



**Littleton Public Schools**  
Town of Littleton, MA

## **COVID-19 Protocol Guide Resource Guide for Staff**

**SCHOOL:**

**Shaker Lane School**

**Pupil Personnel Services Department**

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# Littleton Public Schools

## COVID-19 Protocols for Staff

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](#) (refer to travel guidance below).

**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) Testing after arrival-  
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.

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.**

## **Responding to different COVID-19 scenarios:**

### **If staff/students have any of the above symptoms while at home:**

- STAY HOME
- Notify the school nurse of the symptoms
- Contact their PCP for COVID-19 testing. **Request the PCR (polymerase chain reaction) test** because it is considered to yield more reliable results.
- Click [here](#) for a list of testing sites near Littleton. For more test site locations, check online at [www.mass.gov/covid-19-testing](http://www.mass.gov/covid-19-testing)
- Quarantine at home while awaiting test results

### **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
- 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 below.*

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

- Self-isolate at home (except for medical appointments) for at least 10 days and monitor symptoms
- Notify the school immediately
- Make a list of close contacts (anyone within 6 feet for at least 15 minutes going back 2 days prior to onset of symptoms or 2 days prior to the positive test if asymptomatic) and notify personal close contacts
- Answer the call from the local board of health or the Community Tracing Collaborative (CTC) to help with contact tracing and receive guidance
- School will notify families of close contacts (refer to the close contacts guidance below) while protecting the identity of the individual

- School will promptly close off, clean and disinfect any areas the individual visited during the time frame starting 2 days prior to symptom onset (or 2 days prior to testing positive if asymptomatic), if this has not been done already. The area may be used 12 hours after cleaning and disinfecting has occurred.

**They may return to school if:**

- A minimum of 10 days of isolation is completed **and**
- Fever-free for 24 hours without the use of fever-reducing medication **and**
- Other symptoms have improved **and**
- Released from the local board of health or Community Tracing Collaborative (CTC)

**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

**If a staff member or students has COVID-19 symptoms while at school:**

- Call the school nurse to allow nurse to don PPE
- Student must remain masked and follow strict physical distancing
- The school nurse will meet the student at the medical waiting room for evaluation
- A surgical mask will be placed on the individual
- Parents will be notified (or an emergency contact) and should be available to pick up their student within 30 minutes
- Contact their PCP for COVID-19 testing. **Request the PCR (polymerase chain reaction) test** because it is considered to yield more reliable results.
- Click [here](#) for a list of testing sites near Littleton. For more test site locations, check online at [www.mass.gov/covid-19-testing](http://www.mass.gov/covid-19-testing)
- Staff members with symptoms should notify both the nurse and administration, make sure there is coverage for their class, and then leave school to be tested
- Quarantine at home while awaiting test results

**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. The infectious period begins 2 days prior to symptom onset. If someone is 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/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 close contacts that occurred at school.

**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 immediately.
- 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.***

**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 be assessed and to rest while waiting for the parent/guardian to take them home.

#### **The room will:**

- Accommodate student wearing a surgical grade mask
- Allow for at least 6ft. of space between all individuals in the room
- Be monitored by an appropriate staff person in full PPE when a student is present
- Staff members who supervise this room will be trained by the school nurse on how to appropriately put on and take off PPE.
- Contain appropriate PPE and equipment for staff and student
- Have appropriate ventilation
- Hand hygiene must be performed when entering and leaving this space.
- Be cleaned and sanitized after use according to DESE guidelines and CDC guidance

At Shaker Lane, the medical waiting room will be in the Principal's former office.

### **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. **All students and staff must wear face coverings or 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.

**Students and staff members who are unable to wear a mask must have a physician's note stating the reason why they are medically exempt from wearing a face covering.**

**Parents will be responsible for providing students with cloth masks.**

**Staff may wear their own mask or one provided by the District.**

**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 a limited supply of 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.**

**When to wear PPE:**

- Staff members who are at high risk and have underlying health conditions should wear a face shield and a mask
  - Direct service providers (e.g. health office staff, therapists, SPED staff) who must come into close contact with students should wear appropriate PPE in addition to wearing their mask:
1. **When providing personal care to students and is potentially exposed to bodily fluids (e.g. saliva) - wear mask, gloves and face shield**
  2. **Transportation personnel who come in direct contact with passengers in van - wear gloves and mask**
  3. **Staff members in medical waiting room - full PPE**
  4. **School nurses performing aerosol generating procedures - full PPE**

### **Mask Breaks General Guidance:**

- Group mask breaks will be scheduled at least twice and built into daily classroom routines. Breaks will take place outside as the schedule and weather permit. Physical distancing of 6 feet is still imperative when outside without a mask.
- If a student needs a mask break outside of scheduled mask break times, 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.

### **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

### **Hand hygiene:**

Effective handwashing requires that all individuals use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with a disposable towel. 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 clothing. Please watch [https://www.youtube.com/watch?v=4xC-\\_7ZiQoY](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 (soap and water method preferred)
- After bathroom use
- After coughing or sneezing
- Before and after taking off/putting on face coverings or masks
- When entering and leaving a classroom
- After using any shared objects

### **Social Distancing and Classroom Space:**

All students and staff must maintain a minimum of 3 feet, with a goal of 6 feet to the greatest extent possible. Schools are revising use of available indoor spaces to create a minimum of 3 feet of physical distance in classrooms from seat to seat. Some classrooms are able to achieve 4-6 feet of distance whenever possible. Students will be seated in assigned seats in the classroom and facing the same direction. **Seating charts MUST be maintained as an important tool for contact tracing.** Students will NOT be allowed to roam the hallways or classroom areas.

Space within staff break rooms will be reconfigured to allow for maximum occupancy while providing necessary distancing.

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 school and high school level, students will be put in groups to minimize contacts between and among students and teachers.

### **Signs and Messages:**

Signs will be posted throughout the school that promote everyday protective measures such as proper handwashing, social distancing, and how to properly wear a face covering or mask. Staff

and students must adhere to social distancing and traffic flow signage. School-wide communications will be made via email or all-school calls unless an individual situation warrants a phone call to the parent.

### **Cleaning and sanitizing:**

Routine cleaning and sanitization of the school buildings will be done daily and in accordance with DESE and CDC guidance. Only EPA approved disinfectants for use against SARS-CoV-2 are used.

- High touch point surfaces will be disinfected at least two times per day by the custodial staff
- Restrooms are to be disinfected every three hours during days of school occupancy
- Disinfecting wipes and spray bottles of disinfecting solutions are available in all classrooms for student and staff use in wiping down any workspaces, computers, computer mice, etc.
- Kitchen and cafeteria area cleaning and disinfecting will be performed by Custodial and Food Service Department staff
- Deep cleaning utilizing available tools, misters, electrostatic machines, etc. will be performed after school hours after each group of students has completed the scheduled in school classroom instructional time
- Additional cleaning of areas identified as being exposed to positive Covid-19 cases.
- Use of shared objects will be limited whenever possible and cleaned between use.

Please see <https://drive.google.com/file/d/1LXS9wUf35l9FxtPqEKmysp1g-U2yDqKn/view> for the LPS cleaning protocols.

### **Indoor spaces:**

Staff will take steps to ensure proper ventilation to promote good air quality and prevent the spread of germs. Staff will open windows and doors whenever possible. Staff will ensure that all vents will be kept clear in classrooms and building HVAC equipment. **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.

### **Restroom use:**

**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.

At Shaker Lane, the middle stall will be closed off. 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 restroom is in use. Students must wash their hands after restroom use. When the student leaves the bathroom, 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:**

- Students will enter and exit buildings through **designated doors** as determined per school building 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 as indicated by the arrows and/or taped lines on the floor and maintain at least a 6 feet distance between the student in front and back of them (not side-by-side).
- They will need to exit the school immediately upon dismissal.

### **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 the car are ill.
- Masks must 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 longer 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.

#### **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.
- Staff may arrange to leave hardcopy classroom packets for parents to pick up from the table
- 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 3 additional emergency contacts other than parents who are available for prompt pick up from school. Dismissing sick individuals in a timely fashion, within 30 minutes, is imperative for the safety of all.
- 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 and a travel size hand sanitizer are recommended in backpack
- A change of clothing in backpack is recommended for elementary grades

**COVID-19 Safety training will be provided to staff by building nurses on Sept. 2, 2020.**