



Littleton Public Schools
Town of Littleton, MA

COVID-19 Protocol Guide
Resource Guide for Families

SCHOOL:

Shaker Lane School

Pupil Personnel Services Department

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Littleton Public Schools COVID-19 Protocol Guide For Families

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

Everyone must do their part to protect each other and not come to school if they are exhibiting any COVID-19 symptoms, are feeling sick, are considered a close contact, or have recently traveled outside of the lower risk states.

Prior to coming to school each day, all staff and caregivers for students must complete the checklist below.

If YES is answered to any of these statements, the individual must not go to school and the school nurse should be notified. If an individual arrives at school with any of the symptoms below, they will be sent home immediately and directed to call their primary care physician (PCP) and obtain testing.

Symptoms:

- ☐ Temperature 100.0 degrees fahrenheit or higher
- ☐ New onset of cough, shortness of breath (if chronic allergic/asthmatic cough - a change from baseline)
- ☐ Sore throat
- ☐ Headache (with other symptoms)
- ☐ Fatigue (with other symptoms)
- ☐ Body or muscle aches
- ☐ Nausea, vomiting, diarrhea
- ☐ Nasal congestion or runny nose (with other symptoms)
- ☐ New onset of loss of taste or smell

Close Contact

- ☐ A household member or close contact (within 6 feet for a cumulative total of 15 min or more over a 24 hr period) to anyone with a known diagnosis of COVID-19 in the past 14 days.

Travel

- ☐ Travel outside of the [lower risk states](#) (click this link to view states)

Recent travel out of MA: Quarantine for 14 days from the date of arrival in MA if you have traveled outside of a [lower risk state](#). A traveler who is required to quarantine may be released from the obligation to continue quarantining upon successful completion of either of the following options:

- 1) Post arrival testing-
Obtaining proof of a negative result from an FDA EUA-approved molecular (PCR) SARS-CoV2 test, which was administered after the person's arrival in Massachusetts. Travelers must arrange for the test at their own expense and then are required to immediately continue quarantining until a negative test result is received or the 14 days is complete.
- 2) Testing prior to arrival-
Obtaining proof of a negative result from an FDA EUA-approved molecular (PCR) SARS-CoV2 test based on a sample obtained not longer than 72 hours before their arrival in Massachusetts.

See link below for full details of the travel order and for accepted testing methods

<https://www.mass.gov/guidance/guidance-for-travelers-arriving-in-the-commonwealth-of-massachusetts>

PLEASE REMEMBER TO NOTIFY THE SCHOOL ATTENDANCE LINE

The following are protocols from Dept. of Elementary and Secondary Education in accordance with CDC guidelines to address possible scenarios occurring in the school setting.

If staff or students have any of the above symptoms while at home:

- STAY HOME
- Notify the school nurse of the symptoms
- Contact your PCP for COVID-19 testing. **Ask for the PCR (polymerase chain reaction) test** because it has shown to have more reliable results.
- **Remain home while waiting for test results**

For a list of testing sites in your area, check online at <https://www.mass.gov/covid-19-testing>

Click on this link for [Test sites closer to Littleton](#). *It is recommended to call the testing site before visiting it to verify availability of testing, type of testing, if referral from PCP is needed, and if any insurance information required.*

They may return to school if:

- They submit proof of a negative COVID-19 test to the school nurse, **and** they have improvement in symptoms, **and** have been without fever for at least 24 hours without the use of fever reducing medications
- Your PCP made an alternative diagnosis, you may return to school with a physician's note, based on the recommendations for that alternative diagnosis (e.g. *influenza or strep pharyngitis*)

If they tested positive, please refer to the COVID-19 positive guidance below.

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

- They must remain home in self-isolation (except for medical appointments),
- Must notify the school and personal close contacts (see below for definition)
- Keep a list of the close contact's names and contact info
- Provide the Board of Health /Community Tracing Collaborative with their names and contact information when they call
- School will notify families of close contacts at school while protecting identity of the individual

They may return to school:

They are to remain in isolation until at least 10 days since symptoms appeared **AND** have met all of these requirements:

- Has been fever-free for 24 hours WITHOUT the use of fever-reducing medication
- other symptoms have improved
- the local board of health or Community Tracing Collaborative has released them from isolation

If a staff member or student has symptoms and they do not get tested:

- Isolate at home for a minimum of 10 days
- Notify the school nurse

They may return to school if:

- 10 days of isolation is completed and
- Symptoms have improved and
- Fever free for 24 hours without the use of fever reducing medication

COVID-19 symptoms while at school - If a staff member or student presents with symptoms while at school:

- They should remain masked at all times
- Follow strict physical distancing
- Staff will notify the School Nurse
- The nurse will assess the student who will stay in the medical waiting room. This area is separate from the Health Office and is supervised by appropriate staff with full PPE
- A surgical mask will be placed on the student while they are in the medical waiting room. Parents will be notified (or an emergency contact) and should be available to pick up their student within 30 minutes.

Staff and students with symptoms should be tested for active COVID-19 and remain home while waiting for test result.

They may return to school if:

- They submit proof of a negative COVID-19 test result to the school nurse, and they have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications
- If an alternative diagnosis was made for the COVID-19-like symptoms, the individual may return to school with a **physician's note**, based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis)

If they tested positive, please refer to the COVID-19 positive guidance above

Definition of a close contact:

If a student or staff member tests positive for COVID-19, their close contacts will be defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infectious period until the time the person is isolated, regardless of wearing a face mask or not. This is for all grades*.

The infectious period begins 2 days prior to symptom onset. If the positive case was asymptomatic (having no symptoms), the infectious period is considered to begin 2 days prior to the collection of their positive test.

**Please note that an updated guidance from DESE was released on August 18 to align with the Department of Public Health and current medical and scientific findings which states that all students in an elementary classroom are no longer considered to be defined as close contacts.*

School Nurses will collaborate with teachers, bus drivers, coaches and families to identify close contacts of positive cases. The school nurse will assist the Nashoba BOH by identifying the close school contacts of the positive case.

Close contacts (exposure) to a COVID-19 positive individual:

- 1) *If an individual is at home* when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay home and be tested 4 or 5 days after their last exposure. Please inform the school nurse.
- 2) *If an individual is at school* when they or the school nurse learns they were in close contact with an individual who tested positive for COVID-19, they will be assessed by the nurse. If they exhibit no symptoms, they stay masked for the remainder of the day and adhere to strict physical distancing. Parents will be notified and may pick them up early or at regular dismissal time. They are NOT ALLOWED on the bus. If they are unable to keep mask on or maintain physical distancing, they must go home.
- 3) *If a close contact has symptoms while at school*, they will stay in the medical waiting room with a surgical mask on, and a ***parent or emergency contact will be notified and should be available to pick up their student within 30 minutes.***

Testing is recommended 4-5 days after the last exposure to the positive case.

Positive Test result: See above guidance

Negative test result: Regardless if the close contact is displaying symptoms or not, a **negative result means they must remain in quarantine for 14 days before returning to school** (incubation is 2-14 days). The local board of health or the Community Tracing Collaborative will release them from quarantine.

For a quick reference sheet of the above scenarios, please print out

<https://docs.google.com/document/d/1OZHc2Tv45NLwo-KzkytJeahZfxZWbDOWwKamFzds0jA/edit?usp=sharing>

Presence of multiple positive cases in a school or the district:

If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school administration and the superintendent will consult with the Nashoba Board of Health to determine:

- If it is likely that there is transmission happening in school
- If the school needs to be closed for any length of time
- If there are recommendations for additional cleaning protocols

Before any final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.

Frequently asked questions:

Does a student or staff member whose household member is symptomatic need to quarantine?

Only individuals who are symptomatic themselves or close contacts of those who are confirmed to have COVID need to self-isolate (quarantine). As outlined in DPH guidance, all individuals who are symptomatic should be tested and self-isolate until they receive their test results. This means that if an individual in the student/staff member's household is self-isolating because they are symptomatic, but not confirmed to have COVID, the student/staff member should have limited to no contact with the symptomatic individual to the extent feasible. As a result, the student/staff member should continue to attend school if they are not symptomatic.*If self-isolation is not possible, we encourage you to keep your child(ren) home and utilize remote learning until you receive the COVID-19 test result.*

Should a student or staff member need to remain home if a household member has had a known exposure/been identified as a close contact to a COVID positive individual and is waiting for their test result?

Yes, the student or staff member should remain at home and not attend school (may attend remotely if possible) until the test result is known. It is best practice for the household member who is getting tested to have limited to no contact with other members of the family until they receive their test results.

Face coverings and masks:

Per the CDC, a mask may not protect the wearer, but it may keep the wearer from spreading the virus from spreading the virus to others. **Students and staff must wear appropriate face coverings/masks indoors even if everyone is spaced 6 feet apart.** Exceptions are only for those students or staff for whom it is not safe to do so due to medical conditions or other considerations. **Those who are unable to wear a mask must present a physician's note to**

the school nurse stating the reason why they are medically exempt from wearing a face covering.

Parents will be responsible for providing students with cloth masks.

Masks should:

- **Adequately cover both the nose and mouth**
- Fit snugly but comfortably against the side of the face
- Include multiple layers of fabric (3 is recommended)
- Be secured with ties or ear loops
- Allow for breathing without restriction
- Able to be laundered without causing damage or change to the shape of the mask
- Staff and students must arrive at school wearing a mask and should have a second one in a ziplock bag as a backup
- Schools will have backup disposable masks available for students or any staff member who may need one
- *Cloth masks should be washed regularly.* Check the [CDC for guidance on how to wash masks](#)

Masks with an exhalation valve or vent will not be allowed. Gaiters are not permitted until the CDC approves their use.

Mask breaks: General Guidelines:

- Group mask breaks will be built into daily classroom routines and will take place outside as the schedule and weather permit. **Physical distancing of 6 feet is still imperative when inside or outside the building without a mask.**
- If a student needs a mask break outside of scheduled mask break times, the teacher may allow the student to remove the mask in class or in another designated area as long as others are spaced at least 6 feet away and the mask is put back on within 2 minutes.
- Taking quick drinks from personal water bottles is also permitted as long as the mask is replaced immediately.

At Shake Lane, mask breaks will be a part of snack, lunch, and recess times. Additional mask breaks if needed are at the discretion of the student's classroom teacher.

HAND HYGIENE:

All students and staff must engage in frequent hand washing or sanitizing throughout the day. Effective hand washing requires that all individuals use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with a disposable towel. Please watch [this hand washing video](#) from the CDC.

If handwashing is not available, hand sanitizer with at least 60 percent ethanol or 70% isopropanol will be provided. Hand sanitizer should be rubbed into all surfaces of both hands until dry and should not be rubbed off onto clothes. Please watch

https://www.youtube.com/watch?v=4xC-_7ZiQoY about how to use hand sanitizer effectively.

When to practice hand hygiene:

- Upon arrival to and dismissal from school
- Before and after eating
- After bathroom use
- After coughing or sneezing
- Before and after taking off/putting on face coverings or masks
- Before entering and leaving a classroom
- After using any shared objects

Maintaining a minimum of 3 feet of separation at all times:

All students and staff must maintain a minimum of 3 feet, with a **goal of 6 feet to the greatest extent possible**. We are revising use of available indoor spaces to create a minimum of 3 feet of physical distance in classrooms from seat to seat. Many classrooms are able to achieve 4-6 feet of distance. **Students will be seated in assigned seats in the classroom and facing the same direction.** Social distancing will be maintained when entering and exiting the building and moving through the school (including to and within restrooms) when feasible. Students will NOT be allowed to roam the hallways or classroom areas. At the lower elementary level, students will remain in their classroom cohort throughout the school day to minimize contacts between and among students and teachers. At the middle and high school level, the plan is to group students to minimize contacts between and among different groups of students and teachers. Students will not gather in large groups.

Signs and Messaging:

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

Cleaning and Sanitizing:

General cleaning and sanitizing of the school buildings will be according to DESE guidelines in accordance with CDC guidance and includes:

- Frequently touched surfaces
- Restrooms
- Classrooms
- Buses
- Use of shared objects will be limited when possible and cleaned between use.

Please see <https://drive.google.com/file/d/1LXS9wUf35I9FxtPgEKmysp1g-U2yDqKn/view> for the LPS cleaning protocols.

Indoor spaces:

HVAC filters will be upgraded and changed per manufacturer's guidance to promote optimal fresh air exchange and filtration as the system allows. Fresh air flow will be optimized by

opening windows and doors where appropriate and weather allows. Fans are allowed only in open room windows to augment the flow of fresh air into the classroom to help improve ventilation.

Health Office Visits:

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

1. Staff will be asked to call the Health Office with a request for a student visit.
2. Nurse will prioritize the student for a visit and direct them to proceed independently (if able) to the Health Office, or to the medical waiting room, or will give instructions to the staff member as appropriate
3. Students and staff will not be able to use the bathroom in the Health Office unless they are already in the Health Office for medical care.

Medical Waiting Room:

Is a designated space in each building that is separate from the Health Office and provides an area for a student with symptoms related to Covid-19 to rest while waiting for the parent/guardian to take them home.

The room will :

- Accommodate student wearing a surgical grade mask
- Be monitored by an appropriate staff person in full PPE when a student is present
- Allow for 6ft. of space between any individuals in the room
- Contain appropriate PPE and equipment for staff and student
- Have appropriate ventilation
- Be cleaned and sanitized after use according to DESE guidelines and CDC guidance

Location of the Medical Waiting Room at Shaker Lane: Principal's former office

Lunch:

Lunch:

At Shaker Lane, with the hybrid model, students are able to eat lunch in the cafeteria at student desks spaced 6 feet apart. There is assigned seating in the cafeteria. Students will be monitored by appropriate staff during lunch. As usual, students are to be reminded of no sharing of food. School lunches that are purchased will be prepared and organized in grab-and-go containers by cafeteria staff and be delivered to the student at their desk. Students will be reminded to perform hand hygiene before and after eating. Student desks will be cleaned and disinfected by appropriate staff according to school cleaning protocols after lunch is finished.

SL Recess Guidance:

- Recess and snack will be held outdoors whenever possible
- Students will exit and enter the building at the closest door to the classroom to minimize walking throughout the building
- The playground area, blacktop area and grassy field will be utilized to allow for sufficient space. A schedule will be created so that each classroom cohort will rotate through the 3 areas regularly.

- If the play structure will be used, it is to be disinfected every morning prior to the start of school so it will be ready for school use. Students will perform hand hygiene prior to and after using the play structure.
- Staff members will be on duty to help keep cohorts separated and to maintain 6-ft distance outside.
- Students may keep masks off after snack only if they adhere to at least 6 ft spacing
- One recess bag will be designated per classroom
- Hand sanitizing stations will be set up at the building entry points so that students can sanitize their hands and put their masks back on before entering the building.
- During inclement weather, snack and recess will be held inside the classroom

Restroom use:

General Guidelines:

Only 1-2 students will be allowed in the restroom at a time which includes the multi-stall restrooms. Students are to use the bathroom located closest to their classroom. Handwashing is imperative after using the restroom for any reason. Hands must be sanitized again once they enter the classroom.

Restroom Use by building: Adjustments will be made as needed

At Shaker Lane, the middle stall will be closed off in the restrooms. When students need to use the restroom, they must first check the stop sign on the restroom door. If there are 2 clothespins clipped on it already, then it is occupied by 2 students already. If occupied, they will stand on a “waiting feet” sign on the hallway floor near the restroom, spaced 6 ft. apart, until it is their turn in order to maintain social distancing. When it is their turn to use the restroom, each student will clip their own decorated clothespin onto the stop sign to indicate that the bathroom is in use. Students must wash hands after restroom use. When the student leaves the restroom, they will remove their clothespin from the stop sign, return to class and attach their pin to the side of their desk via a magnet, then perform hand hygiene.

Entering/Exiting the School/Hallway Traffic:

General Guidelines:

- Students will enter and exit buildings through designated doors to minimize crowding in the hallways.
- Students will be required to use hand sanitizer upon entering the school as well as exiting the school.
- Students will not be permitted to roam the school and must go directly to their assigned classroom where there will be assigned seats (necessary for contact tracing in the event of a COVID-19 positive individual).
- Students will walk single file on the right side of the hallways (to the right of the tape on the floor) and at least 6 feet behind the student in front of them (not side-by-side).
- They will need to exit the school immediately upon dismissal.

Guidelines by Building: Adjustments will be made as needed

Shaker Lane School:

Arrival: Bus riders will enter through designated doors by grade level and car riders will be dropped off at a designated location. Walkers will also have a designated entrance. Staff members will be outside and in the hallways to assist with arrival procedures and social distancing.

Dismissal: Staff members will lead bus riders, walkers, and car riders through designated doors to minimize crowding in the hallways.

Details regarding arrival and dismissal procedures will be communicated to families before school begins.

Carpools/Students driving together:

- the driver should ask if a student entering their car is ill before they get into the vehicle. Student entering the car should ask if others in car are ill
- Masks should be worn in the vehicle and windows should be open if possible.
- Persons riding in a car would be considered a close contact if riding together lasts for 15 minutes or more and someone in the vehicle tests positive for COVID-19.
- A student with underlying health conditions should consider NOT carpooling with others.

Bus Riders:

- All bus riders must always wear masks and sit in their assigned seat while on the bus.
- If a student appears ill or is symptomatic prior to boarding the bus and a parent is present, the bus driver will request for the student to return home.
- If the student feels unwell during the bus ride, the bus driver will notify the school nurse and the school nurse will meet the student as they get off the bus to evaluate the student and call parent/guardian if necessary.
- Buses will be cleaned between morning and afternoon runs and additionally as needed according to DESE and CDC guidelines.

Student drop-off/pick-up:

- **BE ALERT FOR PEDESTRIANS** as there may be an increase in volume of traffic in the school drop off lanes, sidewalks and parking areas.
- When students are being dropped off or picked up from school, it is imperative that students walk single file (not side-by-side) and maintain 6 feet behind others going into or out of the building.
- DO NOT pass cars in the pick up/drop off lane

Parent Access to School:

- Parents will not be able to access the school at this time unless they have an appointment or were notified to pick up their student.
- Volunteering opportunities can take place in a virtual setting or other ways to support staff outside of the physical school setting.
- If a family member needs to drop off an item or document during the school day, they will be asked to leave the labeled item on a table provided in front of the school building and call school secretary to notify them of the item

- Parents may also retrieve any classroom work packets provided by teachers from the outside table when available
- If the parent needs to drop off health documents or medication, please email the school nurse to arrange a time for drop off of medication and review of information.
- Health physicals and school health forms for the nurse can be mailed, emailed or sent with students

Required of all students:

- Families must print out and complete the Student Emergency Health Information Form and return it to school at the beginning of the school year. *It should include additional emergency contacts other than parents who are available for **prompt** pick up. Prior to the first day of school, watch for an attachment in the school's newsletter that will contain the appropriate forms.*
- Health Physicals and Immunizations lists for students entering Grades 1,4,7,and 10 (hard copies are preferred but may scan and email if needed)
- Two (2) masks to be supplied by parents (wearing one to school and a backup mask in a ziplock bag in backpack)
- Drinks/refillable water bottles in backpack
- Snacks in backpack (students will not be able to go to the Health Office or use vending machines for snacks)
- Chapstick is recommended in backpack
- A change of clothing in backpack is suggested for elementary grades

NEW STATE REGULATION FOR ALL STUDENTS:

Seasonal Flu Vaccine Required for all Students K -12

Beginning with the 2020-2021 school year, influenza vaccine will be required for all students. Influenza vaccine is always important to receive to reduce the risk of getting sick with influenza, reduce the severity of disease if one does get sick (including the risk of hospitalization) due to influenza, as well as preventing the spread of influenza to others. During the COVID-19 pandemic, influenza vaccine will be especially critical to reduce the overall impact of respiratory illness on the population, protect vulnerable populations from severe illness, and decrease the overall burden on the healthcare system.

All students will be required to receive influenza (flu) vaccine for the current influenza season for school attendance unless they have a medical or religious exemption. They must receive the influenza vaccine by December 31, 2020. Contact the school nurse for medical and religious exemption forms.

For more information please visit this website and click on FAQ schools

<https://www.mass.gov/info-details/school-immunizations#school-and-camp-requirements>

Other Important Information Related to Health:

Health Alert for EEE (Eastern Equine Encephalitis)

Littleton is currently at LOW Risk.

EEE is a **rare** but serious viral disease that can affect people of all ages. EEE is generally spread to humans through the bite of a mosquito infected with the virus. EEE can cause severe illness and possibly lead to death in any age group; however, people under age 15 are at particular risk. For more info on EEE and mosquito borne illnesses, visit <https://www.mass.gov/service-details/eee-eastern-equine-encephalitis>.

What can you do to protect yourself from EEE?

Since the virus that causes EEE is spread by mosquitoes, here are some things you can do to reduce your chances of being bitten:

- Avoid being outdoors between dusk and dawn when mosquitoes are most active.
- When you are outdoors, wear long pants, a long-sleeved shirt and socks. This may be difficult to do when the weather is hot, but it will help keep mosquitoes away from your skin.
- Use a repellent with **DEET** (N, N-diethyl-m-toluamide), **permethrin**, **picaridin** (KBR 3023), **IR3535** (3-[N-butyl-N-acetyl]-aminopropionic acid) or **oil of lemon eucalyptus** [p-Menthane 3, 8-diol (PMD)] according to the instructions given on the product label. DEET products should not be used on infants under two months of age and should be used in concentrations of 30% or less on older children. Oil of lemon eucalyptus should not be used on children under three years of age. Permethrin products are intended for use on items such as clothing, shoes, bed nets and camping gear and should not be applied to skin.
- Keep mosquitoes out of your house by repairing any holes in your screens and making sure they are tightly attached to all your doors and windows.
- Remove areas of standing water around your home. Here are some suggestions:
 - Look around outside your house for containers and other things that might collect water and turn them over, regularly empty them, or dispose of them.
 - Drill holes in the bottom of recycling containers that are left outdoors so that water can drain out.
 - Clean clogged roof gutters; remove leaves and debris that may prevent drainage of rainwater.
 - Turn over plastic wading pools and wheelbarrows when not in use.
 - Change the water in birdbaths every few days; aerate ornamental ponds or stock them with fish.
 - Keep swimming pools clean and properly chlorinated; remove standing water from pool covers.
 - Use landscaping to eliminate standing water that collects on your property.
- More information on choosing and using repellents safely is included in the [MDPH Mosquito Repellents fact sheet](#) or contact the MDPH at (617) 983-6800 for a hard copy.