Woodland School

Families

Safety Handbook

Fall 2021

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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.

1. **The Weston Public Schools require masks that cover the nose and mouth for all students, staff, visitors and vendors per recommendation of the Weston Board of Health.** Staff and students are required to wear masks in school 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

10. 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.

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 the 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. *Guidance for Wearing a Mask* https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html

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 the mask in a dirty mask container or dispose of single use mask and select an alternate mask for use (begin process at step 1).
5. Identify the 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 face.
    - Face Mask with Bands – Lift the bottom strap over your head and let it 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 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. 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/

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, recess, 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 the student, teacher, and personnel involved as noted above.
    5. Parents are called and given the option to encourage their child to wear a 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.

- **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, recess, 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

1. 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 recess, before/after putting on and taking off masks, and prior to dismissal.
2. 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.
3. Each 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

1. 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.
2. We will minimize the use of shared items within the classroom. When needed to share materials, students will hand wash before and after use. Shared material will be properly sanitized after use.
3. Per our food policy, students will not share food brought from home.
4. We 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 back-up, the school will provide disposable cups if needed for students to access water to drink at the nurse's office, because drinking fountains will be closed.
5. Students will be advised to bring minimal required school materials to and from school each day. Each school will develop a list of materials that students should and should not bring to school.

Distancing

1. While DESE distancing guidelines are 3-6 feet, in Weston, our goal is to maintain a minimum physical distance of **three feet** between individuals.
2. We will be maximizing space between student desks and/or stations.
3. All desks will be facing in the same direction.
4. Alternative spaces in each school, such as cafeterias, libraries, and auditoriums will be repurposed to increase available space and accommodate additional distancing for mask breaks.

Testing

The Department of Secondary and Elementary Education (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.

DiagnosticTesting

- *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.

Classroom SetUp

- Desks for students in Kindergarten-Grade 3, will be placed in rows at least 3 ft apart to promote distancing, facing in the same direction, whenever possible.
- Preschool students will sit at tables 3 feet apart.

Fans

1. Ceiling fans can not be used in classrooms.
2. Oscillating table and window fans can not be used in classrooms.
3. A teacher can have the fan facing in their direction but can not oscillate nor be faced in the direction of the students.
4. 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.
5. Students may not bring individual fans to school so please make sure that your child is dressed appropriately for warm or hot weather.

Classroom Cohorts

1. Students in Grades Preschool-8 will be arranged in classroom cohorts to minimize social contact with their peers. We will minimize student movement on each campus, with the exception of going outside or going to specialized learning areas. Every effort will be made to limit interactions across cohorts. Cohorting students in this manner minimizes exposure risk and facilitates contact tracing efforts.

2. We will be encouraging outdoor instruction as weather permits. Students can expect to be outside for mask breaks, recess, snack and lunch. Please be sure your child(ren) are appropriately dressed for the weather.

Arrival/Dismissal

Arrival General Guidelines:

1. Parents are not allowed in the building. (Parents, if masked, may briefly step out of the car to help children get out if absolutely necessary).
2. Faculty/staff will not assist with car doors, car seats, etc.
3. Students will have masks on before getting on or off of the bus or out of the car.
4. Upon arrival (not before 8:00am), students will go directly to their classroom.
5. Faculty/staff will be in classrooms ready to greet students and monitor the hallways.
6. Students will wash their hands upon arrival in the classroom.

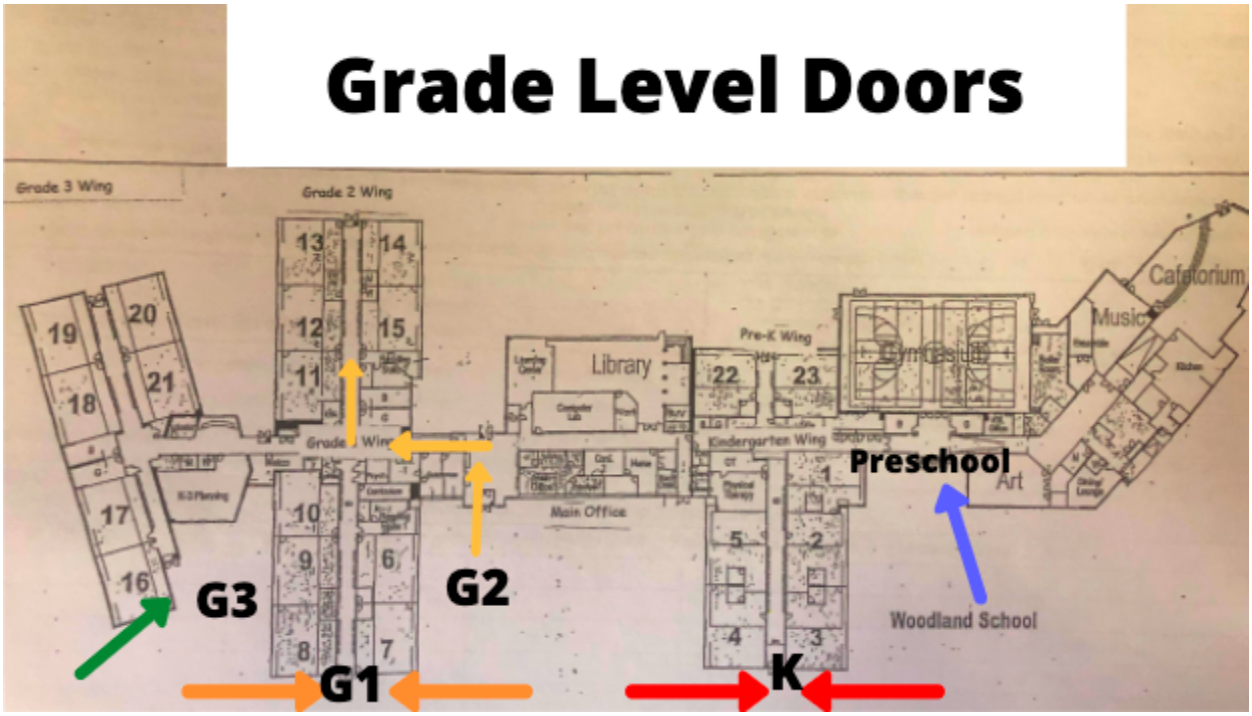
Arrival Times:

- For Kindergarten, First Grade, Second Grade and Third Grade students, the school day starts at 8:00am.
- For Preschool Students, the school day starts at 8:15am.

Arrival Doors:

Each grade will enter and exit through different doors at the front of the school. One faculty/staff member will be at each entrance to welcome students and monitor masks/social distancing. Doors will be propped open while students arrive. The following are the grade level doors:

- Preschool: Doors opposite the gym
- Kindergarten: Doors at end of K wing
- 1st grade: Doors at end of 1st grade wing
- 2nd grade: Front lobby doors
- 3rd grade: Doors at end of 3rd grade wing



Bus Protocols
http://www.westonschools.org/wp-content/uploads/2021/08/FY22-Weston-Transportation-Protocols.pdf

Bus arrival:
One faculty/staff member will be stationed at the bus loop to greet students when busses arrive, monitoring mask wearing and spacing.

Parent Drop-off:

- Two faculty/staff members will be stationed at the drop off loop to greet, help students find their entry door, and monitor mask wearing/social distancing/stairways. These two faculty/staff members will make sure all entrance doors are closed when they return to the building after arrival.
- Several faculty/staff members will be available to support students having difficulty entering the school building.
- Preschool parents will have to park their cars to walk their child to the preschool doors mentioned above. Preschool teachers will be waiting to welcome your child at the door. Preschool families will not be allowed to enter the building. Be prepared to say goodbye at the doors.

Dismissal General Guidelines

- Families will still need to write a note to the teacher if their dismissal plan is changed.

Dismissal Times

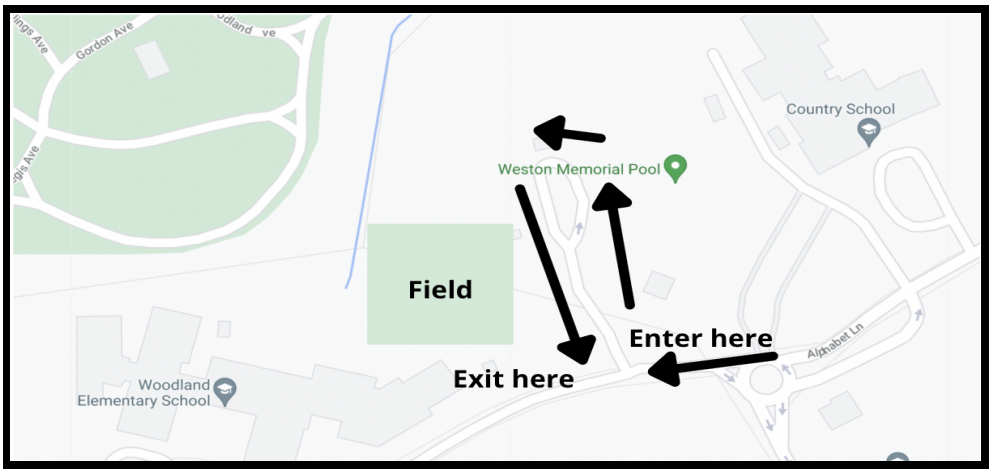
- For Kindergarten, First Grade, Second Grade and Third Grade students, the school day ends at 2:20pm.
- For Preschool Students, the school day ends at 12:15pm.

Bus Dismissal

- Students will be dismissed from their classrooms so dismissal may take longer than in past years.
- As busses arrive on campus to board students, the bus numbers will be called over the whole school announcement system. At this point, teachers will dismiss these students to board their busses.
- Once on their bus, students will be seated in an assigned seat alternating rows throughout the bus to maintain a safe distance from other students.
- Students may not ride a bus other than their assigned bus.

Car Pickup

- Since we will have a larger number of car pickups this year, we will need a larger area to queue cars. Therefore, car pickup will occur at the pool parking lot. Please refer to the map for directions.



- When picking up your child, please enter on the right hand side of entry to the pool parking lot.
- Waiting cars will form a loop. Adults picking up students may not park their car and pick up in person.
- Students will be dismissed from the field to your waiting car.
- Students will spread out on the field and wait to be called when their car arrives. Sibling groups may wait together.

- Please note each child will need their own placard.
- Cars will have a placard stating the name/grade of the student(s) they are picking up. Please ask for as many placards that you will need for your family that may include babysitters, grandparents, etc… If the car does not have a placard, we will not dismiss the child. We will be sending a communication asking for how many placards your family will need.
- Display this placard on your passenger side dashboard window so that faculty/staff can easily see the placard.
- Faculty/staff on duty will use the megaphone to call out the names of students as cars reach the front of the line.
- Faculty/staff will not open car doors.
- As soon as your child is safely buckled in your seat, please exit the parking lot and the Case Campus.
- Do NOT drive around cars in the parking lot. It is one continuous line of active dismissal. So, you will need to wait until cars have pulled up and exited the parking lot before you can leave the parking lot.
- Please be patient as this dismissal may take a bit longer.

Movement within the building

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1. When possible, students will use the outside of the school building to travel to and from locations.
2. Students will use their grade level entrance and exit for all travel outside of the building.
3. Our main and side hallways can be two way traffic.
    - Teachers will ensure appropriate and safe social distancing when traveling throughout the building.

Bathrooms

Preschool and Kindergarten:

- Students will use bathrooms in the classroom.
- One student at a time in the bathroom.

For First/Second and Third Grade:

- One student at a time in the bathroom.

- Bathroom doors will be left open so students can peek in to see if it is occupied.
- 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.
- 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.

Classroom Materials and Personal Belongings

- Each student will be provided with an individual hallway cubby to be used for storing their individual belongings.

Students Classroom materials:

- Each student will be provided with an individual pencil case for materials.

Shared Materials:

- If the material is large and solid, it can be shared and needs to be wiped down with sanitizing materials and allowed to dry for required time between uses.

- Solid materials can be stored away for 72 hours for them to be deemed Covid free.
- If the material is porous, it should not be used for sharing with other students.
- Books, Recess equipment, etc...should be wiped down in between uses. It is preferred to have students keep their books for the week.
- If students clean any item, they must wear a glove(s) before cleaning. It is preferred if adults are able to supervise the cleaning or clean item(s) themselves.

Student Personal Belongings:

- Backpacks
- Snack and Lunch bag
- Water bottles on desk
- Masks
- Hand sanitizer
- Tissues
- Extra Change of clothes (including masks)

Snack

- Students will eat outdoors or in a larger well-ventilated area whenever practical.
- Students will eat in their classrooms under teacher supervision when there is no other practical option.
- When snacking in the classroom, the following safety measures will be implemented:
    - Students must wash hands with soap and water prior to snacking.
    - No longer than 10 minutes to eat, students are informed by minute 12 they need to remask and begin the clean-up process. Our goal is to stay under 15 minutes to minimize transmission.
    - Students will remain seated at their desks behind their plastic shields.
    - All students must wash hands before and after snacks with soap and water *Exception: if students are outside for snack and heading right into recess, hand sanitizer can be used between these times as long as hands are not visibly soiled. Students whose hands are visibly soiled ALWAYS need to wash with soap and water.
- The following is an example illustrating snack time in preschool-Grade 5 classrooms:
    - Classroom teacher acknowledges snack time and students place paper towel/mat on their desks.
    - Students remove snacks/drinks and place them on the desk on top of a paper towel or mat.

    - Students lined up to begin handwashing with soap and water.
    - Students return to their desk and the teacher announces time for mask removal.
    - Students remove masks and use hand sanitizer.
    - Students eat snacks.
    - At the 10 minute mark, the teacher notifies students time to wrap up.
    - At the 12 minute mark, students are instructed to use hand sanitizer and don masks.
    - At the 15 minute mark, students are lining up to dispose of trash and begin hand washing procedures with soap and water.

- Snacks may be eaten in an “outdoor space” assigned to each classroom when weather permits.
- If snacking outside, the following safety measures will be implemented:
    - Students must wash hands with soap and water prior to snacking.
    - Once in the predesignated snacking area, students will be spaced at least 6 feet apart.
    - Students will follow procedure for mask breaks.
    - Students will dispose of their own trash in the trash receptacle prior to washing hands and reentering the building.
- There will be other possible options for other spaces available in the building if the weather is inclement.
- We are asking that snacks are nut aware. Nut aware snacks do not contain nut products but can be processed in a facility with nuts.
- The table below can help you identify safe snacks to send to school.

PRODUCE	Fresh Fruits Fresh Vegetables
DAIRY	Cheese and Dairy (yogurt tube/pouch/cup, pudding cup)
SALTY SNACKS	Triscuit Cheese It’s Cheetos Cheese Nips Better Cheddars

	Wheat Thins Townhouse Club Crackers Goldfish Annie's Bunnies Popcorn (Pirate Booty, Wise snacks) Rice cakes Ritz Crackers Potato Chips (Baked Lay's, Popchips, Cape Code, Pringles, Ruffles, Kettle Brand) Pretzels (Newman's Own, Rold Gold, Pepperidge Farm Pretzel Goldfish)
SWEET SNACKS	Graham Crackers Animal Crackers Pop Tarts Oreos Nilla Wafers Fig Newtons Fruit Snacks/Fruit Leather Cereals such as: Chex, Corn Flakes, Cinnamon Toast Crunch

Helpful Resource: Safe Snacks website: https://snacksafely.com/safe-snack-guide/

- **Please note: This is only a suggested list. Remember to read ingredient labels**
- The best way to determine if foods are allergy-free snacks is to read the label since most brands have a warning statement or allergen list.
    - Be aware of phrases like this:

- “May Contain Peanut or Tree Nuts”
- “Processed on shared equipment with Peanuts or Tree Nuts”
- “Manufactured in a plant with Peanut or Tree Nuts”
- “Contains Peanut or Tree Nut Ingredients”
- You may even notice that some brands get very specific and list the type of tree nut. For example: “May Contain Almonds“.

Recess

- Students must sanitize their hands before and after recess.
- Students will not be required to wear masks while at recess.
- Recess period can be longer than 15 minutes.
- Students must wear masks during indoor recess.
- Students will rotate through stations on the playground through the week. For example, students from one class will be using the play structure while another class will be using the field. Those two classes will not play together during their recess time.
- If a recess equipment material is large and solid, it can be shared and will need to be wiped down with sanitizing materials and allowed to dry for required time between uses.
- Solid materials can be stored away for 72 hours for them to be deemed covid free.
- If the material is porous, it should not be used for sharing with other students.
- Recess equipment will be wiped down in between uses.
- If students clean any item, they must wear a glove(s) before cleaning. It is preferred if adults are able to supervise the cleaning or clean item(s) themselves.
- Recess equipment will not be left outside. All equipment will be used for one classroom use only. Equipment can not be shared between classrooms.
- Acceptable equipment for recess include objects that have impermeable surfaces that can be cleaned. Examples of these are: Non-Nerf Basketballs, Soccer Balls, Footballs, jump ropes with hard plastic or wooden handles that have a hard rubber or plastic rope component, rubber balls (no tennis balls), hula hoops and frisbees.
- According to the state’s guidance: in outdoor play areas, high-touch surfaces made of plastic or metal should be cleaned and disinfected at least daily or between use by custodial staff. It is completely appropriate for districts to use their own discretion based on custodial staffing; etc.
- Weston Public School playgrounds will be cleaned once per day.
- Please do not send your personal recess equipment to school.

Nurse's Office

According to the Department of Elementary and Secondary Education (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-library) 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 an escort will then be sent.

For the health and safety of all, teachers will assist students in their classrooms for non urgent needs. Examples of non urgent needs (ex. Chapped lips, papercut, lost tooth that is not bleeding, slight bump without bruising) Teachers will have enhanced kits with necessary supplies provided by the health office to assist the child in class.

Lunch

- All students are eligible for free lunch and will be offered a bagged lunch.
- Orders will be submitted by family via a google form. There will be limited options for their lunch choices. Tess Sousa and the Food Services Department will coordinate these orders.
- Lunches will be delivered to classrooms with labeled student lunches.
- Students will eat lunch in preassigned locations that may include the cafeteria or outdoor locations. Each school will decide which area is physically feasible to ensure safety for all students.
- For indoor lunch locations, each student will be assigned a desk that is labeled with a number. Students must sit in the same seat every day.
    - Student assigned seats are documented for contact tracing purposes.
- When indoors, desks will be facing the same direction and spaced 3 feet with protective desk shields.
- For outdoor locations, each student will use their own yoga mat. Hand washing and distancing protocols will remain in place for outdoor eating.
    - Yoga mats will be cleaned before and after each lunch session.

- If eating indoors or outdoors, students will wash their hands before and after eating. Hand sanitizer will be available if hand washing is not an option.
- Students will remove their masks after their hands are washed. Once they have finished eating, they must wash their hands before putting on their masks.
- Masked lunch personnel will supervise students and provide any necessary materials to the students.
- Students should stay in their seats and limit conversation throughout the lunch session.
- Lunch personnel will supervise students as they discard their trash in barrels.
- Assigned lunch personnel will sanitize the desk before and after each lunch session.

Mask Breaks

- Mask breaks will be taken throughout 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 will be provided with a minimum of two mask breaks per day. Lunch, snack and recess can be considered mask breaks.
- Teachers can schedule at least one additional mask break, if deemed necessary.
- Students need to wash their hands before and after taking on/off their masks. Hand sanitizer is acceptable as well.
- Instructions on how to take on and off masks will be provided.
- Locations for indoor mask break spaces will be available in case of inclement weather.
- Teachers can have a supply tote with the following supplies for outdoor mask breaks. and/or any outdoor time: paper towels, hand sanitizer, extra masks, gloves, ziploc bags, trash bag.

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. No in-person before school activities will occur at Woodland School.
- After school activities will occur in the school buildings. Activities can happen outside if appropriate. Chorus needs to be held outside. Attendance and seating charts will be required for these activities.
- 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 package deliveries and 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.

Health Resources and COVID Protocol Flow Charts

- The following are helpful videos to inform you of all the necessary health protocols. This link noted here is a one hour summary of all health protocols from August 2020: https://youtu.be/ePzULW9Uc88
    - You can view individual links here:
        - Hand Hygiene: https://youtu.be/lisgnbMfKvI
        - Cleansing with Hand Sanitizer: https://youtu.be/nA3G7NBOseQ
        - Cough/Sneeze Etiquette: https://youtu.be/6H_lzQ_3uKw
        - Donning Full PPE: https://youtu.be/H4jQUBAlBrI
        - Doffing Full PPE: https://youtu.be/PQxOc13DxvQ
        - Storage and reuse of masks (cloth and surgical): https://youtu.be/JwPWdkbyizw

- Storage and reuse of masks (N95/KN95): https://youtu.be/a-KG-cZETfo
- Cleaning face shields for reuse: https://youtu.be/3RvPKkp5EJs

WPS Covid-19 Quick Reference Sheet

Individuals who test (+) for Covid-19 (ISOLATION)	*Close contact of a Covid-19 (+) individual (QUARANTINE)*	*Covid-19 Symptoms*	*Covid-19 Symptoms and a (-) Covid-19 test*	*Covid-19 Symptoms not tested*
Before returning individual MUST isolate for a minimum of 10 days beginning the day symptoms develop or day of positive test result and: 1. Have significant improvement in symptoms 2. Fever free for last 24 hours without medication 3. Resolution of respiratory symptoms 4. Cleared by LBOH	Before returning individual MUST self-quarantine for 7-14 days beginning first day after last possible exposure date. 1. Contact PCP and LBOH. 2. Testing on day 5 of quarantine advised for day 8 return. 3. If no test, can return on day 11 or 15 4. *Some LBOHs require full 14-day quarantine. 5. Initiate Test-to-Stay Protocol if no symptoms 6. Individual MUST remain on quarantine for minimum of 7 days even if test result is negative. 7. Retest if symptoms develop during the full 14-day quarantine period.	If not testing individual MUST plan to remain home for at least 10 days beginning the day symptoms develop. Next steps include: 1. Contact PCP for next steps/evaluation. 2. Testing on day 1-2 of quarantine advised. 3. Process forward dependent on testing/diagnosis see blue/gray columns In order to return MUST: 1. Have significant improvement in symptoms 2. Fever free for last 24 hours without medication 3. Resolution of respiratory symptoms	Before returning individual MUST plan to remain home for at least 10 days unless (-) test result beginning the day symptoms develop. Next steps include: 1. Contact PCP for next steps/evaluation. 2. Test. 3. If (-) test result, with minimal symptoms individual CAN return to class 4. If (-) test result, with fever or respiratory symptoms individual MUST remain home until resolution of respiratory symptoms and fever free without medication for last 24 hours 5. Contact PCP if symptoms worsen during at-home period prior to return 6. Copy of MD clearance to return when indicated	Before returning individual MUST plan to remain home for at least 10 days beginning the day symptoms develop. Contact PCP for next steps/evaluation. In order to return MUST: 1. Alternative diagnosis from PCP with clearance to return to school 2. If refusing to test or contact PCP MUST stay home for 10 days and have significant improvement in symptoms 3. Fever free for last 24 hours without medication 4. Resolution of respiratory symptoms 5. Copy of PCP clearance to return to school with alternative diagnosis listed required if returning to school prior to full 10 days

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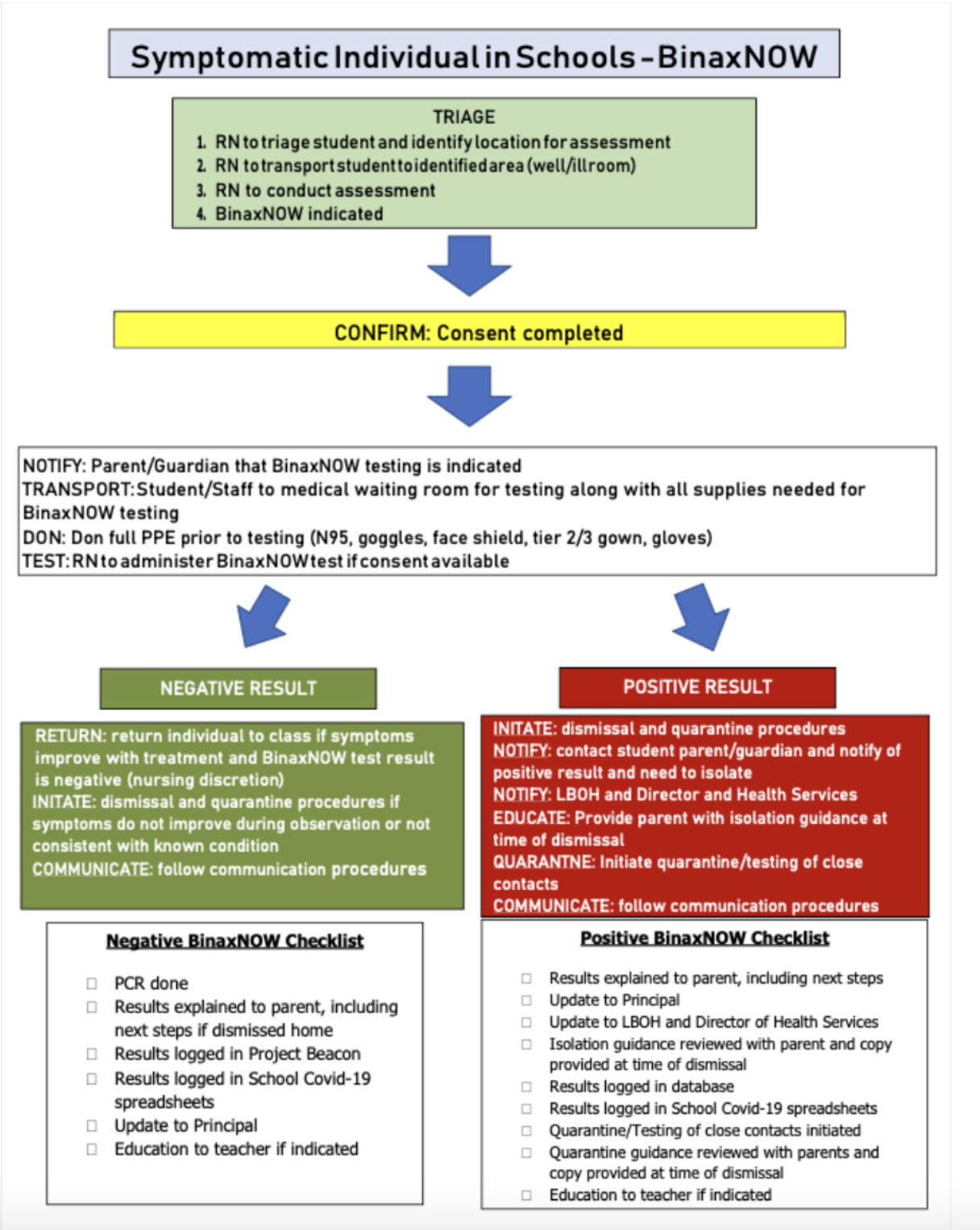
Symptomatic Individual in Schools - BinaxNOW
TRIAGE
1. RN to triage student and identify location for assessment
2. RN to transport student to identified area (well/ill room)
3. RN to conduct assessment
4. BinaxNOW indicated
CONFIRM: Consent completed
NOTIFY: Parent/Guardian that BinaxNOW testing is indicated
TRANSPORT: Student/Staff to medical waiting room for testing along with all supplies needed for BinaxNOW testing
DON: Don full PPE prior to testing (N95, goggles, face shield, tier 2/3 gown, gloves)
TEST: RN to administer BinaxNOW test if consent available
NEGATIVE RESULT
RETURN: return individual to class if symptoms improve with treatment and BinaxNOW test result is negative (nursing discretion)
INITATE: dismissal and quarantine procedures if symptoms do not improve during observation or not consistent with known condition
COMMUNICATE: follow communication procedures
POSITIVE RESULT
INITATE: dismissal and quarantine procedures
NOTIFY: contact student parent/guardian and notify of positive result and need to isolate
NOTIFY: LBOH and Director and Health Services
EDUCATE: Provide parent with isolation guidance at time of dismissal
QUARANTNE: Initiate quarantine/testing of close contacts
COMMUNICATE: follow communication procedures
Negative BinaxNOW Checklist
PCR done
Results explained to parent, including next steps if dismissed home
Results logged in Project Beacon
Results logged in School Covid-19 spreadsheets
Update to Principal
Education to teacher if indicated
Positive BinaxNOW Checklist
Results explained to parent, including next steps
Update to Principal
Update to LBOH and Director of Health Services
Isolation guidance reviewed with parent and copy provided at time of dismissal
Results logged in database
Results logged in School Covid-19 spreadsheets
Quarantine/Testing of close contacts initiated
Quarantine guidance reviewed with parents and copy provided at time of dismissal
Education to teacher if indicated

Symptomatic Individual in Schools

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

NOTIFY: Staff to identify student (or self-report) symptoms and concerns over phone to nurse (student may self-transport to nurse if able, encourage use of nursing pass in older students who are hesitant to self-report symptoms to teacher

TRIAGE

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

WELL ROOM VISIT

HYGIENE: doff ppe if needed, perform hygiene
ASSESS: RN to conduct needs assessment
TREAT: RN to administer identified treatment
RETURN: return individual to class if indicated
COMMUNICATE: notify class of return plan

ILL ROOM VISIT

HYGIENE: doff ppe if needed, perform hygiene, and don full ppe
ISOLATE: isolate individual in isolation room if indicated
ASSESS: RN to conduct needs assessment
TREAT: RN to administer identified treatment, including BinaxNOW/PCR test when indicated
RETURN: return individual to class if indicated
INITATE: dismissal procedure if indicated

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:

PRINCIPAL:

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Notification of Covid (+) Individual

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IDENTIFY: whether the individual was in the building(s) until time of isolation
*Timeframe: 2 days prior to symptom onset or test date

YES

NO

Follow district sanitization protocols

IMMEDIATELY
IDENTIFY: classrooms and/or facilities utilized by (+) individual including close contacts based on assigned seating charts
*should include lookback period of 2 days
COMMUNICATION: initiate district communication protocols

IMMEDIATELY
CLOSE: classrooms and/or facilities utilized by (+) individual and initiate sanitization procedure if not previously completed
INITIATE: classroom quarantine procedures

IMMEDIATELY
IDENTIFY: bus(s) used by (+) individual including close contacts
NOTIFY: transportation company to initiate sanitization procedure
INITIATE: quarantine notification procedures

COMMUNICATION WITH STAFF AND FAMILIES:

1. Inform positive test notification (PROTECT PRIVACY – DO NOT IDENTIFY INDIVIDUAL OR PROVIDE INFORMATION THAT COULD LEAD TO INDIVIDUAL IDENTIFICATION)
2. Inform close contacts of status (close contacts are those within 3-6 feet of (+) individual for 15 minutes or more)
3. Initiate test-to-stay procedures for those with consent OR Initiate dismissal for those not participating in test-to-stay option
4. Instruct close contacts to quarantine (remind of quarantine procedures and symptom identifiers) and notify PCP
5. Inform close contacts of potential BOH involvement and advise on procedures moving forward (test-to-stay or at home quarantine)
6. Remind families/staff to avoid contact with high-risk family members (remind of high-risk qualifiers)
7. Refer state isolation and quarantine guidance

RECEIPT OF NOTIFICATION OF (+) INDIVIDUAL DURING SCHOOL DAY:

1. Identify close contacts within cohort (Close Contacts to be identified in conjunction with WBOH and in accordance with CDC definition)
2. Confirm all individuals in cohort and servicers are wearing masks (relocate all non-mask wearers to medical waiting room pending dismissal)
3. Enforce strict physical distancing and increase frequency of hand washing/sanitizer while students remain in school
4. Initiate communication with families of to encourage dismissal of students not participating in test-to-stay program within 15-30-minute window
5. Remind families/staff of quarantine/testing procedures

CLOSE CONTACT IDENTIFICATION (SCHOOL NURSE)

1. Create list of potential close contacts
2. Share list with WBOH via secure communication by end of school day
3. Public health will contact trace, advise on isolation, quarantine, & additional testing

MONITOR (NURSE)

1. Tracking of additional (+) tests or symptomatic incidence
2. Daily communication with BOH/Director of Nursing