with passengers.*

1. Districts, programs, and agencies must provide the Company with an emergency supply of PPE for students and passengers being transported, in the event a parent, guardian or caregiver does not provide the student or passenger with a mask or face covering.
2. Districts, programs, and agencies must provide the Company with a list of students who are not required to wear masks or face coverings for whom it is not safe to do so due to age, medical condition, or other health or safety considerations.

Responsibilities of Parents, Guardians, or Caregivers

1. Parents, guardians, or caregivers must screen their children or youth prior to boarding a vehicle, including checking symptoms and temperature. A temperature less than 100°F is necessary to board the bus, van, or vehicle.
2. Students and passengers over the age of 2 are required to wear masks or face coverings who can safely and appropriately wear, remove, and handle masks, unless noted otherwise by the district, program, or agency.
3. When waiting for a school bus at a pick-up location, parents, guardians, or caregivers should maintain at least 6 feet of distance between others waiting for the bus. When 6 feet is not possible, individuals must wear masks or cloth face coverings.

Responsibilities of School or Program Staff

1. Prior to sending children or youth by bus, staff must perform at a minimum a visual wellness check and symptom screen.
2. Staff should assist children with washing or sanitizing hands upon arrival after exiting the bus, van, or vehicle and prior to departure before boarding the bus, van, or vehicle.

The Company will take the following precautions when transporting students or passengers.

Responsibilities of Vehicle Operators and Monitors

Vehicle operators and monitors will:

1. Wash hands regularly with soap and water for at least 20 seconds, especially:
 - a. After going to the bathroom; before eating; after blowing their nose, coughing, or sneezing; and upon entering and exiting the vehicle.
 - b. If soap and water are not readily available, they will use EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2.
2. Conduct personal pre-trip health screenings before every trip:
 - a. Temperature check (must be less than 100°F to continue to work)
 - b. Symptoms check (within the past 24 hours): cough, sore throat, difficulty breathing, diarrhea, nausea, vomiting, abdominal pain, unexplained rash, new loss of smell/taste/, new muscle aches, headache, or fatigue. If a driver or monitor is experiencing any of these symptoms, they will call the office and remain at home.
 - c. *“In the past 14 days, have I had close contact with a person known to be infected with the novel coronavirus (COVID-19)?* Close contact is defined as: within six feet for more than 10 minutes while the person was symptomatic, starting 48 hours before their symptoms began until their isolation period ends.
 - d. Confirm completion and passing of personal pre-trip health screening with dispatcher when signing on, prior to starting route.
3. Wear masks or face coverings.
4. Avoid touching surfaces often touched by students or passengers.
5. Use gloves if required to touch surfaces contaminated by bodily fluids.
6. Practice routine cleaning and disinfection of frequently touched surfaces after every route:
 - a. Clean the area prior to disinfection to remove all surface matter and remove trash.
 - b. Use the EPA-Registered Products for Use Against Novel Coronavirus SARS-CoV-2 provided by the office to clean high-touch surfaces, including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls, and stanchions.
 - c. Damp-mop floors with disinfectant, wipe heat and air conditioner vents, spot cleaning walls and seats, dust horizontal surfaces, and clean spills.

- d. If soft or porous surfaces (e.g., fabric seats, upholstery, carpets) are visibly dirty, clean them using appropriate cleaners and then disinfect soft or porous surfaces using EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2.
- e. Keep windows open while transporting students and passengers. If it is not possible nor comfortable to open windows, the vehicle operator will set the ventilation system to high and not recirculate conditioned air.

If a driver or monitor is sick they will stay home and not come to work.

If a student or passenger reports they are not feeling well, contact the office immediately.

Responsibilities of Managers and Supervisors

Managers and supervisors will:

1. In collaboration with district and program administrators/transportation coordinators, minimize the time students and passengers are in group transportation.
2. Maximize social distancing to the greatest extent possible when routing students and passengers.
3. Not require vehicle operators or monitors to work if they are exhibiting symptoms: fever (100° or greater), cough, sore throat, difficulty breathing, diarrhea, nausea, vomiting, abdominal pain, unexplained rash, new loss of smell/taste/, new muscle aches, headache, or fatigue.
4. Ensure vehicle operators and monitors have adequate PPE and cleaning supplies. Request supplies from Fleet and Facilities Maintenance when supplies are low.
5. Confirm completion of personal pre-trip health inspection with vehicle operator or monitor when they sign on prior to starting their route.
6. Respond immediately and appropriately to any questions or concerns raised by the vehicle operators or monitors.
7. Work in collaboration with school districts, programs, or agencies in the event of an exposure.

Responsibilities of Fleet and Facilities Maintenance

The VP of Fleet and Facilities Maintenance will:

1. Procure PPE and cleaning supplies including identifying, in collaboration with Safety and Training, an appropriate EPA Registered Antimicrobial Product for Use Against Novel Coronavirus SARS-CoV-2.
2. Distribute PPE and cleaning supplies to all local and regional offices.

Transportation for Children with Special Needs and Vulnerable Children:

To ensure that children with special needs and vulnerable children who rely on transportation will be able to access program services, the following transportation protocols will be followed.

1. Screenings must be conducted before children, vehicle drivers, and vehicle staff board the bus.
2. Transportation practices must adhere to social distancing guidelines.
3. Vehicle drop off must be adjusted to meet social distancing guidelines. Vehicles must off load and load one vehicle at a time, unless the location allows for enough distance between vehicles.

Transportation Seating Guidelines

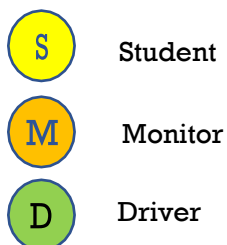
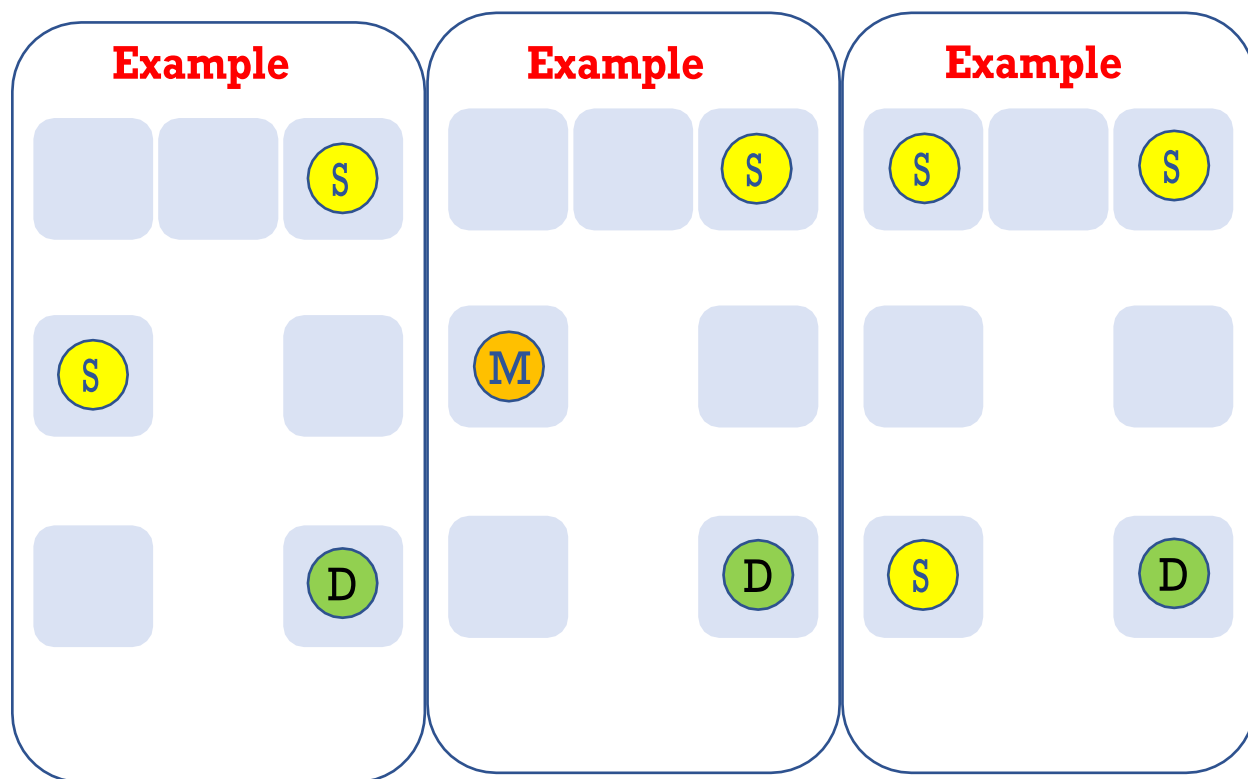
Safe transportation of students and passengers requires drivers and monitors to:

- Conduct personal pre-trip health screenings prior to every trip;
- Wear face coverings and have gloves available;
- Keep windows open if possible, or turn on ventilation system to high; and
- Clean and disinfect the vehicle after every trip.

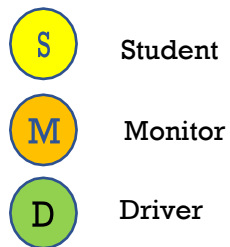
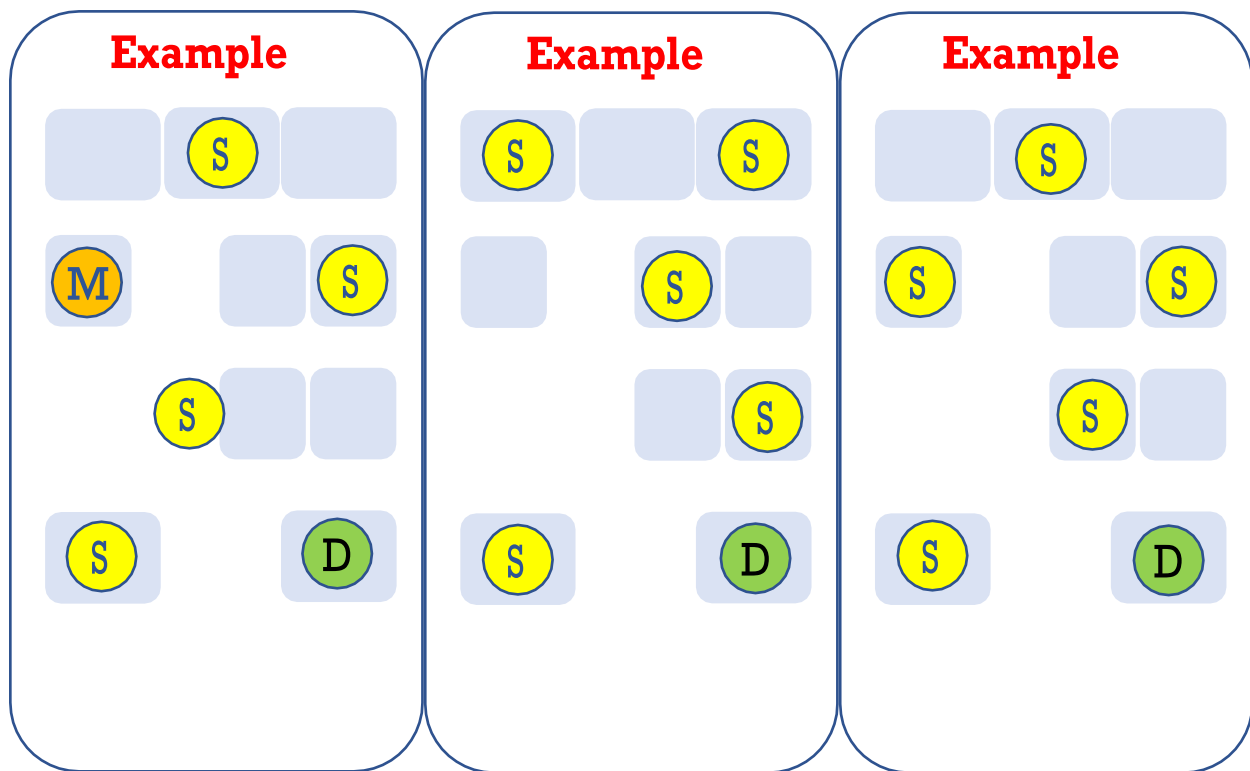
Prior to boarding students or passengers in a vehicle, parents, caregivers, or staff must conduct health screenings of students or passengers. Students and passengers are required to wear face coverings.

Note: Students sitting in the front passenger seat must be 13 years of age or older.

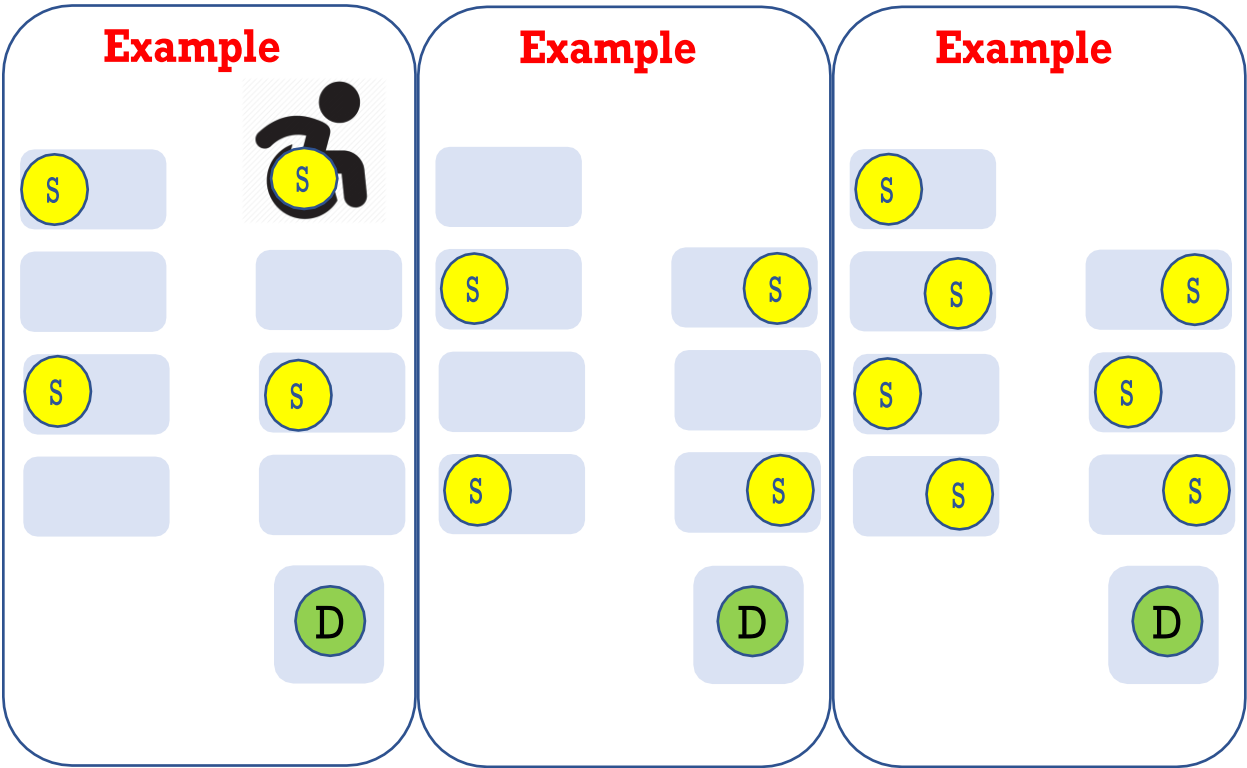
MINI VAN SEATING CONFIGURATIONS






TRANSIT VAN SEATING CONFIGURATIONS



SMALL CAPACITY BUS SEATING CONFIGURATIONS



-  Student
-  Monitor
-  Driver

LARGE CAPACITY BUS SEATING CONFIGURATIONS



Example Configurations Based on a 77 Seat Bus

Additional Examples of Bus Capacities

	71 PASS	77 PASS	83 PASS
Example A	12	13	14
Example B	24	25	27

Athletics

MIAA Return to Play Guidance

The following guidance has been created by the MIAA Sports Medicine Committee to allow for thoughtful planning and implementation of protocols to support the safe return to play for MIAA student-athletes.

FACE COVERINGS

In accordance with CDC guidance the use of face coverings will be required “to reduce the risk of spreading COVID-19 from the person wearing the mask (who may not have any symptoms of the disease).” (CDC Consideration for Youth Sports, 2020) There is also evidence that the use of a face covering will also provide protection to the wearer. “Face coverings may be challenging for players (especially younger players) to wear while playing sports.” (CDC Consideration for Youth Sports, 2020) “Face coverings should be worn by coaches, youth sports staff, officials, parents, and spectators as much as possible.” (CDC Consideration for Youth Sports, 2020). Recognizing the benefits and potential concerns of using face coverings during conditioning and physical activity, the MIAA BOD, in collaboration with the MIAA Sports Medicine Committee, recommends:

1. Cloth or disposable face coverings should be worn throughout each phase when not engaging in vigorous activity, unless required by a sport rule modification. This would include sitting on the bench, during chalk talk, interacting with an athletic trainer, etc.
2. Medical grade face coverings are not necessary. Cloth or disposable face coverings are acceptable. Face coverings should be multi-layered.
3. Coach and other contest administrative personnel should always wear cloth face coverings. (Artificial noisemakers such as an air horn or a timer system with an alarm can be used to signal in place of a traditional whistle.) (2020 NFHS Guidance for Opening up High School Athletics and Activities, 2020)

QUARANTINE AND COVID-19 ACTION PLANS

All schools should incorporate quarantine procedures and required COVID-19 response plans in their documented Emergency Action Plans. These plans should be known to all coaches and medical staff and should be practiced. The plans should cover how to deal with visiting teams, game officials and spectators.

ACTIVITY TYPE AND PHASES

The Phase Structure within this document is intended to align with phasing protocols and guidelines of the Massachusetts Executive Office of Energy and Environmental Affairs (EEA).

Risk Level: Sports and recreation activities are categorized as “Lower Risk,” “Moderate Risk,” and “Higher Risk.”

Lower Risk sports and recreation activities are characterized by:

- Sports or activities that can be done with social distancing and no physical contact
- Sports or activities that can be done individually

Examples: Batting cages, tennis, swimming, golf, no contact exercise classes, gymnastics, cross country

Moderate Risk sports and recreation activities are characterized by:

- Sports or activities that involve intermittent close proximity or limited, incidental physical contact but with protective equipment or mitigating measures in place that may reduce the likelihood of respiratory particle transmission between participants (e.g., wearing masks, modifying play)

Examples: Baseball, softball, track and field, running clubs, team swimming, volleyball, field hockey, no-contact lacrosse, soccer

Higher Risk sports and recreation activities are characterized by:

- Sports or activities for which there is a requirement or substantial likelihood of routine close and or sustained proximity or deliberate physical contact between participants and a high probability that respiratory particles will be transmitted between participants.

Examples: Football, wrestling, rugby, basketball, lacrosse, ice-hockey, competitive cheer

Phase 2:

Phase 2 is recommended for beginning a return to sports. If there is an increase in cases within the region or organization, it is recommended to return back to the previous phase and potentially will need to stop sports. Dates are subject to change per this recommendation at any time based on local health department guidance.

During this phase, individual workouts are allowed to begin on campus or at the organization's facility. However, **no more than 10 individuals, including coaches, are recommended in a space**. The space should be separated by a barrier or large enough distance that individuals can maximize social distancing and no players/coaches should be within 6 feet of each other. There should be no interaction between groups of 10 during this phase. All machines or equipment should be wiped down with disinfectant after each use. Gathering limitations and cleaning to be enforced by school administration in collaboration with the athletic trainer.

Athletes should not be interacting with anyone outside the area where their individual workout is located.

Pre-workout Screening:

- All coaches and students should be screened for signs/symptoms of COVID-19 prior to a workout. Temperature screenings would need to be done in accordance with local regulations and guidance.
- Responses to screening questions for each person should be recorded and stored so there is a record of everyone present in case a student develops COVID-19 (see COVID-19 Athlete/Coach Monitoring Form at the end of this document)
- Any person with positive symptoms reported should not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.
- High risk individuals (coaches, staff and/or student athletes should not oversee or participate in any workouts during Phase 2.

- It is recommended that every student with a prior diagnosis of COVID-19, symptoms suggestive of COVID-19, or a “close exposure” to someone with COVID-19 should contact their medical provider to determine if further evaluation is warranted prior to returning to sports.
- A medical evaluation is strongly recommended for students with a confirmed case of COVID19.
- All students with prior COVID-19 should be screened for ongoing symptoms of chest pain/pressure with exercise, difficulty breathing or dizziness with exercise, or decreased exercise tolerance.

Limitations on Gatherings: (aligned with EEA guidance)

- No gathering of more than 10 people at a time (inside or outside).
- Locker rooms should not be utilized during Phase 2. Students should report to workouts in proper gear and immediately return home to shower at end of the workout.
- Workouts should be conducted in “pods” of students with the same 5-10 students always working out together. Smaller pods can be utilized for weight training. This ensures more limited exposure if someone develops an infection.
- There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur.
- Groups must be 20 ft apart.
- Activities performed during this phase cannot include any contact.
- Limit any nonessential visitors, spectators, staff, volunteers, and activities involving external groups or organizations as much as possible.
- Facility managers must set, post, and monitor occupancy limits for bathrooms based on the ability to maintain six-foot social distancing.

Physical Activity and Athletic Equipment:

- There should be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students. Based on DESE guidance for school reopening, temperature checks will not be required. However, a school district may opt to consider the practice and it may be required by the school's local Board of Health.
- Students should wear their own appropriate workout clothing (do not share clothing) individual clothing/towels should be washed and cleaned after every workout.
- All athletic equipment, including balls, should be cleaned after each use and prior to the next workout.
- Individual drills requiring the use of athletic equipment are permissible, but the equipment should be cleaned prior to use by the next individual.
- Resistance training should be emphasized as body weight, sub-maximal lifts and use of resistance bands.

- Free weight exercises that require a spotter cannot be conducted while honoring social distancing norms. Safety measures in all forms must be strictly enforced in the weight room.

Examples (including by not limited to):

- A basketball player can shoot with a ball(s), but a team should not practice/pass a single ball among the team where multiple players touch the same ball.
- A football player should not participate in team drills with a single ball that will be handed off or passed to other teammates. Contact with other players is not allowed, and there should be no sharing of tackling dummies/donuts/sleds.
- A volleyball player should not use a single ball that others touch or hit in any manner.
- Softball and baseball players should not share gloves, bats, or throw a single ball that will be tossed among the team. A single player may hit in cages, throw batting practice (with netting 4 9/18/2020 Fall-2020-SMC-Return to Play as backstop, no catcher). Prior to another athlete using the same balls, they should be collected and cleaned individually
- Wrestlers may skill and drill without touching a teammate.
- Tennis players may do individual drills, wall volleys and serves.
- Runners should maintain the recommended 6 feet of distancing between individuals.

Hydration:

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized.

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.

- Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Phase 3:

During this phase, team workouts, practices, and competitions (with some restrictions and/or modifications) are allowed to begin on campus or at facilities. Team drills can occur where players are less than 6 feet apart, but this should be minimized to brief one-on-one drills if the practice is conducted using the cohort/pod model. Most of the practice should utilize social distancing.

No two teams should be in the same location at one time. If the same field or gym will be used back to back, allow ample time between sessions to clean area between teams. Half field use is permitted. Be sure there is no interaction between teams. Gathering limitations and cleaning to be enforced by school administration in collaboration with the athletic trainer.

Any equipment used should be disinfected between individual uses (i.e. helmets, bat, stick etc.). Social distancing should apply as much as possible during these team workouts and practices.

Pre-Workout/Contest Screening:

- All coaches and students should be screened for signs/symptoms of COVID-19 prior to a workout. Based on DESE guidance for school reopening, temperature checks will not be required. However, a school district may opt to consider the practice and it may be required by the school's local Board of Health.
- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student develops COVID-19 (see Appendix II for sample Monitoring Form).
- Attendance and "cohort" groups should be documented daily.
- Any person with positive symptoms reported should not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.
- High risk individuals (coaches, staff and/or student athletes) should not oversee or participate in any workouts during Phase 3.
- It is recommended that every student with a prior diagnosis of COVID-19, symptoms suggestive of COVID-19, or a "close exposure" to someone with COVID-19 should contact their medical provider to determine if further evaluation is warranted prior to returning to sports.
- A medical evaluation is strongly recommended for students with a confirmed case of COVID19.
- All students with prior COVID-19 should be screened for ongoing symptoms of chest pain/pressure with exercise, difficulty breathing or dizziness with exercise, or decreased exercise tolerance.

Limitations on Gatherings: (aligned with EEA guidance)

- Reference EEA Guidance for detail on outdoor and indoor capacity guidance
- If locker rooms or meeting rooms are used, they may only operate at 50% capacity and there must be a min of 6ft distance between individuals. Showers are closed, unless required for public pool operation.
- Workouts should be conducted in “pods” of students with the same 5-10 students always working out together. Smaller pods can be utilized for weight training. This ensures more limited exposure if someone develops an infection.
- Team drills can occur where players are less than 6 feet apart, but this should be minimized to brief one-on-one drills. Most of the practice should utilize social distancing. Consider using tape or paint as a guide for students and coaches. All practices and team activities should follow social distancing guidelines, wearing face coverings and follow MIAA sport modifications.

Physical Activity and Athletic Equipment:

- Lower risk sports practices and competitions may resume. Modifications may be necessary. (see Sport Classification list at the beginning of this document and published MIAA Sport Modifications)
- Moderate risk sports practices and competitions may resume with modifications.
- Higher risk sports modifications will be updated and developed when those sports are approved for participation.
- There should be no shared athletic towels, clothing or shoes between students.
- Students should wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every workout.
- All athletic equipment, including balls, should be cleaned intermittently during practices and contests.
- Hand sanitizer should be plentiful at all contests and practices. Its use should be required upon entrance and exiting game play and before leaving the facility if hand washing is not possible.
- Maximum lifts should be limited and power cages should be used for squats and bench presses. Spotters should stand at each end of the bar. Face coverings are required for participants.

Hydration:

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized.

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.

- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.
- Appropriate clothing/shoes should always be worn in the weight room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
- Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Phase 4:

When EEA guidance is developed for phase 4 this guidance will be updated.

SPECTATORS AT MASCONOMET HOME GAMES

- Only **HOME** team is allowed to have 2 spectators per player and spectators must wear masks at all times.
- Spectators for Varsity Soccer games will be allowed to stand/sit in between the sidelines of the JV and V soccer fields (varsity spectators ONLY) at the designated spots marked 10 feet apart). Standing/seating for spectators will also be available at a distance to be marked off behind the goal area.
- Spectators for JV soccer games will be allowed to stand/sit behind the designated goal area only (not the sideline area) in order to maintain proper social distancing.
- Spectators for JV-2/FR soccer games will be allowed to either watch from their cars in the HS parking lot or along the sideline opposite the team sideline in the designated marked spots 10 feet apart.
- Spectators for V/JV/FR/JV-2 field hockey games will be allowed to watch games along the sideline opposite the team sideline in the designated marked spots 10 feet apart.
- Boxford Cable will be Live Streaming ALL home varsity soccer and field hockey games this season. A link to our athletics web page will be posted prior to the 1st contest.
- Team sideline area – Designated spaces will be marked for players who are not in the game along the team sideline area.

Student Restroom Use

The Masconomet Regional School District is committed to providing a safe environment for all students and staff as the buildings reopen during the COVID-19 pandemic. In coordination with the Department of Elementary and Secondary Education (DESE), Center for Disease Control (CDC) and the Massachusetts and local Boards of Health (DPH), the following protocol is in place until further notice.

1. Only one student can leave each classroom at a time.
2. Student will sanitize hands.
3. Student will open the classroom door.
4. Student will travel to the closest bathroom, while wearing their face mask.
5. Student will enter the bathroom, only if it is not already occupied.
6. Student will take care of their personal needs.
7. Student will wash their hands for 20 seconds using soap and water. Student may use paper towels to dry their hands.
8. Student will travel back to their classroom, while wearing their face mask.
9. Student will again sanitize their hands before sitting down at their desk.

Student Lunches

The Masconomet Regional School District is committed to providing a safe environment for all students and staff as the buildings reopen during the COVID-19 pandemic. In coordination with the Department of Elementary and Secondary Education (DESE), Center for Disease Control (CDC) and the Massachusetts and local Boards of Health (DPH), the following protocol is in place until further notice.

The following has been put in place in order to reduce the risk of transmission and provide a safe and comfortable place for students to eat.

1. Student will travel to the field house, while wearing their face mask.
2. Upon arrival, student will sanitize their hands.
3. Student will head directly to their assigned seat in the field house.
4. Student will sit down, remove their face mask, and take out their lunch.
5. Lunch monitors will direct students who wish to purchase lunch.
6. Student will remain seated for the remainder of the lunch period.
7. At the end of the lunch period, student will put on their face mask.
8. Assistant Principal will tell each row of students when they can get up to exit.
9. Desks will be sanitized after eating.
10. On their way out of the field house, student will throw out their trash in the trash bins.
11. Student will again sanitize their hands before leaving the field house and heading to class.

Masconomet Health Services Protocols

GENERAL INTRODUCTION

School nurses play a critical role in monitoring and supporting the health and safety of students and school staff. The importance of this role has been magnified during the COVID-19 pandemic. These protocols will address the concerns that are of particular importance to the school nurse and will provide the guidance needed to operate the health office and isolation room safely and efficiently.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Staff should wear appropriate PPE based on the specific interactions they are having with students (e.g., instruction, behavior support, activities of daily living, etc.) as shown in the chart below. This PPE guidance is based on best-practice recommendations from federal authorities including the Centers for Disease Control and Prevention (CDC) and the United States Department of Labor, Occupational Health and Safety Administration. As the published scientific literature surrounding COVID-19 evolves, the following recommendations and guidance are subject to change, Updated 7/30/20.

PPE Types	Lowest Risk	Moderate Risk	Highest Risk	Notes
	<p>School personnel and students must interact, and physical distancing cannot always be maintained.</p> <p>**</p>	<p>Tasks include those that require close/direct contact with (i.e., within 6 feet of) people who are not known or suspected to have COVID-19.</p>	<p>Tasks include the physical assessment of any individual suspected of having COVID-19. Aerosol generating procedures.</p>	<p>PPE should be used as a “last resort” when administrative or engineering controls are not able to eliminate the hazard. PPE is only effective if worn properly. Training on the types of PPE, how to properly put on/take off, the limitations and care instructions must be provided to employees who wear PPE</p>
Cloth Face Covering (Not PPE)	X			<p>Provides source control, i.e. control that prevents transmission of potentially infectious respiratory droplets. These are not PPE.</p>

Gloves		X – situation dependent	X	Wearing gloves is not a substitute for hand washing with soap and running water. Washing hands between patients/students will prevent cross contamination.
Eye Protection		x-situation dependent	x	Provides protection from fluid entry into eyes along with mouth and nose if worn with fluid resistant surgical mask.
Surgical Facemask		x	x	Provides source control and protection from fluid entry into the nose and mouth. As soon as possible and as tolerated, sick individuals should wear a surgical mask until they are picked up from school or leave to a health care facility

Gown / Coveralls			x	Depending on product, may be resistant or impermeable to fluids. Gowns need to be changed between care for presumptive cases to prevent cross contamination.
Respirator (N95) *			X	Best practices prior to the COVID-19 pandemic was for healthcare workers to use N95 or greater protection respirators when in contact with patients who may spread infectious diseases via airborne secretions. If respirator is determined not essential, or is unavailable due to shortage, wear facemask and face shield.

Moderate Risk: Tasks include those that require close contact with (i.e., within 6 feet of) people who are not known or suspected to have COVID-19. These precautions are recommended since some people with the disease may be asymptomatic or in the pre-symptomatic phase of illness at the time of contact. Although there is risk with these tasks, not all PPE listed may be needed for all situations. These tasks include, but are not limited to first aid, oral medication administration, vision screening, hearing screening, consultation, blood glucose checks (diabetes care), metered-dose inhalers (MDIs) for students/staff with asthma.⁷

High Risk: Tasks that require close contact with (i.e. within 6 feet of) people who are not known or suspected COVID-19 patients but are undergoing procedures with potential for aerosol generation or body fluid contact, such as, but not limited to: open suctioning of airways, sputum induction, non-invasive ventilation (e.g., BiPAP, CPAP), manual ventilation. It would be advisable to do this assessment and any other airway procedures in a well-ventilated room isolated from others. Due to limited availability of data, it is uncertain whether aerosols generated by nebulizer treatments are potentially infectious. MDIs can be used as young as 6 months of age; families should contact primary care provider for education on use of MDI prior to school.

More detail regarding the type and disposal of PPE used by the nurses in the health services area is described in the appropriate section below.

TRIAGE AREA

Area outside the isolation and wellness rooms where all student and staff are screened for COVID prior to entry (including those with scheduled visits). Except for emergencies (vomiting, fainting, bleeding, etc.) all students should report to their classroom and the teacher will call the nurse prior to sending the student down.

- All students and staff must arrive with mask or will be given one by triage.
- Triage nurse will wear appropriate PPE (surgical mask, face shield or eye protection).
- Adjustable desk with plexiglass barrier and supplies for non-contact screening.
- Infrared temperature check and review of symptom checklist.
- Students with any one of the symptoms and/or temperature over 100.0 will be directed to the isolation/dismissal room. All others will be allowed to enter the wellness area.

WELLNESS AREA (NURSE'S OFFICE)

After triage, students without COVID symptoms will be directed to the wellness area for further evaluation and treatment. There will be limited resting available, and no routine "breaks" in resting area. Students not feeling well enough to go back to class after treatment (i.e.

medication, care of injury, etc) will be sent home. Routine use of nurse's bathroom is discouraged.

Entry and Exit

- Student must wear mask and sanitize hands prior to entering.
- Student will wait in designated area, not to exceed occupancy level (based on 6 foot distance). Any students over limit will wait in hallway at marked 6 foot intervals.
- Student will wash/sanitize hands prior to exiting.
- Whenever feasible, scheduled daily visits will be staggered in order to maintain physical distancing.

Medication/supply drop and pick up-When possible, the nurse will meet the parent/guardian at their car to pick up the medication. This process can also be conducted indoors in a controlled fashion, limiting visitors to a designated entrance/exit and section of the school building.

The procedures outlined above for medication drop-off may be followed for medication pick-up. Regulations also allow for these medications to be destroyed by the school nurse rather than returned; parental consent is encouraged but not required.⁷

Physical Exam Requirements-The requirements for physical examination of students pursuant to 105 CMR 200.100 (B) should continue to be followed. The Department encourages in-person physical examination of all students, when possible, to help detect physical and developmental abnormalities. However, given that the current public health emergency has created delays at many medical offices and increased the use of telemedicine, the Department recommends the following flexibility in timing and modality of physical examinations during the public health emergency:

- A telemedicine well-child visit may be substituted for an in-person physical exam for the purposes of school attendance (with exceptions noted below). Video telemedicine visits are preferred over phone-only visits. However, a telemedicine well-child visit may not substitute for an in-person physical exam if the physical exam on file is older than four years.
- Submitting documentation of a recent in-person physical exam:
 - For elementary and high school students (typically, 4th and 10th grade), the exam may be conducted up to two years before or within 120 days of school start.
 - For middle school students (typically, 7th grade), the exam should be conducted one year before or within 120 days of school start.

- For all students, exclusion from school for lack of documentation of a well-child visit during the 120-day grace period is discouraged.
- An in-person physical exam is required for the following groups of students:
 - For students entering school for the first time (typically pre-kindergarten or kindergarten), an in-person physical exam should be conducted one year before or within 90 days of school start.
 - Excluding students from school for lack of documentation of an in-person physical exam during the 90-day grace period is discouraged.
- A student transferring from another school system shall be examined following the school entry recommendation for students entering school for the first time, above.
- For students seeking to participate in athletics, an in-person physical exam should be conducted annually prior to a student's participation in competitive athletics. Students who have not had this in-person exam should not be excluded from school, but may not participate in competitive athletics.

Mandated Screenings-At this time, requirements for health screenings (vision, hearing, height, weight, postural, and SBIRT) pursuant to M.G.L. c.71, §§57 and 97 and 105 CMR 200.400 and 105 CMR 200.500 remain suspended, per the [Order of The Commissioner of Public Health Exempting School Committees or Boards of Health from Conducting Health Screenings](#) issued on April 28, 2020. The Commissioner reserves the right to rescind this suspension of screening requirements during the 2020-2021 school year; once the waiver is lifted, screening should resume as soon as possible. The Department will provide guidance for resuming screenings.

Immunization Requirements/Records-Immunization requirements should continue to be followed. Documentation of immunization status should be submitted to schools within 60 days of school start; however, excluding students from school based on immunization status during the 60-day grace period is discouraged except in the case of a documented school-based outbreak of a vaccine-preventable disease.

Note: Beginning with the 2020-2021 school year, influenza vaccine is required for all students.¹⁸ Students must receive influenza vaccine for the current season by December

¹⁸ <https://www.mass.gov/doc/faq-influenza-vaccine-requirement-for-school-attendance/download>

31, 2020, and students newly enrolling between January 1st and March 31st must have a documented dose of influenza vaccine for the current influenza season (along with all other required vaccinations) when they start school.

ISOLATION/DISMISSAL ROOM

A well-ventilated room with windows, quick access to restroom facilities and outside exit will be set up as an isolation area. Students with COVID symptoms or close contacts will be monitored and wait safely until they are picked up. Guidelines follow:

- Upon arrival at the health office, every student will go through triage as described above.
- Students with a positive screen will be escorted/sent to the isolation room.
- *Monitor/nurse will wear full PPE (N95 mask, face shield or goggles, gown, gloves and booties).
- Monitor will provide student with surgical mask upon entry, ensuring old mask is placed in plastic bag to be brought home by student. Student will sanitize hands and assigned a place to sit and wait until dismissal.
- Monitor will call for pick up. Parents are responsible for transportation, students will not be allowed to ride the bus, refer to administration as needed.
- No food or drink allowed in isolation, if necessary, student will be escorted outside to eat.
- All people in the COVID-19 waiting room must be as far apart as possible and no less than 6 feet apart. If room is full, an alternative area for isolation will be identified, consider having students waiting outside for pick-up. Mobile barrier may be used for separation/protection as needed.
- Disinfect all hard surfaces between each student. Monitor will change gloves and sanitize hands between each student. Monitor will dispose of used PPE prior to leaving the room in appropriate PPE bin.
- Student will sanitize hands prior to leaving and be escorted outside for pick up.
- Attendance log (name, time in and out, date, COVID status) will be maintained for purposes of contact tracing and include all students and staff in the room.
- If 911 necessary, notify emergency personnel of COVID status (reason they are in isolation room).
- Whenever possible, known COVID positive cases will be placed in a separate isolation waiting area, consider having student wait outside for pick up.

***designated medical waiting rooms** do not need to be staffed by a school nurse or other medical professional, but can be staffed by an adult school staff person who is CPR/AED certified.

SPECIAL POPULATIONS

Parents/guardians should be encouraged to consult their child's health care provider to discuss the appropriateness of students with high risk medical conditions attending in-person instruction. This group includes students who depend on mechanical ventilation and children with tracheostomies. A collaborative approach will be used to inform decision-making relative to how the student can safely access in-person instruction.

Aerosol-Generating Procedures AGPs are those that are more likely to generate higher concentrations of infectious respiratory aerosols than coughing, sneezing, talking, or breathing. These procedures potentially put staff at increased risk for pathogen exposure and infection. AGPs put school health professionals at risk and should be performed in the school setting during COVID-19 only as necessary. Discuss alternative treatments to AGPs with the student's providers prior to the start of school.

Aerosol-Generating Procedures Room Nurses should perform AGPs in a separate room away from other students and staff. Procedures should be conducted with an open window, while remaining more than 6 feet away from the student. Use of a portable HEPA filtration unit can provide additional protection and should be strongly considered.¹⁹ Appropriate PPE for DSPs performing or providing care during AGPs should be worn at all times while in the AGPs room (N95 respirator or alternative, eye protection, gloves, and gowns). Hard surfaces should be disinfected between students, and it is advised to let the room air out with an open window between students as long as possible. The room should have good ventilation and ability to close the door. Keep the door to the AGPs room closed at all times, and limit movement of staff/students in and out of the room.

For some students, the need to undergo an AGPs is urgent, and moving to a specific room may not be feasible. The classroom should have a window that can be opened, and appropriate PPE for the AGP should be securely stored in the classroom. In the event that an urgent AGP is needed, a staff member should remove all other students and caregivers from the room while the AGP is being performed. Hard surfaces should be disinfected after the procedure is performed, and it is advised to let the room air out with an open window before students and staff return to the space. If possible, remain evacuated from the room for the remainder of the day.

¹⁹https://www.ashrae.org/file%20library/about/position%20documents/pd_infectiousaerosols_2020.pdf

Nebulizer treatments and other considerations for children with chronic respiratory conditions/asthma Aerosols generated by nebulizers are derived from medication in the nebulizer. It is uncertain whether aerosols generated from this procedure may be infectious and so, out of an abundance of caution, they should be treated as AGPs.²⁰

- For students with respiratory conditions, the continued use of regular preventive (controller) and rescue (albuterol) inhalers is critical.
- School health professionals should work with primary care providers to identify alternatives to nebulizer treatments, such as metered dose inhalers (MDIs) with a spacer, in the school setting whenever possible. However, if no alternative to nebulizer use is feasible for an individual student, nebulizer treatments can be allowed in the school setting and must take place in the AGP room.
- Students who regularly use a rescue inhaler with a spacer should be permitted to do so with supervision.
- For students needing a rescue inhaler without a spacer, the child should be permitted to use the inhaler by removing the portion of the face covering over the mouth for the inhalation of the medication, *re-covering the mouth/nose, and then permitting exhalation to avoid mixing air particles*. Students who self-administer will need to be trained in this procedure. Six feet of separation from adults and other students should be maintained.
- CDC guidance states it is uncertain whether aerosols generated by nebulizer treatments are potentially infectious. For some people with asthma, using a peak flow meter can trigger a cough. But based on limited data, forceful exhalation is not considered an aerosol-generating procedure associated with increased risk of transmitting the virus that causes COVID-19.²¹

*More information on considerations for children with asthma can be found at <https://www.aafa.org/managing-asthma-and-covid19-in-school>.

Suctioning Maintaining an open airway for students is an essential health care service but has additional medical challenges due to the need for PPE, space, and cleaning requirements to ensure the safety of students and staff. School nurses, school staff,

²⁰ <https://www.mass.gov/doc/update-to-defining-aerosol-generating-procedures-and-recommended-ppe/download>

²¹ <https://www.cdc.gov/coronavirus/2019-ncov/downloads/FAQ-schools-child-care.pdf>

families, and medical providers should collaborate to develop a plan of care that seeks to avoid or minimize the need for urgent procedures like suctioning.

Nasal/oral or inline (closed system) tracheostomy Oral or nasal suctioning is not considered an AGPs if completed with a bulb syringe or mushroom adapter. Tracheostomies that are set up with a closed or in-line suction system are not considered AGPs as the entire suctioning process is contained in a closed system. If those procedures are done:

- The nurse or school staff member must use PPE for DSPs providing personal care to students without suspected COVID-19 where the DSPs could be exposed to spills or splashes of bodily fluids (facemask, eye protection, and gloves).
- The space should be separate with good ventilation and ability to close the door. Use of a portable HEPA filtration unit can provide additional protection and should be strongly considered.
- The room should undergo complete routine cleaning and wiping down of hard surfaces after the procedure is complete. When cleaning, staff members should wear PPE (facemask and gloves).

Open tracheostomy suctioning Open suction of a tracheostomy where the caregiver is working on an open tracheostomy is considered an AGP. If this procedure is done:

- Use the AGPs room whenever possible.
 - Limit the people in the room to the student and staff performing the procedure.
 - The nurse or school staff member must use PPE for DSPs performing or providing care during AGPs (N95 respirator or alternative, eye protection, gloves, and gown).
 - The space should be separate with good ventilation and ability to close the door. Use of a portable HEPA filtration unit can provide additional protection and should be strongly considered.
 - When the procedure is completed, the room should be closed for as long as possible to allow aerosolized particles to settle.
 - The room should undergo complete cleaning and wiping down of hard surfaces after the procedure is complete. When cleaning, staff members should wear PPE (N95 respirator or alternative, eye protection, gloves, and gowns).

Chest physiotherapy (chest PT) Chest PT could potentially create aerosol particles, it is therefore recommended that this procedure occur with the following recommendations:

- The space should be separate with good ventilation and ability to close the door. Use of a portable HEPA filtration unit can provide additional protection and should be strongly considered.
- Limit the people in the room to the student and staff performing the procedure.
- The nurse or school staff member must use PPE for DSPs performing or providing care during AGPs (N95 respirator or alternative, eye protection, gloves, and gowns).
- When the procedure is completed, the room should be closed for as long as possible to allow aerosolized particles to settle.
- The room should undergo complete cleaning and wiping down of hard surfaces after the procedures are done. When cleaning, staff members should wear PPE (N95 respirator or alternative, eye protection, gloves, and gowns).

Urinary catheter care/catheterization

- Staff members must use PPE for DSPs providing personal care to students without suspected COVID-19 where the DSPs could be exposed to spills or splashes of bodily fluids (facemask, eye protection, and gloves) to prevent fluid crossing from the student to the staff in the forms of drainage or splatter.
- Students should also wear a face covering and/or non-medical face shield.
- A disposable absorbent covering or diaper should be used under the buttocks before and during the procedure to catch any drainage, deposit supplies, and contain supplies once the procedure is completed.
- Once the catheterization procedure is completed, gloves need to be removed, hands washed, and new gloves reapplied before dressing or assisting with dressing the student.
- After assisting the student, gloves need to be removed, hands washed, and new gloves reapplied to clean and disinfect the treatment area.

Gastronomy Tube Feedings

- Staff members must use PPE for DSPs providing personal care to students without suspected COVID-19 where the DSPs could be exposed to spills

or splashes of bodily fluids (facemask, eye protection, and gloves) to prevent fluid crossing from the student to the staff in the forms of spillage, drainage, or splatter from feeding or gastric fluids.

- Students should also wear a face covering and/or non-medical face shield.
- Consider using a towel or a disposable absorbent covering around the stomach to catch any drainage, spilled feeding, or gastric contents.
- The DSPs should position the student to the side to avoid face-to-face interaction during the procedure.

IV/Central line access and diabetes care (and other procedures exposing the nurse to blood):

- Staff members must use PPE for DSPs providing personal care to students without suspected COVID-19 where the DSPs could be exposed to spills or splashes of bodily fluids (facemask, eye protection, and gloves).
- Students should also wear a face covering and/or non-medical face shield.
- Students with diabetes can often perform their own blood glucose monitoring, carbohydrate counting, and mild hypoglycemic and hyperglycemic care with little to no supervision. In the event that a child needs supervision and management by a nurse, the student should not be cared for in the medical waiting room.
- Insulin administration or management of the insulin pump and/or continuous blood glucose monitor can be done safely with minimal contact. Use gloves and wash hands when in contact with a student or supplies.
- Attempt to perform the procedure with the student positioned to the side to avoid face-to-face interaction during the procedure.

BOARD OF HEALTH COMMUNICATION

School health staff and Boxford, Middleton and Topsfield BOH staff will meet and develop effective communication channels prior to the start of school to identify designated staff conducting contact tracing efforts and to develop communication protocols for their community. see Illness and Isolation Protocols for specific details.

- School nurses must notify the Boxford Board of Health of every *confirmed case of COVID-19* diagnosed in the school community (both students and staff), if the nurse has not already been notified of such by the Boxford Board of Health.

- The school must follow the disclosure with documentation in the student record of the disclosure, the reason for it and to whom it was disclosed “within a reasonable period of time”.
- Parent report of a laboratory confirmed case is sufficient for Boxford Board of Health notification, as well as a provider diagnosed presumed positive case.
- The local board of health corresponding to the student’s town of residence should be notified. For those students with two residences, both towns’ local board of health will be notified.

Vehicle & Pedestrian Flow

INBOUND – MORNING ARRIVAL & DROP OFF

Students -Morning Arrival

- **Bus Drop Off - High School Students**– Student entry via **Door #29 by Wood Shop** (No Change). High School Students take immediate left up ramp by School Store upon entry and report to their first period class. All movement in the high school is clockwise with the front of the high school being 12 O'clock and the High School Library/Elevator Lobby being 6 O'clock. **Up Stairwells are Stairwell #4 by the 1st floor boys' bathroom and Stairwell #2 by the High School Guidance Department.**
- **Bus Drop Off - Middle School Students** will enter via **Door #29 by Wood Shop** and proceed straight through the Link and make a left into the hallway headed towards the gymnasium and Middle School and report to their first period class (No change). Follow directional arrows and line separation indicated in hallways.
- **Student Parking – High School Lot A** – Approved students with parking will enter via **Door #29 by Wood Shop**. High School Students take immediate left up ramp by School Store upon entry and report to their first period class. All movement in the high school is clockwise with the front of the high school being 12 O'clock and the High School Library/Elevator Lobby being 6 O'clock. **Up Stairwells are Stairwell #4 by the 1st floor boys' bathroom and Stairwell #2 by the High School Guidance Department.**
- **Parent Drop Off at Parking Lot B** – All Middle School parent drop off students enter via Gym Door #5 only and report to their first period class. Follow directional arrows and line separation indicated in hallways. All **High School parent drop off students enter via Athletics/Link Door #7 only**. Follow directional arrows and line separation indicated in hallway. Parent drop off and pick up process with illustration is available for reference on the District website at www.masconomet.org/Page/539 .
- **OTHER:** Any pick up or drop off of a student outside of the morning arrival and afternoon dismissal times (tardy reports, sick or other parent dismissals) will be restricted to the front main entrances to both school buildings. High School students via High School Main Entry Door #32 and Middle School students via Middle School Main Entry Door #1.

HIGH SCHOOL FACULTY & STAFF--MORNING ARRIVAL (A.M.)

- **Link Staff/Faculty Parking** – High School Lot A – Entry via **Door #29 by Wood Shop** (No Change). High School Staff/Faculty take immediate left up ramp by School Store upon entry and report to their first period class. All movement in the high school is clockwise with the front of the high school being 12 O'clock and the High School Library/Elevator Lobby being 6 O'clock. **Up Stairwells are Stairwell #4 by the 1st floor boys' bathroom and Stairwell #2 by the High School Guidance Department.**
- **High School Staff/Faculty Parking Upper Lot – High School Lot A** – Entry via **Door #32** High School Main Entrance – All movement clockwise 12 O'clock is front of building. All pedestrian traffic entering goes left unless directly to Guidance or High School Main Office. **UP stairwell is Stairwell #2.**

MIDDLE SCHOOL FACULTY & STAFF -MORNING ARRIVAL (A.M.)

- **Middle School Staff/Faculty – Parking Lot B** – Enter via **Link Athletics Door #7** only. Follow directional arrows and line separation indicated in hallways.
- **Middle School Faculty/Faculty – Middle School Front** - Enter via **Middle School Main Entrance Door #1 only**. Follow directional arrows and line separation indicated in hallways.
- **Food Services / Maintenance & Facilities** – Parking is in the areas designated. Work area entry by staff via the individual pedestrian doors to their respective area. Door #24 and Door #19.

OUTBOUND – AFTERNOON DISMISSAL & PICK UP

Afternoon Dismissal

Announcements will be made by the school building main offices to direct the order of release. Students will be dismissed from their last period class in a staggered manner.

Bus Riders– Front of School & Parking Lot A - High School students will be dismissed by floor starting with the first floor and exit out High School Main Entry Door #32 or Link Door #29 by the Wood Shop. Down stairwell #1 at the front and Down stairwell #3 at the rear by the elevator are the designated “down” stairwells to be used by students who are on upper floors. Middle School students will be dismissed by floor starting with the first floor. **Middle School students will exit Middle School Main Entry Door #1 or Middle School Exit Door #40 off the 7 Red/Blue hallway to exit to buses.**

Parent Pick Up – Parking Lot B – High School Students will exit via Athletics/Link Door 7 and will meet their ride in Parking Lot B, same as morning drop off. Stairwells #1 at the front and Stairwell #3 at the rear by the elevator are the designated “down” stairwells to be used if leaving from an upper floor. **Middle School students will exit via Gym Door #5 or Door #4 off the 7 White Hallway** and will meet their ride in Parking Lot B, same as morning drop off. Students may not loiter or congregate in school hallways or block entry/exit ways waiting for rides. Students should remain in their last period class until their ride is present on the property and available to pick them up. It is expected that all students depart Masconomet property once they are dismissed to their designated mode of transportation unless otherwise approved. Parents please plan and coordinate with your student(s) accordingly.

LATE BUSES – The district will be offering late buses which will be staged at the front of each school building at the designated times. Students may exit High School Main Entry Door #32, Middle School Main Entry Door #1 or Middle School Exit Door #40 off the 7 Red/Blue hallway.

OTHER: Any pick up or drop off of a student outside of the morning arrival and afternoon dismissal times (tardy reports, sick or other parent dismissals) will be restricted to the front main entrances to both school buildings. High School students via High School Main Entry Door #32 and Middle School students via Middle School Main Entry Door #1.

Visitors & Use of Facilities by Outside Entities and Organizations

GENERAL OVERVIEW: No visitors during operational school and business hours, with the following exceptions;

SERVICE EXCEPTIONS: Operational and student support services will be supported as follows;

- Service providers for the purpose of special education
- Program monitoring as pre-authorized by the District
- Vendors and service providers for the purpose of operational support (e.g., plumbers, electricians, etc.)
- Family members as necessary and appropriate (e.g. IEP meetings, disciplinary meetings) which will be approved and determined by either the Principal or Assistant Superintendent of Student Services or their designee

POINTS OF ENTRY: All visitors must enter through the Main Entrances of the High School (Door #32), Middle School (Door #1) or Central Office (CO) building and report directly to the office staff designated for check-in.

CHECK IN & CHECK OUT: All visitors are required to present a government issued identification card to office staff upon entry and go through our visitor check in process using our Raptor Visitor management system at both the High School and Middle School main offices. Central Office visitors will check in via the exit/entry process that is in place. Visitors will be visually screened, logged and receive a visitor badge showing that they are authorized to be in the building and on the property. Visitor logs are required to assist with contact tracing if needed. All visitors will be required to check out at the same point at which they entered. It is the responsibility of the Masconomet host staff member to ensure their visitor/guest is checked-out appropriately.

PPE / HYGIENE / SOCIAL DISTANCING: All visitors will be required to wear a mask or face covering (medical grade not required) for the duration that they are on Masconomet property. All visitors will be required to maintain social distancing, practice proper hand hygiene and follow meeting and conference room protocols if applicable. The Masconomet host staff member will communicate any applicable meeting and conference room protocols prior to the meeting or conference commencing.

USE OF MASCONOMET FACILITIES & GROUNDS: Masconomet school buildings, fields and grounds will be unavailable to outside organizations until further notice. Facility usage is strictly limited to scheduled and approved Masconomet activities and events only.

School Building Navigation and Pedestrian Flow

WELLNESS: Faculty, staff, students or visitors who are feeling sick or unwell in anyway should not report to school or enter the building. **IMPORTANT:** Parents are responsible for screening their student(s) prior to them leaving the house. Additional information on COVID-19 screening can be found at the Centers for Disease Control and Prevention (CDC) website www.cdc.gov. Students who report to school and becomes ill during the school day should notify their teacher and immediately report to the school Health Office for proper evaluation and screening by their school nurse.

PHYSICAL DISTANCING AND PHYSICAL CONTACT: As per the guidance provided by the Department of Elementary & Secondary Education (DESE) and the Centers for Disease Control and Prevention (CDC), All persons entering upon Masconomet buildings and grounds will practice 6 foot social distancing wherever possible. This is particularly important during arrival and departure times in the morning and in the afternoon as these tend to be higher traffic periods that can lend to overcrowding. 6 foot social distancing must be maintained when entering the school building and navigating school hallways. Students, staff and visitors will have to follow all posted signage and markings regarding the desired flow and movement. This includes but is not limited to instruction for social distancing, occupancy, directional movement in hallways and stairwells and spacing and utilization of tables, seating and bathrooms. Students, staff and visitors should not engage in any unnecessary physical contact (i.e. hand shaking, high fives, tapping on arm/shoulder etc).

MASKS: As per the guidance provided by the Department of Elementary & Secondary Education (DESE) and the Centers for Disease Control and Prevention (CDC), masks or face coverings that cover the nose and mouth are to be worn at all times while on Masconomet property. This includes school buses, parking lots and fields unless approved otherwise. Families should provide their student(s) with their own masks/face coverings. The District will only provide masks to students under special/exigent circumstances. The District will provide masks to its faculty and staff who require them. Mask breaks are incorporated into the daily student schedule.

HAND WASHING/HYGIENE: As per the guidance provided by the Department of Elementary & Secondary Education (DESE) and the Centers for Disease Control and Prevention (CDC), all students, staff and visitors must follow proper hand washing and hygiene guidelines to help control the spread of infection. This is accomplished by properly washing hands-frequently or whenever possible as well as utilizing an alcohol-based hand sanitizer. The District will provide hand washing/hygiene capabilities throughout the building as well as signage to reinforce the importance of hand hygiene as outline by DESE below;

1. What is the proper handwashing technique?

When handwashing, individuals should 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 an individual disposable towel.

2. What is the proper hand sanitizing technique?

Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content can be used.

3. Is hand sanitizing an acceptable replacement for handwashing? Is handwashing (not hand sanitizing) necessary?

While handwashing with soap and water is the best option, alcohol-based hand sanitizer (at least 60 percent ethanol or at least 70 percent isopropanol) may be utilized when handwashing is not available. As has always been the case, hands should be washed whenever hands are visibly soiled and after using the bathroom.

LOCKERS: Locker use is suspended until further notice. Students will be required to arrive and leave daily with their needed items in an appropriate bag or backpack.

ELEVATOR USE: When possible ridership should be limited to one (1) person. Students are not to use the school building elevators unless a medical exception exists. Medical exceptions are made with approval by the school nurse/Health Office. When authorized, there will be a **maximum of only two (2) riders**. Signage showing the proper boarding positioning of the riders will be posted.

BATHROOM USE: Staff, students and visitors should plan for the use of bathroom spaces accordingly. These spaces by design are smaller spaces and limited in quantity. Social distancing, masks and proper hand hygiene must be followed at all times in bathroom spaces. Signage with messaging to reinforce these practices will be in place both inside and outside of all bathroom spaces. Students not following recommended health guidelines, best practices or occupancy limits will be subject to school discipline.

HIGH SCHOOL MOVEMENT – Arrival, Departure and Transitions: All movement in the high school is clockwise with the front of the high school being 12 O'clock and the rear lobby area by the school elevator being 6 O'clock. Signage will be in place as reminders and cues to assist with compliance as well as the use of hallway monitors. When students, staff or visitors exit a classroom, instructional space or office area, they must head in a clockwise direction as previously described. Individuals will remain on the side of the hallway that they are on (shoulder to wall) and proceed single file while making sure they are spacing at 6 foot intervals to ensure social distancing and avoid overcrowding and un-necessary contact until they arrive at their next destination. Masks/face coverings must remain in place covering mouth and nose at all times.

MIDDLE SCHOOL MOVEMENT - Arrival, Departure and Transitions: All staff, students and visitors will follow directional arrows in hallway, ensure 6 foot social distancing at all times and make sure that their mask is covering nose and mouth at all times. In linear hallways where there is two-way foot traffic the right shoulder is closest to the wall and traffic is single file as to avoid overcrowding and unnecessary contact.

LINK HALLWAY AREA MOVEMENT -Arrival, Departure and Transitions:. Those travelling the Link Area which includes the following areas; cafeteria, wood shop, band/chorus, loading dock, athletics will follow directional arrows in hallway, ensure 6 foot social distancing at all times and make sure that their mask is covering nose and mouth at all times. In linear hallways where there is two-way foot traffic the right shoulder is closest to the wall and traffic is single file as to avoid overcrowding and unnecessary contact.

OTHER SCHOOL BUILDING SPACES

CAFETERIA EAST (Large Café): The large or east cafeteria dining area will be closed to students unless accompanied by a teacher/staff member. This space will be repurposed.

CAFETERIA WEST (Small Café): The small or west cafeteria dining area will be closed to students unless accompanied by a teacher/staff member. This space will be repurposed.

BAND/CHORUS/MUSICAL THEATER/PHYSICAL EDUCATION/DANCE: The District will follow the recommended additional safety guidelines put forth by the Department of Elementary and Secondary Education (DESE) in these categories as they require enhanced health and safety measures. <http://www.doe.mass.edu/covid19/on-desktop.html>. Outside space (e.g. tent) will be utilized for these activities. The highlights of the recommendations for these areas are as follows:

For chorus, singing, musical theater, and using brass or woodwind instruments:

- **If outdoors, with masks encouraged if possible,** these activities can occur with at least 10 feet of distance between individuals.
- **Note: At this time, these activities are not permitted indoors.**

For non-musical theater:

- **If outdoors, with masks encouraged if possible,** these activities can occur with 6 feet of distance between individuals.
- **If indoors, with masks required,** these activities can occur with 6 feet of distance between individuals.
- **Note: These activities cannot occur indoors without a mask**

For physical education activities and dance:

- **If outdoors, without masks,** these activities can occur with 10 feet of distance between individuals.

- **If outdoors, with masks required**, these activities can occur with **6 feet of distance** between individuals.
- **If indoors, with masks required**, these activities can occur with **6 feet of distance** between individuals.
- **Note: These activities cannot occur indoors without a mask.**

CONFERENCE SPACE: All occupants must practice social distancing at a minimum of 6 feet and must have a mask or face covering. Remote/online meetings should be held in place of physical meetings whenever possible.

FACULTY/STAFF BREAK ROOMS: If two (2) or more persons are gathered all occupants must practice social distancing at a minimum of 6 feet. Break rooms will be utilized on a first come, first serve basis. If subsequent occupants are unable to maintain social distancing for the size of the room, they must leave immediately and seek an alternate space to take their break or eat their meal. Any time consumption of food or beverage takes place indoors, requiring the mask or face covering to be lowered or removed, it should be in a space that allows for open air to circulate and windows to allow outdoor air in must be open.

Fire Code and Fire Drills

FIRE CODE: The State Fire Marshall's Office issued to guiding memorandums regarding schools and COVID-19 planning;

1. August 7, 2020 – School Emergency Planning and COVID-19
2. Guidance for Safety Considerations for Schools utilizing Tent Temporarily

The codes related to these documents are contained with the following Code of Massachusetts Regulations (CMR);

1. 780 CMR, Massachusetts State Building Code, 9th edition (based on 2015 IBC and MA state amendments)
2. 527 CMR 1.00, Massachusetts Comprehensive Fire Safety Code, 2018 edition (based on the 2015 NFPA 1 and MA state amendments)

The District has worked to follow these directives to ensure that we are in full compliance with all fire, building and safety requirements which include but are not limited to;

- Storage
- Aisles/egress
- Barriers
- Storage of hand sanitizer solution

FIRE DRILLS & ALARMS:

Drills: When we return to in-person/hybrid learning, drills will be conducted as required by law and in their usual manner. Where hybrid models will have two different cohorts, each cohort will be required to participate in a fire drill. We are required to have four (4) drills per year. Normally this would mean four (4) drills in total but with the hybrid/cohort model this will increase to a total of eight (8). The drills will be conducted with the same spacing and frequency for both cohorts throughout the year and will be performed by and in conjunction with the Boxford Fire Department. Drills will occur according to a pre-established calendar schedule agreed to between the Boxford Fire Department and District Administration. All school trainings and guidelines are still applicable. Upon any fire alarm, students, staff and visitors will exit the school building as soon as possible via the nearest means of egress and in an orderly manner. Social distancing and masks will be reinforced and revisited with students by their classroom teacher once the students arrive safely at their designated assembly/re-unification points.

Student Parking

Student Parking: Student parking at Masconomet, is limited, is by permit only and is restricted to students who are in good standing. During school hours, students may only park in the student parking lot, **Parking Lot A on the High School side**. Students who want a parking permit must be in good standing, have paid in full all school obligations prior to submitting for a parking permit and submit a completed parking application to the Director of Security & Crisis Response for review.

Prioritization: There are 249 spaces available for students. These spaces will be prioritized on a first come first served basis starting with the senior class. Enrollment and closing dates to apply for a parking permit will be communicated first to seniors, then depending on demand and availability the junior class will be notified. Junior parking permits will be awarded via a lottery.

Issuance & Payment: Students will be notified when their parking permit application is approved. Upon notification, the fee associated with the parking permit will be posted to the student's account as an obligation and it must be paid within seven (7) school days. Payments can be made by check or money order in the amount of \$100.00 payable to the Masconomet Regional School District. Please note PARKING and student ID number on the check or money order. Payment should be sent by mail to the attention of the Masconomet Regional High School Main Office at 20 Endicott Road, Boxford, MA 01921. Once the permit has been paid for it will be issued. The applicant will be removed from the parking permit queue if payment is not received within seven (7) school days of the approval notification.

Under this system School Administration reserves the right to rescind parking privileges for serious violations which include but are not limited to;

- Students approved for parking may only drive themselves and their siblings.
- Student leaves campus without proper dismissal or authority.
- Any forgery or misuse of a parking permit.
- Impairment, drugs or alcohol violations.
- Excessive parking violations (5 or more)
- Excessive demerits, disciplinary action or being placed on Social Probation

Students must also comply with the following rules. Failure to do so could result in loss of parking privileges;

- Students must obey all posted traffic & parking signage and operate in a safe manner at all times while on school property.
- Students are responsible to lock and secure their vehicle daily after parking.
- Students are not be allowed to go to their car during the school day unless they have received the proper permission to do so. This includes lunch and study periods.

VIOLATIONS: All parking fines are \$30.00 and posted to the student's account as an obligation.

APPEALS: A student may appeal a parking violation within 3 school days of the date of issue.

Appeals must be made by the student and in person. First to the Director of Security then depending on the outcome of the first appeal to the High School Principal whose decision is final.

TOWING: Cars are subject to towing at the owner's expense due to excessive violations (5 or more) or if a student continues to drive/park after their privileges to park at school have been rescinded.

LOST/STOLEN PERMIT: Lost/stolen permits are to be reported immediately to the Director of Security. A fee of \$10.00 will be assessed if a replacement permit is needed.

BLACKOUT/NO PARKING DATES: Blackout / No Parking Dates may apply. Parking fines on blackout dates are \$60.00 and may result in a tow at the owner's expense. A blackout date parking violation may also result in permanent loss of parking privileges.

SPECIAL NOTICE:

- Students who fail to display their permit or fail to park in the student lot are subject to a violation.
- Parking permits must hang and be displayed properly facing out to windshield and clearly visible.
- Students may not cover, decorate, block or obstruct their parking permit in anyway.
- A prorated refund of the parking fee will be issued, if a student has their privileges rescinded.
- Student vehicles are subject to search by a school official if there is reasonable suspicion to believe that drugs, alcohol, stolen property or other prohibited items are present in the vehicle.

Map of Student & Staff Parking & Parent Drop Off

