

**Weston High School
Student/Family
Safety Handbook**

Fall 2020

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Masks, Face Coverings, and Other Personal Protective Equipment

Background: The Covid-19 pandemic is a rapidly evolving public health crisis. Covid- 19 is a highly contagious virus that is primarily spread through respiratory droplets produced when an individual coughs, sneezes, talks, shouts or sings. Individuals are exposed to these droplets through direct inhalation or indirectly through contact with droplets that are subsequently transferred to the mucous membranes (frequently the nose or mouth). On Tuesday, July 14th 2020 the Centers for Disease Control and Prevention (CDC) identified cloth face masks as a critical tool in the fight against Covid- 19.

Purpose: Mask wearing was identified by the CDC as one of the key components in reducing transmission of Covid-19. Masks act as a barrier, reducing the total number of droplets released by the wearer. Mask use in conjunction with proper hand hygiene and social distancing can mitigate transmission of Covid-19.

- **The Weston Public Schools requires masks that cover the nose and mouth for all students, staff, visitors and vendors per recommendation of the Weston School Committee.** Staff and students are required to wear masks in school and on school grounds unless in a school designated mask break area during a scheduled mask break. While masks are required of all staff and students, there are specific instances when wearing a mask may not be feasible. Staff and students with documented medical or developmental conditions who may be unable to wear a mask will be addressed on an individual basis and reasonable modifications may be granted, including but not limited to the use of a face shield.

In accordance with guidance from the CDC and Massachusetts Department of Public Health (MDPH) the following guidelines for masks will be enforced:

1. Masks must cover the mouth and nose.
2. Masks must fit snugly against the side of the face.
3. Fabric masks must have at least two layers of breathable fabric.
4. Masks should allow for breathing without restriction.
5. Fabric masks should be cleaned after each use and should be machine washable and dryer safe.
6. Fabric masks **CANNOT** be single layer (e.g. bandanas, gaiters)

or have an exhalation valve.

Student Rights and Responsibilities

- Face coverings are subject to the stated responsibility of each student to behave in a way as to ensure safety for self and others. Families are expected to provide each student with a minimum of **two laundered face masks daily**. Extra disposable face masks will be available in the event a student forgets their mask or a mask is lost, damaged, or soiled. Reusable masks should be laundered after each use and before reuse in school. Please contact the building administrator if you need financial assistance regarding purchasing masks.

Guidelines for Mask Use in Schools

1. Staff and students will bring a minimum of two masks to school daily.
2. Staff and students will bring a container or lanyard to store their mask during masks breaks and while eating.
3. Mask storage containers will be labeled with staff/student name.
4. Staff and students should label storage containers either front and back or top and bottom (depending on type of container) to indicate which direction the mask should be stored while not in use.
5. Cloth face masks and lanyards should be washed prior to reuse
6. Masks and mask containers will **NEVER** be shared.
7. Masks will only be removed when a minimum of 6 foot distancing can be maintained under the following circumstances – designated mask breaks or during consumption of food or drink.
8. Mask removal will only occur during above designated times in accordance with the following instructions:
 - a. Wash hands with soap and water or sanitize before removing mask b. Remove the mask using the ear loops or ties, **DO NOT TOUCH** the mask itself.
 - b. Once removed, hold the outer edge of the mask to fold in half with the inside opposing surfaces touching and place in the assigned receptacle. If using a lanyard, place a clean paper towel over the mask during the break.
 - c. Wash hands with soap and water or sanitize after the mask is properly stored.
 - d. Wash hands with soap and water or sanitize prior to returning the mask to the face.
 - e. Remove the mask from the container or remove the paper towel covering if using a lanyard by holding the ear loops or ties.
 - f. Reapply the mask to the face using the ear loops or ties.

- g. Resecure the mask around the nose and mouth to ensure tight fit, touching the edges of the mask only if required to secure the fit.
- h. Wash hands with soap and water or sanitizer

Guidelines for Face Shield Use in Schools

1. Students and staff with medical or developmental conditions who are exempted from wearing masks will be encouraged to wear a face shield. This decision will be in collaboration with the building principal and the school nurse.
2. Face shields may be worn (in conjunction with masks) by staff who will be working closely with students who are unable to wear a mask, if 6 foot distancing is unable to be maintained, while toileting students, and while providing direct care to students or staff who are confirmed or suspected to have Covid-19.
3. Face shields will be removed and cleaned when visibly soiled.
4. Students and staff will wash hands with soap and water or sanitize before and after manipulation of a face shield.
5. Face shields will be stored in a designated storage container that is labeled with student/staff name and the side that will touch the outer surface of the face shield.
6. Face shields will be disinfected at the end of each school day or when visibly dirty.
7. Follow these instructions for disinfection:
 - a. Wash hands or sanitize.
 - b. Don gloves.
 - c. Clean with soap and water.
 - d. Dry.
 - e. Disinfect with alcohol wipe or disinfecting spray and a clean paper towel.
 - f. Do not use glass cleaner.
 - g. Place on a clean paper towel on the desk or hard surface
 - h. **DO NOT SHARE SHIELDS**

References

1. Centers for Disease Control and Prevention. (2020, Aug. 7). *Considerations for Wearing a Mask*. <https://cdc.gov/coronavirus/2019-ncov-prevent-getting-sick/cloth-face-cover-guidance.html#feasibility-adaptations>
2. Centers for Disease Control and Prevention. (2020, July 15). *Strategies for Optimizing the Supply of Eye Protection*. <http://cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/eye-protection.html>
Instructional videos for cleaning of face shields: Doffing and cleaning face shields for reuse – <https://youtu.be/3RvPKkp5EJs>
How to properly clean your face shield – https://youtu.be/nBC65j_AiwU

Guidelines for School Bus

- Masks **MUST** be worn by every student and staff member on the school bus at all times. If individual accommodations are needed please see the building principal.

Mask Exceptions

- Exceptions include situations that may inhibit an individual from wearing a face mask safely. These may include, but are not limited to:
 - a. Individuals who cannot breathe safely with a face covering, including those who require supplemental oxygen to breathe.
 - b. Individuals who, due to a medical or a developmental impairment, are unable to wear a face covering safely.
 - c. Individuals who need to communicate with people who rely upon lip-reading. In such cases, staff may be provided with alternative facial coverings (i.e. clear masks).
 - d. If a student or staff member cannot wear a mask due to a disability, the building administrator should be promptly contacted by the family or staff member to discuss potential accommodations. Face shields or physical barriers may serve as a suitable alternative in these instances.

How to Properly Put on a Face Mask

1. Wash your hands with soap and water or use hand sanitizer before touching mask.
2. Inspect the mask to ensure there are no holes or tears.
3. Inspect the mask to ensure it is not visibly soiled.
4. If there are holes, tears, or soiling, place mask in dirty mask container or dispose of single use mask and select an alternate mask for use (begin process at step 1).
5. Identify top and bottom of the mask. The side of the mask with the stiff bendable edge is the top of the mask.
6. Identify the front and back of the mask. The front of the disposable mask is typically darker colored or printed. The front faces away from you and the back always touches the face.
7. If not clearly defined, label the front of the mask with individual initials.

8. Follow these instructions for application of mask to the face:
 - Face Mask with Ear Loops – Hold the mask by the ear loops. Place a loop around each ear.
 - Face Mask with Ties – Hold the mask by the ties. Place the mask level with the nose and wrap ties around the crown of the head. Secure ties with a bow technique around the crown of the head and nape of the neck.
 - Face Mask with Bands – Hold the mask in hands with the nosepiece at the fingertips with bands hanging freely below hands. Bring the mask to nose level and pull one strap over your head so it rests on the crown of your head. Pull the other strap over your head so it rests at the nape of the neck.
 - Mold the top edge of the mask by pinching the stiff edge to the shape of the nose.
 - Be sure to manipulate the edges of the mask only.
 - Pull the bottom of the mask to fit snugly over your mouth and chin. Be sure to manipulate the edges of the mask only.

How to Properly Remove a Face Mask

1. Wash your hands with soap and water or use hand sanitizer before touching the mask.
2. Avoid touching the front of the mask. The front of the mask is now considered contaminated. Only touch the ear loops/ties/bands.
3. Inspect the mask to ensure it is no visibly soiled
4. If there are holes, tears or soiling place the mask in a dirty mask container or dispose of the single use mask.
5. Follow these instructions for removal of mask from the face:
 - Face Mask with Ear Loops – Hold the mask by the ear loops. Gently lift and remove the mask.
 - Face Mask with Ties – Untie the bottom bow (nape of neck) first. Remove the top bow (crown of head) and pull the mask away from the face.
 - Face Mask with Bands – Lift the bottom strap over your head and let hang. Pull the top strap and lift over the top of the head in an upward and outward motion to pull the mask away from the face.
6. Once removed, place the mask front side down on a clean piece of paper towel, or in a container with the front side facing the labelled side of the container. If folding the mask for storage, hold the outer edges of the mask and fold it in half with the inside of the mask touching.
7. Wash hands with soap and water or use hand sanitizer.

References:

1. American Academy of Pediatrics. (2020). *COVID-19 Planning Considerations: Guidance for School Re-entry*. <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

2. San Francisco Department of Public Health. (n.d.). *How to Put on and Remove a Face Mask*. <http://sfcdcp.org/communicable-disease/healthy-habits/how-to-put-on-and-remove-a-face-mask/>

Instructional videos for mask use and storage:

Mask wearing 101: How to properly use and reuse a mask – <https://youtu.be/JwPWdkbyizw>

Storing your mask in a paper bag – <https://youtu.be/ZHQ3YrmDqo>

Storing your face mask – <https://youtu.be/160pZ1oGSug>

Behavioral Support of Students Wearing Masks: Mask wearing may increase some people's anxiety and it is important to be cognizant of potential trauma history for individual students and staff. As masks shield a portion of the face, wearing masks inevitably limits our ability to create opportunities to establish trust and connection with others by hiding facial expressions and gestures. At this point in time, we know that mask wearing keeps those around us safer. It is very important that we all abide by these protective guidelines as this is a community based health issue. The expectation is that those who can safely wear a mask will do so.

- Students with developmental challenges to mask wearing will be provided instructional opportunities to improve mask compliance.
- Students may not enter classrooms or offices without a mask (unless an accommodation has been made).
- No faculty member will be expected to provide direct instruction to a student who is approved by the Weston Public Schools to not wear a mask without a specific agreement between the faculty member, the Administration, and the Association. All parties will make a reasonable effort to find agreeable solutions including increased levels of PPE, use of technology, workspace modifications, etc.

Instructional Approaches to Mask Wearing

- Teaching opportunities will be offered within the classrooms to encourage mask

wearing. Direct instruction, including desensitization procedures, social stories, individualized behavioral reinforcement plans and modeling will be incorporated.

Supports for Students Experiencing Difficulties in School

- Should all instructional approaches to promote mask wearing fail, building based corrective procedures will be followed. Please refer to building based approaches for corrective action around failure to wear a mask without an approved accommodation.
 - Masks will be worn by all students unless directed by staff during specified times (mask break, food and water consumption). In the event that a student removes their mask or fails to wear a mask without permission, we will follow a philosophy of restorative practice, with social emotional and behavioral supports. A restorative practice focuses on creating opportunities for students to become aware of the impact of their behavior, understand why they need to take responsibility for their actions, and take steps to repair the situation and re-integrate back to the learning environment.
- The progressive corrective approach with no improvement may evolve as follows:
 1. Teacher gives up to three verbal and/or non-verbal redirections in class.
 2. Teacher engages the student in a restorative chat and reteaches using visuals whenever appropriate.
 3. Behavioral support, therapeutic, or nursing staff speak with the student using a restorative approach and assess for other potential factors
 4. Principal or designee speaks with student, teacher, and personnel involved as noted above.
 5. Parent called and given the option to encourage child to wear mask or have their child learn remotely.

*Students for whom failure to wear a mask is a function of their disability will not be excluded from school. Instructional and therapeutic interventions will continue.

- Each school schedule will provide an opportunity for mask breaks throughout the day. These will occur with students at least six feet apart, outdoors when weather permits or in a large ventilated space in inclement weather.
- All staff will be provided with PPE (gloves, disposable gowns, and eye protection, etc...) appropriate to their job function. Additional safety precautions are required for school

nurses and any staff supporting students in close proximity, when distance is not possible.

Once students are in the building:

- All students must wear a mask upon entering the school premises whether arriving by car or bus.
- All students must wear masks at all times except for mask breaks, eating and drinking.
- All students must report directly to their grade level entrance.

All students and adults will be wearing an ID Lanyard or button so that everyone can easily identify each other.

Handwashing and Hygiene

- All students and staff will be washing or disinfecting their hands regularly throughout the school day. Appropriate times to wash hands will be upon arrival to school, before/after eating, before/after recess, before/after putting on and taking off masks, and prior to dismissal.
- Sanitizing stations will be installed in all high-traffic areas and adjacent to all classroom entryways. Families will have the opportunity to approve their child's use of hand sanitizer. Some students who have sensitivity reactions to sanitizer will need parent permission. If you do not give permission then those children must always wash hands with soap and water. Hand sanitizer will actually be a new standing order that families will have to agree to on the medication permission form this year.
- Weston High School will place hand washing and sanitizing visuals throughout the building to remind students and staff of proper hand washing and hand sanitizing procedures.

Sanitizing and Disinfecting

- All areas of the school building will be rigorously cleaned and disinfected. We will be increasing deep cleaning and sanitation protocols with our custodial staff, following CDC guidelines. We will be sanitizing high-touch areas frequently throughout the school day.

- WHS will be minimizing the use of shared items within the classroom. Instead, we will be increasing the use of digital instructional resources and 1:1 materials.
- Whenever possible, teachers will minimize assignments that require multiple people to handle materials or paper.
- Students will be advised to bring minimal required school materials to and from school each day. WHS will develop a list of materials that students should and should not bring to school.
- Students will not share materials or food brought from home.
- WHS will encourage students to bring their own personal, labeled water bottles to school and wash them daily with soap and water, or in a dishwasher at home. As a back-up, the school will provide disposable cups if needed for students to access water at the two drinking stations-one in the cafeteria and one near the gym.
- We will develop protocols for the use of specialized shared materials, as needed.

Distancing

- While DESE distancing guidelines are 3-6 feet, in Weston, our goal is to maintain a physical distance of **six feet** between individuals.
- We will be maximizing space between student desks and/or stations. In-school class sizes will be capped at 16.
- This will allow for 6-foot nose-to-nose social distancing in typically sized classrooms. Larger classroom spaces may be able to accommodate more students and maintain 6-foot distancing among staff and students while smaller classrooms will need to accommodate fewer students. All desks will be facing in the same direction.
- Alternative spaces in each school, such as cafeterias, libraries, and auditoriums may be repurposed to increase available space and accommodate additional distancing.

Classroom SetUp

- Desks will be placed in rows 4 ft apart (desk to desk) facing in the same direction.
- Teacher should have 6 ft distance from the first row of desks.

- There will be no rugs in classrooms.
- If needed, arrows can be drawn or placed for help with flow of traffic in the classroom.
- Each teacher will establish enter and exit routines.

Fans

- Ceiling fans can not be used in classrooms.
- Oscillating table and window fans can not be used in classrooms.
- A teacher can have the fan facing in their direction but can not oscillate nor be faced in the direction of the students.
- If there is an air conditioner in a classroom due to a student's medical need, the setting needs to be facing up toward the ceiling and not facing students.
- Students may not bring individual fans to school so please make sure that your child is dressed appropriately for warm or hot weather.

Student Cohorts

- WHS will minimize student movement on campus, with the exception transitioning to classes, going outside/tent; or going to specialized learning areas. Every effort will be made to limit interactions across cohorts.
- High school students will travel from class to class, but when possible, classrooms will be arranged within the building to minimize travel distance. Additionally, the high school schedule will be blocked so that there are no more than three passing periods per day.
- WHS will be encouraging outdoor instruction as weather permits. Students can expect to be outside for mask breaks. Please be sure your children are appropriately dressed for the weather because they will be outdoors frequently.

Arrival/Dismissal

Students cannot enter the building prior to 8:30. Students should either wait outside or go directly to their class prior to 8:30am. Students cannot gather in common areas before or after

school. During arrival, all doors are entrance only and all foot traffic on staircases is up. During dismissal, all doors exit only and all foot traffic on staircases is down.

Arrival General Guidelines:

- Parents are not allowed in the building.
- Students will have masks on before getting on the bus or out of the car.
- Upon arrival (not before **8:30am**), students will go directly to their classroom.
- Faculty/staff will be in classrooms ready to greet students and monitor the hallways.
- Students will wash/sanitize their hands upon arrival.
- All students will be wearing an ID Lanyard or button so that everyone can easily identify each other - THANK YOU PTO!!

Bus arrival:

- Students arriving on busses will be dropped off at the Science Wing Door. One faculty/staff member will be stationed at the door to greet students when busses arrive, monitoring mask wearing and spacing.
- Doors will be propped open while students arrive.

Student driving-

- Juniors and Seniors who drive to school will use the main entrance of WHS. One faculty/staff member will be stationed at the door to greet students when busses arrive, monitoring mask wearing and spacing.

Parent Drop-off:

- Students being dropped off will use the English/History wing entrance. Two faculty/staff members will be stationed at the door to greet students when busses arrive, monitoring mask wearing and spacing.

Dismissal Times

- The Bus and Pick up locations will be the same as the morning. Science wing for all busses and the front of the school for parent pick-up. All students will maintain social distancing as much as possible for as long as they are on the school campus.
- At 12:40pm, an announcement will be made over the intercom stating which buses are ready to leave. Students must go directly to their bus.
- At 12:45pm, a bell will ring for all students being picked up by their parents to be dismissed.

- At 12:55pm, all remaining students will be dismissed. Students taking the bus should go to the waiting area in front of their high school to wait for their bus. Students will maintain social distancing. Students may not ride a bus other than their assigned bus.
- All stairways become “down-stairways” for dismissal..

Movement within the building

- Most of our main and side hallways can be two-way traffic, but a few need to be one-way
 - Each hallway will be marked with floor arrows to reinforce the correct direction.
 - Each student will stay in a one (large tiles) to two (smaller tiles) tile area when walking in the hallway to ensure appropriate and safe social distancing.

Bathrooms

- One student at a time in the bathroom.
- Bathroom doors will be left closed, please knock before entering.
- There will be stickers on the floor for 2 students (for each gender bathroom) to wait on that spot. One sticker will be located in the bathroom and one sticker in the hallway. We will also have a few gender neutral bathrooms available.
- If there are two people waiting, students will be expected to stay in their classroom until spots are available. Bathrooms will only be used by one student at a time.
- Bathrooms will be cleaned multiple times per day by the custodians.
- Vigorous hand washing should occur throughout the day.
- Restrooms will receive extra cleaning and sanitization in the daytime combined with a deep cleaning during off hours.
- Each student and staff restroom will have disinfectant wipes to clean fixtures prior to touching.
- Paper towel dispensers will be installed.
- Hand dryers will not be in service.
- When possible a monitor will be outside bathrooms to ensure safety protocols are being followed.
- Bathroom protocols and signs will be posted outside of each bathroom. Some bathrooms will be designated staff only.



Classroom Protocols, Materials and Personal Belongings

- All students will store their own belongings in their designated six foot desk area.

Student Personal Belongings

The following items are allowed:

- Backpacks, Labeled water bottle, Mask(s) , Hand sanitizer, Tissues (optional)
- Students will store their personal belongings in their backpacks which will be placed on the back of their chairs or in their immediate floor area by their desk.

Sanitation When Changing Classes

Transitioning students will be asked to sanitize their desk before they leave the room.

- Students will pack up their materials before their cleaning process.
- Students will put on one glove (provided for each classroom).
- They will take a disinfecting wipe and scrub down their desk.
- They will then dispose of their glove and wipe on their way out of the room.
- Arriving students will follow the same disinfecting procedures before taking out their materials.

Physical Education and Locker Rooms

At WHS Physical Education classes will include activities outdoors, when possible, with appropriate distancing per the state DESE guidelines for special area subjects. Access to locker rooms will not be permitted for PE classes. Students are encouraged to dress in comfortable clothes and shoes the days they are scheduled for PE. Students will not utilize locker rooms or have to change for PE. Students should sanitize hands at the beginning of PE class and at the end prior to moving to the next class period. When outside, non-contact activities will be facilitated. Students will not be able to remove masks indoors or outdoors.

Study Halls

9th/10th Graders

All 9th and 10th graders will be required to stay in a scheduled study hall during their free blocks with the exception of 10 graders with free first blocks, these students may come in late in time for their second period.

11th/12th Graders

Will be assigned to a study hall for all second and third block free periods. For 1st and 4th block free periods, 11th and 12th graders may come in for the second period or leave after the third block.

Lunch

- There will be a purchase option for any student that wishes to purchase a school lunch for grab and go.
- Orders forms will be provided by the cafeteria staff via a Google Form (OR INFINITE CAMPUS) where students will have 2-3 options for their lunch.

Mask Breaks

- Mask breaks will be taken during the 3rd block of the day. Families should provide a labeled bag, container, or mask lanyard for students to store their masks during these breaks (refer to building principal for allowable options). Students will maintain a

minimum of 6-foot distancing during mask breaks. Mask breaks will always be supervised by an adult.

- Students need to wash their hands before and after taking on/off their masks. Hand sanitizer is acceptable as well.
- Instruction of how to take on and off masks will be provided.
- Locations for indoor mask break spaces will be available in case of inclement weather.

Access To and Within Buildings

- Before morning arrival, parents will be responsible to conduct a wellness check for their children. Families will confirm that their child is symptom-free before sending him/her to school each day. Guidelines for wellness checks will be communicated to families by our school's Health Services Department.
- Faculty and staff will go through a self-screening process to determine whether they are safe to enter the school building.
- Students will not be allowed to enter the school building before their assigned arrival time and after their assigned dismissal time. No in-person before or after school activities will occur in any school buildings.
- Visitors will not be allowed in the buildings. Schools will develop specific procedures for when parents need to drop off or pick up children or items during school hours.
 - Tables will be placed outside the main front doors for student item drop off.
- Physical barriers will be placed in high-traffic areas such as the main office.

In Case Of Emergency

- All One-Way directions are ignored and students and staff must exit the building safely and promptly.

WPS Covid-19 Quick Reference Sheet

<i>Individuals who test (+) for Covid-19</i>	<i>Close contact of a Covid-19 (+) individual</i>	<i>Covid-19 Symptoms</i>	<i>Covid-19 Symptoms and a (-) Covid-19 test</i>	<i>Covid-19 Symptoms not tested</i>
<p>Before returning individual MUST isolate for a minimum of 10 days beginning the day symptoms develop or day of positive test result and:</p> <ol style="list-style-type: none"> 1. Have significant improvement in symptoms 2. Fever free for last 24 hours without medication 3. Resolution of respiratory symptoms 4. Cleared by LBOH 	<p>Before returning individual MUST self-quarantine for 14 days beginning first day after last possible exposure date.</p> <ol style="list-style-type: none"> 1. Contact PCP and LBOH. 2. Testing on day 6 of quarantine advised. 3. Individual to remain on quarantine for full 14 days even if test result is negative. 4. Retest if symptoms develop during quarantine period. 	<p>Before returning individual MUST self-quarantine for 14 days beginning the day symptoms develop.</p> <ol style="list-style-type: none"> 1. Contact PCP for management. 2. Testing on day 6 of quarantine advised. 3. Individual to remain on quarantine for full 14 days even if test result is negative. 4. Retest if symptoms develop during quarantine period. <p>MUST:</p> <ol style="list-style-type: none"> 1. Have significant improvement in symptoms 2. Fever free for last 24 hours without medication 3. Resolution of respiratory symptoms 	<p>Before returning individual MUST self-quarantine for 14 days beginning the day symptoms develop.</p> <ol style="list-style-type: none"> 1. Contact PCP for management. 2. Testing on day 6 of quarantine. 3. Individual to remain on quarantine for full 14 days unless alternative diagnosis received from PCP and Covid (-) test result. 4. Retest if symptoms develop during quarantine period prior to return. 	<p>Individual MUST self-quarantine for 14 days beginning the day symptoms develop. Contact PCP for management.</p> <p>MUST:</p> <ol style="list-style-type: none"> 1. Have significant improvement in symptoms 2. Fever free for last 24 hours without medication 3. Resolution of respiratory symptoms

Symptomatic Individual in Schools

NOTIFY: School nurse (call on identified cell phone, **DO NOT USE WALKIE**)

ONE RN IN
BUILDING

MORE THAN ONE
RN IN BUILDING

NOTIFY: Staff to identify student symptoms and concerns over phone to nurse
NOTIFY: RN to notify runner of transport need
TRANSPORT: Runner to don PPE as directed by RN (mask, gloves, gown, goggles, face shield) and transport student to designated waiting area
MONITOR: Waiting area monitor to note time of arrival, obtain temperature, position student on socially distanced spot

NOTIFY: Staff to identify student symptoms and concerns over phone to nurse
NOTIFY: RN to notify runner of transport need
TRANSPORT: Runner to don PPE as directed by RN (mask, gloves, gown, goggles, face shield) and transport student to designated waiting area
MONITOR: Waiting area monitor to note time of arrival, obtain temperature, position student on socially distanced spot

TRIAGE

1. RN to triage student and identify location for assessment
2. RN/Runner to transport student to identified area (well/ill room)
3. RN to conduct assessment

Exposure to Covid Positive Individual

Definition of close contact(s): person(s) who have been within 6 feet distance of the individual for at least fifteen minutes while the person was infectious.

*Infectious period 2 days prior to symptom onset or positive test date

**LEARN OF
EXPOSURE AT
HOME**



STAY HOME

Quarantine for 14 days after the last exposure, regardless of test result.

*Individual should be tested per PCP or BOH recommendations

**LEARN OF
EXPOSURE AT
SCHOOL**



RETURN HOME FROM SCHOOL

Remain masked and physically distant in classroom. Initiate dismissal procedure. Quarantine for 14 days after the last exposure, regardless of test result.

*Individual must be dismissed by parent at end of day **NO BUS**

Covid-19 Symptoms

Any one of the following:

- ✓ Cough (not associated to known cause)
- ✓ Difficulty breathing/SOB
- ✓ New loss of taste or smell
- ✓ Diagnosis of pneumonia/ARDS

Any two of the following:

- ✓ Fever 100° F or higher
- ✓ Chills/Rigors
- ✓ Sore throat
- ✓ Headache
- ✓ Nausea/Vomiting
- ✓ Diarrhea
- ✓ Nasal congestion/ Runny nose
- ✓ Muscle aches
- ✓ Fatigue

NEGATIVE TEST

Quarantine for 14 days

*Quarantine begins day after last exposure

POSITIVE TEST

Isolate per BOH guidance/support at least 10 days

OPTED NOT TO TEST

Quarantine for 14 days

*Quarantine begins day after last exposure

WPS Covid-19 Point Contacts

Case House:
Country:
Woodland:
Field:
WMS:
WHS:

Symptomatic Individual in Schools

NOTIFY: School nurse (call on identified cell phone, **DO NOT USE WALKIE**)

ONE RN IN BUILDING

MORE THAN ONE RN IN BUILDING

NOTIFY: Staff to identify student symptoms and concerns over phone to nurse
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TRIAGE

1. RN to triage student and identify location for assessment
2. RN/Runner to transport student to identified area (well/ill room)
3. RN to conduct assessment

ONE RN

MORE THAN ONE RN

WELL

ILL

WELL RN

ILL RN

HYGIENE: doff if needed, perform hygiene, and don ppe
 ASSESS: conduct need assessment
 TREAT: administer identified treatment
 RETURN: notify runner to return individual to class
 COMMUNICATE: notify class of return plan

HYGIENE: doff if needed, perform hygiene, and don full ppe
 ISOLATE: isolate individual in cubby
 ASSESS: conduct need assessment
 TREAT: administer identified treatment
 RETURN: notify runner to return to class if indicated
 INITATE: dismissal procedure if indicated
 COMMUNICATE: follow communication procedures

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Covid-19 Symptoms

Any one of the following:

- ✓ Cough (not associated to known cause)
- ✓ Difficulty breathing/SOB
- ✓ New loss of taste or smell
- ✓ Diagnosis of pneumonia/ARDS

Any two of the following:

- ✓ Fever 100° F or higher
- ✓ Chills/Rigors
- ✓ Sore throat
- ✓ Headache
- ✓ Nausea/Vomiting
- ✓ Diarrhea
- ✓ Nasal congestion/ Runny nose
- ✓ Muscle aches
- ✓ Fatigue

WPS Covid-19 Point Contacts

Primary RN:

Second RN:

Runner:

Monitor:

Principal:

ONE RN

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