

COVID-19 Policies and Procedures Lesley Ellis School

****These policies and procedures will be updated as additional recommendations, information, and testing becomes available. Last updated: 3/10/21**

The purpose for these policies and procedures is to mitigate the risk of contracting COVID-19 for everyone in the Lesley Ellis Community. Lesley Ellis School will follow guidance set forth by the Centers for Disease Control and the Massachusetts Department of Public Health. Policies will be reviewed and updated as necessary.

Before Coming to School

Each day before coming to school, we ask you to do the following:

1. Take your child's temperature using a thermometer
2. Assess your child for the following symptoms and respond accordingly:

If your child has any of the following symptoms, your child must stay home and must have written documentation of a negative COVID-19 test and resolution of symptoms before returning to school:

- Fever (a temperature of 100.0 or greater), chills, or shaking chills
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea

If your child's **ONLY** symptom is a cough:

- And is due to a known cause, such as chronic cough or asthma, and is his/her only symptom (with the exception of runny nose/nasal congestion caused by allergies), your child may come to school.
- If your child's cough is **NOT** due to a chronic condition, he/she may not come to school and must have a negative test result for active COVID-19 before returning to school.

If your child has **ONE** of the following symptoms, he/she may come to school:

- Fatigue
- Headache
- Nasal congestion or runny nose
- Nasal congestion or runny nose due to a known cause, (such as allergies rather than an illness) may come to school, and does not count as a "symptom."

If your child has any of the symptoms listed in this section, please do not administer medications such as Tylenol or Motrin before sending your child to school. These medications can mask other symptoms such as a fever and body aches.

If your child is not able to wear a mask and has any of the symptoms listed in this section, your child may not come to school until the symptom/s is/are resolved. Children not able to wear a mask must present results of a negative PCR COVID-19 test two times per week.

Please do not send your child to school if he/she is not feeling well.

If students or staff members have traveled outside of Massachusetts to a restricted state (updates can be found on the state of Massachusetts website) in the past 14 days, they must schedule a PCR test 4-6 days after returning to Massachusetts and send the negative results to Kelsey Riley prior to returning to school. For individuals who have previously tested positive for COVID-19, please contact Kelsey Riley for specific guidelines.

Entering the Building

Only students and faculty are allowed to enter the building. If any other person must enter the building for extenuating circumstances, they must attest to the above, in addition to wearing a mask and washing their hands upon entry.

Everyone entering the building will wash their hands. Students and faculty must wear a face mask or covering upon entry.

Drop-Off and Pick-Up

Each student will be assigned a specific outdoor screening point and entry/exit point of the building.

Drop-Off:

1. Parents will bring students to their assigned entry point
2. Students will be screened as noted above, and attestation will be reviewed
3. Students will wash their hands
4. Students will be accompanied to their classroom by a staff member (depending on age)

Cleaning and Disinfecting

Each day after school is over, our cleaners will disinfect all desks, tables, chairs, and shared common areas and objects including light switches, doorknobs, railings, bathrooms, etc.

Staff will disinfect these same areas throughout the day. Staff will receive training prior to the school year regarding safe use and handling of cleaning products. Students will remain at a safe distance while areas are being disinfected, with extra care being taken to avoid exposure to students with respiratory conditions, such as asthma. Cleaning products will be stored in a safe manner, away from students.

Items that are difficult to clean and disinfect will be removed from the classrooms (for example, soft toys). Students will have their own materials through the day (pens, pencils, markers, etc.) and items that must be shared between students will be disinfected before each use.

We ask that you send your child to school with limited personal items. We will send all personal items home each day to be cleaned.

Handwashing

Students and staff will wash their hands on a regular basis including but not limited to the following times:

- Upon entering the building/arrival to school
- Before snack and lunch
- After using the bathroom
- Prior to leaving the building at the end of the day

Hands will be washed with soap and water at the above times listed. Hand sanitizer will also be readily available to students and staff. Students are also welcome to bring their own hand sanitizer if families prefer to do so.

Physical Distancing

Lesley Ellis School will follow guidance from the CDC regarding physical distancing.

Outdoor spaces will be utilized as often as possible. When indoors, students will continue to follow physical distancing guidelines. Windows will be opened as often as possible (weather permitting) to encourage ventilation.

Signage and (when appropriate) dividers will be used to assist students in physical distancing including in the classrooms, hallways, stairways, and bathrooms.

Masks/Face Coverings**

Masks covering the mouth and nose will be worn at all times during the day by both faculty and students, with several exceptions. During these times, children and faculty will be spread at least 6 feet apart. Exceptions to wearing a mask are below:

- When eating or drinking
- Designated mask breaks
- Nap/rest times for early childhood students

Students and faculty are required to provide their own masks from home and should bring at least two back-up masks each day. Extra disposable masks will be available in the health office for emergency use.

Students and faculty should wear/bring clean masks each day.

Masks with valves, neck gaiters and bandanas are not allowed for mask/face coverings

**If your child has a medical condition that does not allow for them to wear a mask or face covering, please notify our school nurse, Kelsey Riley, immediately.

Testing

There may be times during the school year when the school will implement COVID testing for students and staff. At these times everyone in the building will be tested.

Groups/Cohorts at School

We will follow both CDC and DESE guidance regarding cohort sizes. Early childhood class size will be up to 11 students, and elementary/middle school cohort groups will be up to 16 students. These groups will remain together through the school day (no mixing of groups) and will be the same every day.

Faculty members will remain with their same assigned cohorts every day. If specialists or other faculty members rotate through classes, they will wash their hands upon entering and exiting each classroom, will follow physical distancing guidelines, and will disinfect all items and areas they touched after use.

Positive Cases of COVID-19 in the Lesley Ellis Community

In the event of a positive case of COVID-19 in our community, we will follow direct guidance from the Department of Public Health and DESE. Our goal is to remain transparent and to continue to provide updates to our community in order to keep everyone healthy and safe.

During the School Day Sick Plan

If a student falls ill while at school, the following will take place:

1. The student will continue to wear a face covering or mask, be separated from other students, and will immediately be sent to the COVID-19 isolation room to be evaluated by the school nurse.
2. Spaces visited by the ill person will be cleaned and disinfected.
3. The student will be sent home to consult with their primary care provider and to be tested for COVID-19, and will remain at home while awaiting results.
4. If the test is positive:
 - o Remain at home for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms
 - o Monitor symptoms
 - o Notify the Kelsey Riley, school nurse, and personal close contacts
 - o Answer the call from the local board of health or Massachusetts Community Tracing Collaborative to help identify close contacts to help them prevent transmission
 - o Secure release from contact tracers (local board of health or Community Tracing Collaborative) for return to school
5. Lesley Ellis School will notify the school community if a student or faculty member tests positive for COVID-19.

Student or Staff Member Symptomatic

- If at home, stay home and get tested

- If at school, immediately go home and get tested
 - Test result negative: return to school once asymptomatic for 24 hours
 - Test result positive: quarantine for at least 10 days AND until at least 3 days have passed and no fever and improvement of other symptoms
 - If not getting tested: quarantine for 14 days.
- Alert school nurse, Kelsey Riley, of symptoms and testing status.

Student or Staff Member Exposed to COVID-19 positive individual (close contact of a positive individual)

Quarantine after being identified as a close contact is as follows:

Strict quarantine: During this time period, you should remain at home, separate from other individuals.

In these guidelines, taken from the MA Department of Public Health, individuals have a time period between their strict quarantine and the end of their official quarantine period (which will last 14 days). During this period, individuals can resume their normal daily routines, including attending school/work, but must continue to monitor for symptoms. If any symptoms develop during this time, the individual will revert back to a strict quarantine until the end of the 14 days.

Please be aware that this timeframe is based on the most recent contact with a positive individual. In strict quarantine there are three options:

Option #1: 7 days of strict quarantine

Release on Day 8 if:

- A test (either PCR or antigen) taken on Day 5 or later is negative; AND
- The individual has not experienced any symptoms up to that point; AND
- The individual conducts active monitoring through Day 14.

Individuals must actively monitor symptoms and take temperature once daily. IF even mild symptoms develop or the individual has a temperature of 100.0 F, they must immediately self-isolate, contact Kelsey Riley and the public health authority overseeing their quarantine and get tested.

Option #2: 10 days of strict quarantine

Release on Day 11 if:

- The individual has not experienced any symptoms up to that point; AND
- The individual conducts active monitoring through Day 14.

No test is necessary under this option

Individuals must actively monitor symptoms and take temperature once daily. IF even mild symptoms develop or the individual has a temperature of 100.0 F, they must immediately self-isolate, contact Kelsey Riley and the public health authority overseeing their quarantine and get tested.

Option #3: 14 days of strict quarantine if

- The individual has experienced ANY symptoms during the quarantine period EVEN if they have a negative COVID-19 test; OR
- The individual indicates they are unwilling or unable to conduct active monitoring.

Please be aware that these are general guidelines that we will be following as a school. In each situation where an individual has been identified as a close contact, we will work directly with that family and the local board of health to determine the appropriate plan.

If there is a case of COVID-19 in one of our classrooms that requires us to close the cohort, we will move to distance learning for at least 10 consecutive days.