

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

**Fall 2021**

---

## Table Of Contents

---

|   |               |
|---|---------------|
| <b>Masks, Face Coverings, and Other Personal Protective Equipment</b> | <b>page 2</b> |
| <b>Once Students are In The Building</b>                              | <b>page 2</b> |
| <b>Handwashing and Hygiene</b>  | <b>page 2</b> |
| <b>Distancing</b>   | <b>page 3</b> |
| <b>Seating Charts</b>   | <b>page 3</b> |
| <b>Classroom Setup</b>  | <b>page 3</b> |
| <b>Fans</b>   | <b>page 4</b> |
| <b>Classroom Protocols, Materials, and Personal Belongings</b>        | <b>page 4</b> |
| <b>Study Halls</b>  | <b>page 4</b> |
| <b>Student Cohorts</b>  | <b>page 5</b> |
| <b>Lunch</b>  | <b>page 5</b> |
| <b>Bathrooms</b>  | <b>page 6</b> |
| <b>Arrival/Dismissal</b>  | <b>page 6</b> |
| <b>Sanitizing and Disinfecting</b>                                    | <b>page 7</b> |
| <b>Testing</b>  | <b>page 8</b> |
| <b>Nurses Office</b>  | <b>page 9</b> |
| <b>Access To and Within Buildings</b>                                 | <b>page 9</b> |

---

## **Masks, Face Coverings, and Other Personal Protective Equipment**

---

**Weston Public Schools will require face masks for all students and staff in all buildings.**

While DESE requires face masks for students in grades 2-12, in Weston we will require PK, K, and 1st grade students to wear face masks as well.

- We will not accept valved masks, buffs, gaiters, or bandanas.

Link to - [Weston Public Schools Mask Protocols](#)

- Parents should provide daily for each student: one mask to wear and an additional mask as backup to be kept in the student's bag. Masks may be disposable or reusable, but if reusable, please have them washed after each day's use.
- All staff will be provided with PPE appropriate to their job function. Anyone requiring an N95 will need a clearance note from their physician clearing them for use along with a fit test from district personnel. Additional safety precautions are required for school nurses and any staff supporting students in close proximity, when distance is not possible. Extra PPE may include gloves, disposable gowns, and eye protection (such as a face shield with a mask). N95's are available for use, but require a fit testing. Please refer to your school's nurse for this process.

---

## **Once Students are in the Building**

---

- All students must wear a mask upon entering the building.
- All students must wear masks covering the nose and mouth at all times except for when they are outdoors, on a mask break, eating and/or drinking.

---

## **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 at school, before/after eating, before/after PE class, after bathroom use, before/after putting on and taking off masks, and prior to dismissal.

- There are sanitizing stations 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 continue as 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.

---

### **Distancing**

---

- While DESE distancing guidelines suggest 3-6 feet, in Weston, our goal is to maintain a physical distance of **three feet** between individuals.
- This will allow for 4-foot nose-to-nose social distancing in typically sized classrooms. All desks will be facing in the same direction.
- We will be maximizing space between student desks and/or stations.

---

### **Seating Charts**

---

- In order to assist with an effective and expeditious close contact tracing process, teachers will submit their seating charts for their classrooms [via this Google folder](#) to the school nurse and principal.
- After school activities' teachers will need to submit seating assignments for their classes [via this Google folder](#).

---

### **Classroom SetUp**

---

- Desks will be placed in rows 3 ft apart (desk to desk) facing in the same direction.
- Teacher should have a 6 ft distance from the first row of desks.
- 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 cannot be used in classrooms.
- A teacher can have a fan facing in their direction but can not oscillate nor be faced in the direction of the students.
- No other fan use is allowed in the classroom.
- 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.

---

## **Classroom Protocols, Materials and Personal Belongings**

---

### **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.

### **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 clothes and shoes appropriate for physical activity on days they are scheduled for PE. Guidelines for clothing and shoes will be reviewed in all PE classes at the beginning of the course. Students will not utilize locker rooms or have to change for PE. Students should wash hands with soap and water if visibly soiled or sweaty or otherwise sanitize at the least 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.

---

## **Study Halls**

---

### **9th/10th Grade**

All 9th and 10th grade students will be required to stay in a scheduled study hall during their free blocks.

### **11th Grade**

Will be assigned to a study hall for all free blocks. Juniors may come in late in time for their first scheduled block, but will be required to sign in at the attendance desk in the cafeteria upon arrival. Any junior who is in the building during a study hall must report to the assigned room.

In addition, juniors may leave after their last scheduled class, but will also be required to sign out at the attendance desk in the cafeteria before leaving. If a student does not leave they must report to their assigned study hall.

Juniors may not leave campus unless they have no more classes that day.

### **12th grade**

Will have free periods for any block without a scheduled class.

### **Cancelled classes:**

- **All Grades** are required to report to the cafeteria if a class is cancelled.
- Teachers will message all students (when possible) letting them know their class is cancelled and report to the assigned study hall room (usually the cafeteria, except during lunch). Teachers may provide their students with an assignment.

---

## **Student Cohorts**

---

- WHS will minimize student movement on campus, with the exception of transitioning to classes, going outside; or going to specialized learning areas.
- High school students will travel from class to class.
- 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.

---

## **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.

---

## **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 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.
- Vigorous hand washing should occur throughout the day.
- Each student and staff restroom will have disinfectant wipes to clean fixtures prior to touching.
- Hand dryers will not be in service.
- Bathroom protocols and signs will be posted outside of each bathroom. Some bathrooms will be designated staff only.

---

## **Arrival/Dismissal**

---

Students cannot enter the building prior to 8:35 other than on Thursdays for W block. 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 are for exit only and all foot traffic on staircases is down.

### Arrival:

- Parents are not allowed in the building.
- Students will have masks on before getting on the bus or upon entry.
- Faculty/staff will be in classrooms ready to greet students and monitor the hallways.
- Students will wash/sanitize their hands upon arrival in the classroom.

### 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.
- Doors will be propped open while students arrive.

### Student driving-

- Seniors and Juniors (with a parking pass) who drive to school will use the Main Entrance of WHS. Two faculty/staff members will be stationed at the door to greet students when they arrive, monitoring mask-wearing.

### Parent Drop-off:

- Students being dropped off will use the Main Entrance. Two faculty/staff members will be stationed at the door to greet students when they arrive, monitoring mask-wearing.

### Dismissal:

- The Bus Pick up locations will be directly in front of the school building. The parent pick-up will be in the loop in the lot at the front of the school. All students will maintain social distancing as much as possible for as long as they are on the school campus.
- All stairways become “down-stairways” for dismissal.
- Students will be released from their last block class per an announcement from the main office.

---

## **Sanitizing and Disinfecting**

---

### **HVAC**

- Rooftop HVAC systems and Air Handling Units at all schools are fitted with MERV Rating 13 Filters. Unit Ventilators at all schools are fitted with MERV Rating 8 filters. Most HVAC Equipment can economize with the use of fresh air changes in their schools dependent on ambient weather conditions. All air filters are changed and units are cleaned prior to the start of the school year.
- Each morning custodial staff performs a walk-through of all school spaces to verify the HVAC operations are functioning. Staff will notify the Facilities Office immediately regarding non-functioning units and begin the process of troubleshooting and repairing.

### **Air Purifiers**

- Air Purifiers are placed in all classrooms to supplement and enhance the clean air ventilation. Most learning spaces also have operable windows to supplement fresh air within the space. During the school year, all rooftop units and exhaust fans are checked a minimum of once a week. These inspections include a visual inspection of the air filters. Each school maintains a full stock of filters for all units.



- After all power outages or fire alarm activations, staff shall inspect all RTU, AHU, and pumps to verify units are operational. Written notification to the Facilities office shall be sent for any units that fail to reset.

### **Cleaning**

- Routine cleaning will be performed daily by district custodial staff assigned to each building or area. Routine cleaning includes daily cleaning and disinfecting of all classrooms, desks and chairs, offices, restrooms, floors, emptying trash and other building-based tasks. Kitchen and cafeteria area cleaning and disinfecting is performed by Food Service Department staff.
- A deep cleaning utilizing all available disinfecting tools (spray bottles of disinfectant, and electrostatic micro mist devices) occurs as needed during the week. Deep cleaning involves cleaning and sanitizing of all classroom, cafeteria, and office surfaces.

\*Please keep in mind that as conditions evolve, the operational plans will continue to be modified as needed.

---

### **Testing**

---

DESE are making diagnostic and routine (weekly) COVID pooled testing services available at no cost to participating districts and schools through the end of the 2021-22 school year, under a single contract with the testing provider [CIC Health](#).

#### **Diagnostic Testing**

- *Symptomatic Testing*: (for when individuals develop symptoms while at school; individuals should not go to school if experiencing symptoms while at home): Shallow nasal swab samples are collected at school using the BinaxNOW rapid antigen test.
- *"Test and Stay" (close contact testing)*: Shallow nasal swab samples are collected at school using the BinaxNOW rapid antigen test. Tests are administered daily from the first day of exposure for at least five (5) days.
- Our trained school nurses will be onsite to support diagnostic testing at each of the schools.

#### **Routine COVID Safety Checks**

- Two shallow nasal swab samples are collected at school. One swab is put into a single tube (maximum of 10 samples per tube) and the other swab is put into an individual tube for follow-up testing. If a group tests positive, individual Follow-Up testing of the second sample occurs.

- Tests will be performed by either trained individuals employed by CIC Health or the building-based school nurse.

---

## **Nurse's Office**

---

According to DESE, when entering the nurse's office, students will need to wear a disposable mask provided by the nurse.

Susceptible illness will require students to go to the waiting area (COVID isolation room) for assessment.

- Refer to the possible Covid symptom checklist provided to each class, if the student presents with any of these symptoms, call the health office and describe your observations and send the student to the school nurse.

For the health and safety of all, please assist students in your classrooms for minor concerns. The health office will provide each class with enhanced instructions and a kit to assist you.

### Non Covid illness

- Non urgent needs (ex. Chapped lips, papercut, lost tooth that is not bleeding, slight bump without bruising) Please use the enhanced kits provided by the health office to assist the child to handle in class.
- Headache, encourage water consumption and give activity breaks if appropriate, if headache persists for 20 minutes or more call the health office and send the student to the school nurse.
- For a nose bleed, have the student apply pressure with tissue on the bridge of their nose for 5 minutes. If it then stops, have the student cleanse and stay in class. If not, please call and an escort will be sent. If you prefer to have the Nurse handle this situation, please contact the health office.
- If you are questioning the severity of injury or symptom, call the health office to describe and/or send the student to the school nurse.

---

## **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.
- 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.

 [WPS Protocol Quick Reference21\\_22.pdf](#)

 [WPS Staff](#)

 [WPS Staff Flow\(1A\)21\\_22.pdf](#)

 [WPS Staff Flow\(1\)21\\_22.pdf](#)

 [WPS Staff Flow\(4\)21\\_22.pdf](#)

 [WPS Staff Flow\(5\)21\\_22.pdf](#)

**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:**