



Mater Dolorosa School Reopening Plan (K-8)

8.11.20

Introduction

The purpose of this reopening plan is to inform families of our plan for fully and physically returning to school, in light of the Covid-19 pandemic, for the 2020-2021 school year. It is our intention to open our school in such a way that is safe, maximizes in-person instruction to all students, and guarantees to our families the excellence they desire from Mater Dolorosa.

The guidelines referenced in this plan are based on the guidance from the Centers for Disease Control and Prevention (CDC) and the Massachusetts Department of Public Health (DPH), and the Massachusetts Department of Elementary and Secondary Education (DESE). Regular updates will be made to this plan based on information provided by the above entities, applicable federal and state laws, and local agencies.

The Massachusetts Department of Elementary and Secondary Education (DESE) has provided guidance for the public schools, that document can be found at the following link: <http://www.doe.mass.edu/covid19/> Mater Dolorosa's COVID Task Force looked at and used these only as recommendations and therefore will open in a manner that is most conducive to the preservation of our school and with respect to the public health standards. Our school population is relatively small and so adherence to the social distancing guidance is easier for our school than in many cases for entire districts.

General Protocols

SOCIAL DISTANCING

According to the Department of Elementary and Secondary Education, "schools should aim for a physical distance of six feet when feasible, and three feet is the minimum distance allowed." Here at Mater Dolorosa, we are designing our K-8 classroom layouts to meet the 6-foot standard (center of desk to center of desk). The rationale for this standard is to anticipate properly any increased restrictions which may come from DPH.

Employees, students, parents, and visitors will follow the DPH recommendations for social distancing when in common areas on school grounds. Clearly visible markings will indicate the walking direction throughout the school to maintain the social distancing requirements when necessary. This will also help when training students to move throughout the school during the day.

FACE-COVERINGS

According to DESE masks are required to be worn by employees, all visitors, and all students grades 2-12. Face shields are also an option.

At Mater Dolorosa, masks or face shields will be required for employees, ALL students, parents, and visitors when entering and exiting. Students in grades PK-1 may remove their face coverings when in the classroom. Masks for students in grades 2-8 will be required at all times with the exception of “mask breaks”, which are only allowed when they are outdoors, or socially distanced indoors. (This includes instruction time.)

Parents are required to provide masks for their children; however, we will have a supply of masks in the event a student or visitor does not have a proper face covering or their face covering is damaged, or is unsuitable for wearing for any reason.

According to DESE, “mask breaks should occur throughout the day.” Therefore, when students are in class, properly distanced, and while seated, they may remove their masks during instruction.

GENERAL GOOD HYGIENE

Following good hygiene practices limits exposure to all viruses. Good hygiene practices include:

1. Washing hands often with soap and water for at least 30 seconds.
2. Using hand sanitizer with at least 70% alcohol if soap and water are not available
3. Avoiding touching the eyes, nose, and mouth
4. Covering the mouth and nose or use the inside of your elbow when you cough or sneeze
5. Teaching students how to practice good hygiene practices

Staff Protocols

Social Distancing and Face-Coverings

Staff and personnel of Mater Dolorosa School will be expected to wear masks or face coverings when teaching; interacting with other people; entering, exiting, and moving throughout the building; or in common spaces with other people.

Staff and personnel may remove face-coverings when in classrooms or private offices without students or visitors present. They are still expected to follow social distancing protocols throughout the school day when not wearing masks. This includes break rooms,

copy rooms, classrooms without students or visitors present, and other potential gathering spaces.

In order to minimize exposure to COVID-19, PPE will be required. PPE includes: masks and gloves when disinfecting. Staff will still practice social distancing even with the use of gloves and masks.

Staff Illness and Screening

1. If an employee becomes ill at school or if another person is exhibiting symptoms of COVID-19 at school, they will be instructed to go home and contact the most accessible health provider.
2. Staff returning to school from an approved medical leave will contact the Principal. A healthcare provider's note will be required before returning to work.

If diagnosed with COVID-19, a staff member may return to school when both criteria below are met:

1. At least 3 days (72 hours) has passed since recovery (no fever without the use of fever-reducing medications)
2. Local Health Department or Health Care Provider confirms release to return safely to work

If a staff member has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it will be assumed that this employee has COVID-19 and may not return to work until the criteria listed above have been met.

All staff will be checked for symptoms before beginning work for the day. Staff who have symptoms at this pre-work check will be asked to return home for that day and not return until they are symptom free. Staff will also be asked to fill out a COVID-19 Self-Monitoring Checklist daily.

Mater Dolorosa will follow all Diocesan protocols for personnel as they are developed by the Diocese of Springfield. Whenever there is a change to protocols, these changes will be communicated to the schools by the Catholic Schools Office.

Additional Responsibilities

Staff members will be asked to disinfect their areas including cubicles, classrooms, carts, etc. to reduce exposure and assure that all areas are properly sanitized.

In certain cases, staff members, who have not in the past, may be asked to monitor

students in order to help the school maintain social distancing.

K-8 Student Protocols

Arrival to School

Students may begin entering the school building at 7:30am, unless they are attending the Extended Day Program. The before school service begins at 7:00am. Students who arrive at school between 7-7:30am, they will go to the cafeteria for before school care. A \$2.00 fee will be charged for students who are dropped off before 7:30. Teachers will not be on-duty until 7:30am.

Upon arrival at school, students will enter through the main office door facing the park. Face-coverings will be required of ALL students upon exiting their vehicles and entering the school building. We ask that parents and students follow social distancing when approaching and entering the school. Students will be monitored and greeted by a staff member at the door. Hand sanitizing stations will be at every entrance of the school. Students and all visitors are to sanitize their hands when entering the school. Students will follow the breakfast in the classroom procedures. (see Food section)

To limit cross contamination and exposure of germs in the school building, we are asking parents and visitors to not come into the school, unless under special circumstances. Parents are asked to say their good-byes and drop off at the circle or front door.

Late drop-offs and early dismissals will be done at the front door. We ask that visitors buzz to announce their presence at the door. Mrs. Brainard, or another staff member, will greet you at the door, as quickly as possible. Students will be signed in or out from there. This, again, will allow us to limit the number of visitors in the school building every day. To avoid extra visits to school, we ask that parents plan ahead and try not to forget items that students will need each day for school (i.e. glasses, water bottles, homework, lunch, etc).

Dismissal

Students will wash or sanitize their hands before exiting the building. Classrooms will stagger their dismissal times, by a few minutes, in order to social distance and avoid large groups from gathering in the dismissal area. Dismissal will begin at 2:25 with kindergarten.

Social Distancing

Students will be expected to follow social distancing protocols throughout the school day. As stated above, students will be seated 6-feet apart in the classroom.

Students must follow at least a 3-foot standard when entering and exiting the facility, passing in the hallways, moving around the classrooms, and during liturgy.

Student Illness and Screening

At this time, Mater Dolorosa will follow DESE's recommendations for screening in grades K-8. They are as follows:

- **Screening procedures are not required at the point of entry to the school.** However, school staff (as well as bus drivers) will be observing students throughout the day and referring students who may be symptomatic to the school nurse/healthcare point of contact.
- **As noted in previous guidance, temperature checks are not recommended** as screening for all students due to the high likelihood of potential false positive and false negative results.

****We are working on a health checklist to be done daily by parents electronically before the start of school each day. We will be sending the information to parents on how to create a shortcut to your phones. This would eliminate paper checklists and make this step more manageable for all.**

If a student demonstrates symptoms of COVID-19, the school is required to follow the DPH guidelines for student isolation and return to home. The school will also follow DPH guidance for student reentry into the classroom and any other protocols given by the local health department.

Wellness Education

Students will be trained by their classroom teachers in the appropriate use of PPE, how to move about the school building, as well as good hygiene practices.

Student Emotional Needs

Special care will be taken for the emotional needs of our students. Many have increased anxiety as a result of the societal changes and use of unnatural boundaries. As a Catholic school, we will provide responses that are connected to the traditions of our Church to help

students manage in a way that directs them always to our Loving God. Any programs that are geared toward helping students manage stress and anxiety we will need to obtain approval by the Catholic Schools Office. Students will be allowed increased time for prayer, meditation, and open dialogue connected to the Faith.

Liturgy

Monthly school Masses will take place in the gymnasium where students in grades K-8 and staff can social distance at a minimum of 3 feet. Students and staff will be required to wear masks during the Mass. Masses will be for the students and staff only.

Specials

Physical Education classes will take place in the gymnasium and outdoors. Students will sanitize hands after class and all equipment used by students will be cleaned between classes. Students will engage in activities that allow for social distancing. Masks will be worn in grades 2-8, unless students able to properly social distance.

Technology, Art and Spanish will be instructed in individual classrooms. This will reduce students' movement throughout the building.

1:1 iPads for kindergarten and Chromebooks for grade 1-8 students have been purchased and are being readied. Devices will be assigned to individual students for use in and out of school. More details to follow once devices are ready for distribution.

Art lessons will be planned to decrease and/or eliminate the sharing on materials. If sharing between classes is required, materials will be sanitized between uses.

Facilities

Classroom Spaces

Teachers have designed their individual classrooms to meet the 6 feet apart desk placement in grades K-8. Traffic/flow patterns are marked so students are moving around the space in a way that allows for distancing and minimizes exposure to each other. Excess furniture has been removed and teachers are creatively creating welcoming and safe environments. Students will be provided a milk crate/container to keep beside their desks for their books, folders, learning materials and individual personal hygiene items, if brought. Water bottles are encouraged, as the hall water fountains will not be used.

Students sharing of learning tool/materials will be very limited, and only if absolutely necessary. Items will be sanitized between uses.

Each classroom is equipped with a hand sanitizer pump, spray bottle with disinfectant and paper towel dispenser. Classroom desks, chairs and shared surfaces will be cleaned several times throughout the day and every night.

Passing and Cohorts

According to DESE, “elementary schools should aim to keep students in the same group throughout the day and middle and high schools are encouraged to minimize mixing student groups to the extent feasible.” At Mater Dolorosa, elementary students will remain in their classrooms with teachers and non-core teachers will pass between classrooms.

***CHANGE**-The middle school, grades 5-8, will remain in their homerooms and subject area and non-core teachers will rotate between classes. This is a change from the last parent update.

Preparation and Maintenance of Facilities

Sanitization of Classrooms

Teachers will be required to sanitize their classroom surfaces at the end of each day and before a new group of students enters their classroom. The classrooms will be cleaned thoroughly and sanitized following the guidance provided by the CDC as well as State and local DPH requirements.

Sanitization of Facility

The school facilities will be cleaned and sanitized throughout the day and every night following the guidelines of the CDC as well as State and local DPH requirements. A day custodian will be on staff to circulate throughout the school building cleaning, on a schedule, the cafeteria, bathrooms and shared spaces. Monday-Friday a professional cleaning company will clean and sanitize the school in areas such as the classrooms, office, bathrooms, hallways and cafeteria. CDC and DPH approved cleaning products and guidelines will be followed.

Ventilation System

The two ventilation units are located on the roof of the school. The air circulation system is serviced and filters are changed at the beginning of each school year. The system will be monitored and serviced throughout the year. Windows throughout the school and classrooms will be open to improve ventilation.

Signage

Health and social distancing signage will be located throughout the school hallways and classrooms. Traffic flow patterns will be indicated as well.

Food and Food Delivery

The Holyoke Public School will continue to provide our school breakfast and lunch service. Plans are being developed for a “grab-n-go” breakfast. Students in grades K-8 will enter the school through the main door, single file and distanced at 3 feet as they enter the school and cafeteria. Students will “grab” a breakfast to take to their classroom to be eaten. Teachers will be in their classrooms starting at 7:30am to greet students, supervise breakfast and the morning routine. Desks/tables will have been cleaned the night before

and then sanitized once breakfast is over. Breakfast will be served from 7:30-8:00am.

Students in grades PK-1 will eat lunch in their classrooms. Lunch will be delivered to the classrooms (**working out remaining details with food service program**). Students will follow proper hand washing and sanitizing before lunch is consumed. Students' desks/tables will be sanitized before and after lunch. Teachers will remain in the classroom with their students during lunch.

Students in grades 2-8 will eat lunch in the cafeteria. Two separate lunch periods have been scheduled, 11:15 for grades 5-8 and 11:50 for grades 2-4. Cafeteria tables will be cleaned between the two lunch periods. As soon as the class has finished eating, students will transition out to recess or back to their classroom, in order to limit the amount of time they are gathered in the cafeteria.

Bringing or sharing of refreshments during school is prohibited in order to limit the risk of contamination. Birthday items, candy, and drinks will not be allowed or given out until further notice.

Recess

Grades 5-8 students will go outside after lunch for recess. They will separate around the school grounds and park by grade level cohorts to maintain separation and social distancing. Grades K-4 will schedule another time during the school day for their recess to coordinate times when cohorts can be kept separated and space is available. Students will not be required to wear face-coverings outdoors, however, will be encouraged to. All students will be required to wear a face-covering when entering and exiting outside to recess.

Students will wash or sanitize their hands upon returning to class after lunch and recess.

Integration with other Parish Programs

When sharing our school space with Our Lady of the Cross religious education program or any other program, we will coordinate our sanitization plans ensuring that all protocols are followed by each group using the space.

Extended Day Program

Students who are staying for before and/or after school care will be in the cafeteria and outside during programming. Students and staff will follow proper hygiene and sanitizing protocols upon entering and exiting the program locations. Students will be social distanced by grade level cohorts. Face-coverings will be required to be worn by staff and students in grades 2-8. Students in grades PK-1 will be encouraged to wear a mask. When able to be 6 feet apart, or outside, masks may be removed for mask breaks.

For dismissal, the normal after-school door will be used for pick-up. Adults picking up will ring the buzzer, staff will escort student to the door, and signed out there.

Students may bring their own materials (i.e. crayons, book, colored pencils, markers, pencil, scissor, etc) to Ext. Day, in order to avoid the sharing of materials. Toys and other items touched by students will be rotated in and out and sanitized at the end of each session.

Instructional Delivery

Distance Learning

If in-school learning is suspended by executive order of the Governor of Massachusetts, all students will participate in a school-provided distance learning program composed of both synchronous and asynchronous learning experiences.

***A remote learning plan is being developed and will be released shortly.**

Continuity of Instruction

If a student is out of school as a result of sickness and well enough to participate in remote learning, students will be provided with an electronic device, assignments will be posted to Google Classroom, learning materials may be sent home or picked up at school and students will be provided access to live stream into the classroom. The goal being to assure appropriate learning gains is maintained when the student is not physically at school.

Protocols for Responding to Symptoms

In most cases, students and staff should stay home if they have any of the symptoms listed. Many of these symptoms could be caused by other factors. In cases where other medical conditions exist that cause any of the following symptoms, it is important to communicate effectively regarding causes, and act with prudence before coming to school.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

1. Fever (100.4° Fahrenheit or higher), chills, or shaking chills
2. Cough (not due to other known cause, such as chronic cough)
3. Difficulty breathing or shortness of breath
4. New loss of taste or smell
5. Sore throat
6. Headache *when in combination with other symptoms*
7. Muscle aches or body aches
8. Nausea, vomiting, or diarrhea
9. Fatigue, when in combination with other symptoms
10. Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

If staff or students have any of these symptoms not due to other known medical conditions, or a combination of symptoms, they must get a test for active COVID-19 infection prior to returning to school, or quarantine for 14 days from symptom onset.

Protocol: Student is symptomatic at home

Families are asked to monitor students at home each morning for the most common symptoms of COVID-19 (see list above).

- a. **If families find symptoms that are not due to any other known medical conditions while at home:**
 - i. Do not send the student to school.
 - ii. Call the school's main office and inform them student is staying home due to symptoms.
 - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. A family who does not wish to have their child tested should instead isolate for 14 days and until asymptomatic.
 - iv. If a family decides to test, the student should get tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Student stays home until asymptomatic for 24 hours.

2. **IF POSITIVE:** Student needs to remain at home (except to get medical care), symptoms monitored, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student / staff tests positive for COVID-19.”

Protocol: Student is symptomatic at school

Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school nurse or other medical point of contact.

If a student demonstrates any COVID-19 related symptoms that are not due to any other known medical conditions while at school:

1. Teacher ensures the student is wearing a mask that fully covers nose and mouth at all times.
2. Teacher calls the nurse or school medical point of contact to inform them that they have a possible case. Nurse or school medical point of contact comes to get the student from class.
3. Nurse (or school medical point of contact) should evaluate the student for symptoms (see list above: “Most common symptoms of COVID-19”).
 - a. **IF ANY SYMPTOM:**
 - i. Student will be placed in the designated medical waiting room. There is no specific capacity limit for the medical waiting room, but all students in the COVID-19 waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room will be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room
 - ii. Contact caregiver for pick-up.
 1. **IF CAREGIVER CAN PICK UP DURING THE DAY:**
Student waits to be picked up in the medical waiting room. Caregivers must wear a mask/face covering when picking up their student. Students will not be allowed to ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes as a precaution.

2. **IF CAREGIVER CANNOT PICK UP DURING THE DAY:**
The student should wait in the medical waiting room until the end of the day to be picked up by caregiver. The student will not be allowed to go home on a school bus with other students.
 - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. Any family who does not wish to have their child tested should instead isolate for 14 days and until asymptomatic.
 - iv. If the family decides to test, the student should get tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Student stays home until asymptomatic for 24 hours.
 2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Student / staff tests positive for COVID-19."
- b. **IF NO SYMPTOMS:**
- i. If the evaluation shows the student does not have symptoms, the student may return back to class.

Protocol: Staff is symptomatic at home

Staff should monitor themselves at home each morning for the most common symptoms of COVID-19, which are not related to other known medical conditions.

- a. **If a staff member has COVID-19 related symptoms that are not due to any other known medical conditions while at home:**
 - i. Contact the school-level administrator.
 - ii. Do not come to work.
 - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - iv. If a staff member desires to be tested, the staff member should get tested at one of Massachusetts' test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:

1. **IF NEGATIVE:** If the staff member does not have COVID-19, they may return to school based upon guidance from their clinician and necessary management of another diagnosis. Staff member stays home until asymptomatic for 24 hours.
2. **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student/staff tests positive for COVID-19”.

Protocol: Staff is symptomatic at school

As noted above, staff should be encouraged not to come to school if they are experiencing any symptoms of COVID-19 that are not due to other known medical conditions.

- a. **If a staff member has COVID-19 related symptoms that are not due to any other known medical conditions while at school:**
 - i. Follow the school’s protocols for getting coverage if necessary to be evaluated for symptoms.
 - ii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - iii. If a staff member desires to be tested, the staff member should get tested at one of Massachusetts’s test sites. Sites may require pre-screening, a referral, and/or appointment.
 - iv. Isolate at home until test results are returned.
 - v. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Staff member stays home until asymptomatic for 24 hours.
 2. **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student/staff tests positive for COVID-19”.

Protocols for Responding to Confirmed COVID-19 Cases

Protocol: Student or staff tests positive for COVID-19

1. The student or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, and communicate with the local board of health or Massachusetts Community Tracing Collaborative. For most people who have relatively mild illness, they will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms.
2. The student's parent/caregiver or the staff member informs the principal, that they have tested positive for COVID-19. The Principal in turn notifies others as pre-determined by the school.
3. Determine whether the student or staff member was on the premises during the time frame that started two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.
 - a. If so, areas visited by the COVID-19 positive individual will promptly be closed off until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
 - b. The student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual, will promptly be cleaned and disinfected, if that has not been done already.
 - c. The transportation provider will promptly be contacted.
4. **For students, or staff members, who are self-contained in a classroom throughout the day:**
 - a. Communication to the other families in the classroom will be sent out notifying them that there has been a positive test without naming the individual student or staff member who tested positive.
 - b. Communications sent to families/staff will:
 - i. Inform them there was a positive test (not the specific individual) in the self-contained classroom.
 - ii. Explain that since they were within this classroom and may have been within 6 feet of the person for a sustained period of time with a positive test, they are considered a "close contact" and therefore should be tested.
 - iii. Those designated as "close contacts" will be instructed to isolate prior to their test and while waiting for the results. In general, as the highest yield test will be a few days after the exposure, ideally, the test should occur no sooner than day 4 or 5 after the last exposure. If close contacts choose not to be tested, the student or staff member will have to remain home in self- quarantine for 14 days.

- iv. Families and/or staff will be reminded of the importance of not having contact with higher-risk individuals.
 - v. Families and/or staff will be reminded of the list of COVID-19 symptoms for which to monitor.
 - c. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:
 - i. We will make sure these students are wearing masks, including in kindergarten and first grade. Strict physical distancing will be enforced. Students will be required to wash their hands.
 - ii. The school will quickly identify the individuals who may be “close contacts” of the student and notify students and their families.
 - iii. Caregivers of students in the class or other close contacts may pick students up prior to the end of the day. Caregivers must wear a mask/face covering when picking up their student. Students who are close contacts and students with any symptoms will not be allowed to ride the school bus to get home. Caregivers and students, as well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.
 - iv. Close contacts will not be allowed to come back to school until they have received the results of testing (or elected to instead quarantine for 14 days) and are asked to communicate their test results to the school.
 - d. As feasible, to assist with contact tracing, make a list including phone number and email of any other close contacts the student or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until individual was isolated. Those students and/or staff members will be instructed to get tested according to the same protocol as the student’s cohort above.
5. **MIDDLE SCHOOL (e.g., no single self-contained classroom):**
- a. The school will identify the student’s or staff member’s possible “close contacts” based on the assigned seating charts. The lookback period should begin two days before symptoms appeared (or two days prior to the date of the positive test if there were no symptoms) and include up until the time the student was isolated. Students and staff members who were within 6 feet of the individual for 10-15 minutes in class, on the school bus, or at extracurricular activities will be considered.
 - b. Communication and other relevant Elementary School protocols above will be followed.
 - c. Close contacts should be tested for COVID-19 at one of Massachusetts’s test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - d. Student or staff member will be instructed to isolate while waiting for the results of their test.
 - e. An individual who does not wish to be tested should instead quarantine for 14 days and until asymptomatic.

6. IF OTHERS IN THE SCHOOL TEST POSITIVE: All steps under this protocol will be followed for that person.

7. IF NO OTHERS IN THE SCHOOL TEST POSITIVE: Close contacts can return to school immediately if they test negative and do not have symptoms; however, strict mask wearing covering the nose and mouth must be maintained at all times. The wearing of masks includes K-1 students for this 14-day period. If they have symptoms but test negative regardless, they will need to wait until they are asymptomatic for 24 hours before returning to school.

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

Protocol: Close contact of student or staff tests positive for COVID-19

1. Current Massachusetts DPH guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.
2. The student or staff member who was in close contact with someone who tested positive for COVID-19 should be tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment. An individual who does not wish to be tested should instead quarantine for 14 days and until asymptomatic.
3. Close contacts will be required to isolate at home prior to testing and while awaiting test results. Ability to mask is critical, so if the close contact cannot mask or is in K-1 and not masking they should not return for 14 days.
4. In order to return to school, close contacts need to have one negative test result and not be showing any COVID-19 symptoms, or if they do not wish to be tested, quarantine at home for 14 days. Because tests performed too early can be falsely negative, ideally the test should be performed no sooner than 4 or 5 days after the last contact with the person who tested positive.
5. **IF POSITIVE TEST:** The student or staff member will need to remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Student / staff tests positive for COVID-19."