

Gardner Public Schools Protocols for Responding to COVID-19 Scenarios in School, on the Bus, or in Community Settings

2020-2021

Introduction and overview

As referenced in Gardner Public Schools COVID-19 policy, the following protocols for responding to specific COVID-19 scenarios during the 2020-2021 school year will be followed. As the Centers for Disease Control (CDC) and the Massachusetts Department of Public Health update their guidance related to this topic these protocols will be revised. The COVID-19 school lead, Rebecca McCaffrey, School Nurse Leader, will be the point of contact for all matters relating to these protocols and will be informed of any positive COVID-19 students/staff as well as any individuals that have been in close contact to a positive COVID-19 individual. The phone number to reach her at is 978-632-4158 x 1 or 978-602-6011. When testing is required to return to school, the results of the test will need to be sent to Rebecca McCaffrey prior to returning. No verbal results will be allowed. The fax number to send results to is 978-630-3463.

The following protocols will provide answers to the following questions:

- What should the district do if there is a symptomatic individual – at home, on the bus, or at school?
- What should the district do if someone in the school community tests positive for COVID-19 – be it a student, teacher, staff, or bus driver, or one of their household members or close contacts?
- Who should get tested for COVID-19 and when?
- In what circumstances would someone need to quarantine (when they have been exposed but are not sick) or isolate (when they are sick)?
- What should Gardner Public Schools do to monitor COVID-19 spread in the community?

The following pages outline protocols for the scenarios below.

Section 1: Protocols for individual exposure or individual positive test

- **Protocol: Student or staff tests positive for COVID-19**
- **Protocol: Close contact of student or staff tests positive for COVID-19**
- **Protocol: Student is symptomatic on the bus**
- **Protocol: Student is symptomatic at school**
- **Protocol: Staff is symptomatic at home**
- **Protocol: Staff is symptomatic at school**

Section 2: Protocols for potential school closure (partial or full) or district closure

- **Protocol: Presence of multiple cases in the school or district**
- **Protocol: Presence of significant number of new cases in a municipality**
- **Protocol: Statewide regression to a previous reopening phase**

Glossary of terms

cloth covering or face mask- any cloth or fabric covering that covers the mouth and nose and fits securely onto face without visible gaps or openings

close contact- a close contact in regards to COVID-19 refers to an individual that was within 6 feet for at least 15 minutes to a person that tested positive for COVID-19 during the infectious period. If the positive case was symptomatic the infectious period starts 2 days prior to symptom onset. If the positive case was asymptomatic, the infectious period begins 2 days prior to the day of collection of their positive test.

quarantine- (recommended for those who have been in close contact with someone who has COVID-19) An individual in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from the local health department. During the quarantine period an individual is not allowed to return to school.

isolation- (recommended for those who test positive for COVID-19) Individuals who test positive for COVID-19 will be in isolation and should stay home until it is safe for them to be around others. The local board of health will determine when it is safe to exit isolation and be around others. A COVID-19 positive individual must isolate for a minimum of 10 days, a 24 hour period with no fever (without the use of fever-reducing medication), and resolution of symptoms.

medical waiting room-a medical waiting room is where students with symptoms of COVID-19 would remain until they are able to be picked up by a parent/guardian

symptomatic-an individual experiencing signs of COVID-19

asymptomatic-an individual not experiencing symptoms or signs of COVID-19

self-contained classroom-a classroom where students are in the same class all day and with the same group of individuals all day

symptoms of COVID-19:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

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 cannot 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 symptoms have improved and there has been no fever for at least 24 hours without using fever reducing medicine. If there is a differential diagnosis from a provider that is not COVID, follow the provider's guidance on when to return to school.
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the COVID-19 school lead, Rebecca McCaffrey with contact info above, 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 and until at least 3 days have passed with no fever and improvement in other symptoms.
		Individual <u>is not tested</u>	May return to school 10 days from the onset of symptoms as long as symptoms have resolved and there has been 24 hours without a fever without using fever reducing medicine
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 sent home if possible. If not possible, the individual should be masked for the remainder of the day and adhere to strict physical distancing. At the end of the day, if possible, they should not take the bus home. If they take the bus home,</p>	Individual tests <u>negative</u>	Continue to quarantine at home for 14 days from the last day of exposure to the positive case while monitoring symptoms. If symptoms develop, retest.
		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 and until at least 3 days have passed with no fever and improvement in other symptoms.

	they must wear a mask and be seated at least 6 feet apart from other individuals. They should stay at home and be tested 4 or 5 days after their last exposure.	Individual <u>is not tested</u>	Remain home in self-quarantine for 14 days from exposure
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Section 1: Protocols for individual exposure or individual positive test

Protocol: 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 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 3 days have passed with no fever and improvement in other symptoms.
2. The student’s parent/caregiver or the staff member informs the COVID-19 school lead that the individual has tested positive for COVID-19, who notifies school leadership, school nurse, custodial services, and maintenance, and other school staff as needed. The phone number to reach the COVID-19 school lead is 978-602-6011 or 978-632-4158 x 1.
3. Any communication concerning a COVID-19 positive individual will be kept in confidentiality by those staff members and shared on a “need to know” basis. When performing contact tracing it may not be possible to keep information confidential as we work to identify any close contacts of the positive case.
4. Determine whether 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.
 - a. If so, 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.
5. **ELEMENTARY SCHOOL (e.g., student has self-contained classroom throughout the day):**
 - a. Work with the teaching staff to determine students that have had close contact, (less than 6 feet distance for 15 minutes or longer), with the positive case. If the teacher has difficulty tracing close contacts in the classroom, the entire classroom must be treated as close contact. Send communication to families in the student’s class (e.g., cohort) that there has been a positive test without naming the

individual student or staff member who tested positive. Include whether or not their child was considered a close contact.

- b. Communications sent to families/staff should:
- i. Inform them there was a positive test (not the specific individual) in the self-contained classroom.
 - ii. Communicate if their child was or was not a close contact. Explain that if their child was a close contact to the positive case, he/she should be tested. (In cases where the student may have been in close contact with others outside their cohort, 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 those designated as close contacts to isolate from the last day of known exposure for 14 days regardless of test results. Testing should occur no sooner than day 4 or 5 days after the last exposure in order to have the most accurate result. (In other words, if an individual was exposed to a positive case for several days during the infectious period, the best time to test is 4 or 5 days after the last day of exposure. (Keep in mind that the infectious period starts 2 days before an individual starts to have symptoms or 2 days prior to the test date if the individual does not have symptoms.)
 - iv. Explain that if close contacts choose not to be tested, the student or staff member should remain home in self-quarantine for 14 days.¹
 - v. 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).
 - vi. Remind families and/or staff of the list of COVID-19 symptoms for which to monitor:
 - Fever (100.0 Fahrenheit or higher), chills, or shaking chills
 - Cough (not due to other known cause, such as chronic cough)
 - Difficulty breathing or shortness of breath
 - New loss of taste or smell
 - Sore throat
 - Headache *when in combination with other symptoms*
 - Muscle aches or body aches
 - Nausea, vomiting, or diarrhea
 - Fatigue, when in combination with other symptoms
 - Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*
- c. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:

¹ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

- i. Make sure these students 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.
 - ii. The school should quickly identify the individuals who may be “close contacts” of the student and notify students and their families.
 - iii. Caregivers of students identified as close contacts should pick students up as soon as possible. If not possible, the student may remain in the classroom with a mask on and distancing 6 feet from others. Caregivers must wear a mask/face covering when picking up their student. Students who are close contacts and students with any symptoms cannot ride the school bus to get home. Caregivers and students, as well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.
 - iv. Close contacts, regardless of test result should not come back to school until they complete their quarantine for 14 days. Test results should be communicated to the school.
- d. 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 individual was isolated. Instruct those students and/or staff members to get tested according to the same protocol as the student’s cohort above.

6. MIDDLE AND HIGH SCHOOL (e.g., no single self-contained classroom):

- a. The school should identify the student’s or staff member’s possible “close contacts” based on the assigned seating charts. The lookback period should begin two days before symptoms appeared (or two days prior to the date of the positive test if there were no symptoms) and include up until the time the student was isolated. Consider students and staff members who were within 6 feet of the individual for 15 minutes in class, on the school bus, or at extracurricular activities.
- b. Follow the communication and other relevant Elementary School protocols above.
- c. Close contacts should be tested for COVID-19 at one of Massachusetts’s test sites.² Sites may require pre-screening, a referral, and/or an appointment.
- d. Instruct the student or staff member to isolate while waiting for the results of their test.
- e. An individual who does not wish to be tested should instead quarantine for 14 days³ and until asymptomatic.

6. IF OTHERS IN THE SCHOOL TEST POSITIVE: Perform all steps under this protocol for that person. **ALSO FOLLOW:** “Protocol: Presence of multiple cases in the school.”

7. IF NO OTHERS IN THE SCHOOL TEST POSITIVE: Close contacts to positive cases should not return to school until 14 days after their last exposure to the positive case regardless of symptoms or test results.

² [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?)

³ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Any area of the school visited by the COVID-19 positive individual must be closed off and/or cleaned and disinfected. The area can be used 12 hours after cleaning/disinfecting has occurred.

Protocol: 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.⁴
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.⁵ Sites may require pre-screening, a referral, and/or an appointment. An individual who does not wish to be tested should instead quarantine for 14 days⁶ and until asymptomatic.
3. Close contacts should isolate at home prior to testing, while awaiting test results, and for 14 days regardless of testing results.
4. **IF POSITIVE TEST:** The student or staff member should remain at home (except to get medical care), monitor their symptoms, notify the COVID-19 lead, 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."

Protocol: Student is symptomatic at home

1. Families/caregivers are responsible for monitoring students at home each morning for the following most common symptoms of COVID-19:
 - Fever (100.0° Fahrenheit or higher), chills, or shaking chills
 - Cough (not due to other known cause, such as chronic cough)
 - Difficulty breathing or shortness of breath
 - New loss of taste or smell
 - Sore throat
 - Headache *when in combination with other symptoms*
 - Muscle aches or body aches
 - Nausea, vomiting, or diarrhea
 - Fatigue, when in combination with other symptoms
 - Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*
 - a. **IF NO SYMPTOMS:**

⁴ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

⁵ [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 <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

- i. Send student to school.
- b. **IF ANY SYMPTOM:**
 - i. Do not send the student to school.
 - ii. Call the school nurse and inform him/her student is staying home due to symptoms
 - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.⁷ An individual who does not wish to be tested should not return to school until 10 days have passed since the onset of symptoms or there has been a differential diagnosis that is not COVID-19 and there has been no fever for at least 24 hours without using fever reducing medication.⁸
 - iv. The student should get tested at one of Massachusetts’s test sites.⁹ Sites 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:** If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours.
 - 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.¹⁰ **FOLLOW STEPS UNDER:** “Protocol: Student / staff tests positive for COVID-19.”

Protocol: 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. Bus drivers and monitors will receive training regarding this.
- 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.”

⁷ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

⁸ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

⁹ [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?)

¹⁰ <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

3. If student is already on the bus, ensure student is masked and keeps mask on. Ensure other students keep their masks on. Ensure student keeps required physical distance from other students.
4. Bus driver/monitor should call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate phone numbers for the school nurse. The dispatch should contact the school to inform the school nurse of a possible symptomatic child.
5. The school nurse should meet the bus as it arrives, wearing a mask. As practical, student with possible symptoms should exit the bus first.
6. Bus should be cleaned / disinfected.
7. School nurse should evaluate the student for the following symptoms:
 - Fever (100.0 Fahrenheit or higher), chills, or shaking chills
 - Cough (not due to other known cause, such as chronic cough)
 - Difficulty breathing or shortness of breath
 - New loss of taste or smell
 - Sore throat
 - Headache *when in combination with other symptoms*
 - Muscle aches or body aches
 - Nausea, vomiting, or diarrhea
 - Fatigue, when in combination with other symptoms
 - Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

a. **IF ANY SYMPTOM:**

- i. Place the student in the designated medical waiting room. There is no specific capacity limit for the medical waiting room, but all students in the medical waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the 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 cannot 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.¹¹ An individual who does not wish to be tested should not return to school until 10 days have passed since the onset of symptoms or there has been a differential diagnosis that is not COVID-19 and there has been no fever for at least 24 hours without using fever reducing medication.
 - iv. Student should get tested at one of Massachusetts's test sites.¹² Sites 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:** If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours.
 2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the COVID-19 lead, 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.¹³ **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.

Protocol: 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. Teachers will be trained regarding this.
2. Teacher ensures the student is wearing a mask that fully covers nose and mouth at all times.
3. Teacher calls the nurse to inform he/she that they have a possible case. Nurse or designee comes to get the student from class. No child shall be sent to the school nurse office without prior phone conversation with school nurse.

¹¹ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

¹² [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?)

¹³ <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

4. Nurse should evaluate the student for the following symptoms:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

a. **IF ANY SYMPTOM:**

- i. Place the student in the designated medical waiting room. There is no specific capacity limit for the medical waiting room, but all students in the COVID-19 waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the 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.¹⁴ An individual who does not wish to be tested should not return to school until 10 days have passed since the onset of symptoms or there has been a differential diagnosis that is not COVID-19 and there has been no fever for at least 24 hours without using 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:

¹⁴ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

¹⁵ [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?)

1. **IF NEGATIVE:** If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours.
2. **IF POSITIVE:** Student remain at home (except to get medical care), monitor their symptoms, notify the COVID-19 lead, 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.”

b. **IF NO SYMPTOMS:**

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

Protocol: Staff is symptomatic at home

1. Staff should monitor themselves at home each morning for the most common symptoms including the following:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

a. **IF NO SYMPTOMS:**

- i. Come to work.

b. **IF ANY SYMPTOM:**

- i. Do not come to work.
- ii. Contact the COVID-19 lead and other absence reporting mechanism established by the school.
- iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.¹⁷ An

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

¹⁷ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

individual who does not wish to be tested should not return to school until 10 days have passed since the onset of symptoms or there has been a differential diagnosis that is not COVID-19 and there has been no fever for at least 24 hours without using fever reducing medication.

- iv. The staff member should get tested at one of Massachusetts' test sites.¹⁸ Sites 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:** If the staff member does not have COVID-19, they may return to school based upon guidance from their clinician and necessary management of another diagnosis. Staff member stays home until asymptomatic for 24 hours.
 2. **IF POSITIVE:** 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.¹⁹ **FOLLOW STEPS UNDER:** "Protocol: Student/staff tests positive for COVID-19".

Protocol: Staff is symptomatic at school

1. As noted above, staff should be encouraged not to come to school if they are experiencing any symptoms of COVID-19.
2. If a staff member suspects any symptoms during the day, they should follow the school's protocols for getting another adult to cover their class mid-day, if needed, and see the school nurse to be evaluated for symptoms. Prior to coming to the nurse office, staff should call first and have a conversation with the school nurse.
 - a. **IF NO SYMPTOMS:** The staff member should follow the school's standard protocols for being excused due to illness.
 - b. **IF ANY SYMPTOM:**
 - i. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.²⁰ An individual who does not wish to be tested should not return to school until 10 days have passed since the onset of symptoms or there has been a differential diagnosis that is not COVID-19 and there has been no fever for at least 24 hours without using fever reducing medication.
 - ii. The staff member should get tested at one of Massachusetts's test sites.²¹ Sites may require pre-screening, a referral, and/or appointment.

¹⁸ [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?)

¹⁹ <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

²⁰ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

²¹ [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?)

- iii. Isolate at home until test results are returned.
- iv. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Staff member stays home until asymptomatic for 24 hours.
 2. **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their symptoms, notify the COVID-19 lead, 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.²² **FOLLOW STEPS UNDER:** “Protocol: Student/staff tests positive for COVID-19”.

Section 2: Protocols for potential school closure (partial or full) or district closure

Protocol: 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. These steps could include, *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. These steps could include, *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.**

²² <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

Contacts:

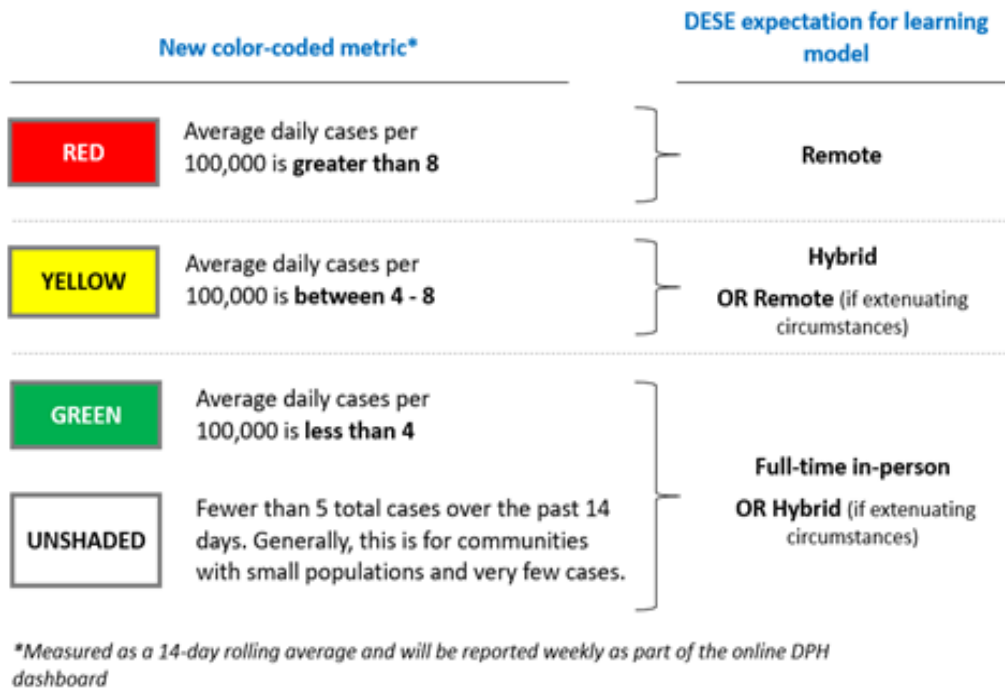
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6. If the decision is made to close for some number of days, the school and/or district should send clear information and instructions to families and staff:
 - a. Informing them that it is possible COVID-19 is being transmitted in the school and/or 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

Protocol: Presence of significant number of new cases in a municipality

1. Each Wednesday, community case monitoring will be done by utilizing the Department of Public Health [Weekly COVID-19 Public Health Report](#) that contains critical metrics for each municipality in order to determine local impact. The COVID School Lead will share this report with the Superintendent and Safety Committee. Utilizing this data and the DESE metric below, the Superintendent will consult with the Safety Committee and School Committee regarding any decision to change from the current learning model.



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

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Protocol: State-wide regression to a previous reopening phase

1. Massachusetts is tracking its overall statewide reopening in phases according to the [Reopening Massachusetts](#) plan. Currently, Massachusetts is in Phase 3 of reopening, where even more businesses can resume operations with specific guidance.
2. If Massachusetts moves back into a prior phase, 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.