

# Nantucket High School

## Return to School Safety Protocols

**Revised May 2021**

The Superintendent, the Director of the Nantucket Board of Health, and the Nantucket Public School nurses collaborated to develop the following protocols to keep our students and staff safe. Multiple walk-thrus of facilities were conducted in collaboration with the Nantucket Board of Health. As we return to in-person learning, NPS staff members will review safety protocols, ensuring that we create the safest return to school possible. As recommended by the Centers for Disease Control (CDC) safety protocols are being developed to address the following:

- [Face Mask Procedures](#)
- [Handwashing and Hand Sanitization](#)
- [Social Distancing](#)
- [Movement Within the Building](#)
- [Classroom Set-up/ Entering and Exiting](#)
- [Cleaning Learning Spaces Between Classes](#)
- [Arrival and Dismissal Procedures](#)
- [Fire Drills and Lockdown/Evacuation Drills](#)
- [Front Office Operations](#)
- [School Attendance and Health Assessment Guidelines](#)
- [Illness of Staff or Student During the School Day](#)
- [Notifying Health Officials and Close Contacts](#)
- [Building Cleaning and Sanitization](#)
- [Personal Protective Equipment Preparedness](#)
- [HVAC System Maintenance and Assessment](#)
- [Food Service](#)
- [Administrator Safety Checks and/or Procedures](#)

## Face Mask Procedures:

As students and staff return to face-to-face instruction in the fall, their traditional environment may look different due to enhanced safety and health protocols. This new normal will require an adjustment for all, but ultimately these changes will keep health and safety as the top priorities on every campus.

### Face Masks

Superintendent Hallett collaborated with local medical authorities to guide decision-making regarding guidelines to ensure safety for our entire district. After listening to the medical community, along with concerns from parents and staff, the district will require face masks for students and staff at all times when on the NPS campus with the exception of designated and guided mask breaks. According to the [CDC](#), face masks have been shown to be an effective tool in slowing the spread of COVID-19 in concert with social distancing, hand washing and disinfecting.

### Face Mask Requirements

Students, staff, vendors and visitors will be required to wear face masks on campus at all times with the exception of the following circumstances:

- Designated and supervised mask breaks
- During designated meal times (Breakfast, Snack, Lunch)
- **During supervised outdoor play including recess and PE/Wellness and youth sports (updated May 18, 2021)**
- During supervised music classes that occur outside when students can maintain 10ft. distance
- When staff are working alone in a closed space (classroom or office) within the school
- When staff are working outside and can maintain 10ft distance

[Approved masks](#) include cloth masks with **a minimum of two layers, n95 masks, kn95 masks, or a disposable dual layer surgical masks**. Students shall wear face masks during extracurricular activities, as well as on school buses. Guidelines and protocols for athletics will be set in accordance with DESE and MIAA guidelines and are explained in the **newly updated EEA guidelines (May 18, 2021)**. Student face masks must be school appropriate and shall not interfere with the district's dress code policy. Masks must meet [CDC guidelines](#). Face masks must cover both the individual's nose and mouth at all times and face shields may not be used in lieu of face masks.

### Face Mask Provisions

Staff members and students are expected to bring their own face mask which must cover both their nose and mouth to ensure each person on campus is following proper safety precautions. If a staff member or student forgets, loses or damages their face mask, a disposable one will be provided for the day. Staff/students who arrive at school without a face mask will be provided one prior to the admittance to school. Bus drivers will also have a supply of face masks as students will not be permitted on a bus without one. Each school may have separate policies for distribution.

### **Face Mask Compliance**

School administration or staff will be stationed at entry points throughout each campus to remind students to wear face masks prior to entering the school building. In instances where reusable face masks are left at home, a disposable mask will be provided for the day. Administration and staff will provide education around the need for masks while in school to ensure the safety of others, and restorative practices will be utilized to ensure student compliance. Students who are not able to comply due to behavioral/SE reasons will be directed to the Assistant Principal. Assistant Principals will use an educational approach when working with students around protocol compliance. An addendum will be written for the Parent/Student Handbook stating the policy as approved by the Nantucket School Committee. The nurse at each school will be the COVID Point Person for their building. The District COVID Point Person will work collaboratively with school nurses and school administration regarding any compliance issues at the school level.

### **Face Mask Breaks**

Face mask breaks will take place a minimum of four times per day, or once per block, and will not exceed 5 minutes to minimize possible exposure during this time. The breaks will be encouraged to be “working breaks” to limit conversation and movement of students while taking a break. It is suggested that the class be divided by rows/seats and breaks alternate so that the whole class is not on break at the same time. Students should have clean hands when taking face masks on and off. When masks are removed they should be placed skin side up on a paper product and replaced using proper technique. While taking a break students must maintain 6ft distance and breaks will be guided and supervised by staff. Staff will take mask breaks when not giving instruction and can safely maintain 6ft. distance.

### **Face Mask Exemptions**

Students or staff must have a medical issue for which a face mask would cause an impairment and must provide medical documentation that states the need for this exemption. If a student or staff needs to communicate with someone who is hearing impaired and needs to see the person’s mouth to communicate, the student, parent or staff should communicate this need to the school. If a face mask raises a safety concern for staff/students, this concern will be discussed with administration on a case by case basis.

### **Face Covering Proper Use**

- [How to Wear a Face Mask](#) Poster
- [How to Wear a Face Mask Video](#)
- [Short Video for Elementary Students](#) about wearing masks (3 minutes)
- [CDC Face Masks Link](#)
- [Poster on Safely Wearing Face Masks](#) (CDC)

### **How to Put on a Face Mask:**

- Ensure your face mask is clean, dry and not damaged
- Wash and dry your hands or apply hand sanitizer (containing at least 60% alcohol) before putting on your face covering
- Put it over your nose and mouth and secure it under your chin

- Try to fit it snugly against the sides of your face eliminating gaps
- Make sure you can breathe easily
- Wash and dry your hands

#### **While Wearing a Face Mask:**

- Do not touch the front of the face mask. If you do, clean your hands and dry thoroughly.
- Avoid touching your face, as infection can still be introduced by touching your eyes or if you are not wearing your face mask correctly.
- Face masks should not be moved during use. This includes being pulled up or pulled down below your chin. If you need to remove your mask (for example, to eat) - remove it safely, dispose of it appropriately (or wash if a home-made facial covering or cloth mask) and clean your hands.
- Replace the face mask if it becomes damp, damaged, or soiled.

#### **To Safely Remove Your Mask:**

- Clean your hands with soap and water or use hand sanitizer (containing at least 60 percent alcohol). Ensure your hands are dry.
- Remove the face mask from behind (do not touch the front of the mask) by untying ties or removing loops and pull it away from your face. Be careful not to touch your eyes, nose, and mouth when removing your mask
- Clean, store or dispose of it appropriately
- Clean your hands again (as above)

**Please note that in order to maintain school safety and security, any individual on school campus may be asked to remove their mask at a safe distance for the purpose of identification. It is important that school personnel are able to properly identify all individuals on our school campus.**

## **Handwashing and Hand Sanitization:**

### **Handwashing/Hand Sanitization Instructions**

Handwashing/hand sanitization is required before and after face mask breaks and before and after eating during the school day.

#### **How to wash your hands? Follow these five steps every time:**

- **Wet your hands** with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather your hands** by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub your hands** for at least 20 seconds.
- **Rinse your hands** well under clean, running water.
- **Dry your hands** using a clean towel or air dry them.
- **Wash your hands** frequently with soap and water frequently for at least 20 sec.

#### **Handwashing/Hand Sanitization should be done often, but always:**

- **After** blowing your nose, coughing, or sneezing
- **Before** eating and/or preparing food

- **Before** touching your eyes or putting in contact lenses
- **Before** and **after** you touch your mask
- **Before** and **after** recess
- **Before** and **after** use of playground structures
- **After** using the toilet
- **Before** and **after** treating a cut or wound
- **After** touching garbage

#### **Handwashing/ Hand Sanitization Information:**

- [Your Health is in Your Clean Hands](#)
- [Hand Washing and Hand Sanitizer](#)
- [Germs Are All Around You](#)

#### **Hand Sanitizer**

Hand sanitizer does not replace hand washing, the use of soap and water to wash hands is always preferred. However, if staff/students are unable to wash their hands, an alcohol-based hand sanitizer is an acceptable back up plan and will be available in every classroom and throughout each school. Any parent who chooses to opt their student out of the use of alcohol-based hand sanitizer will have the opportunity to do so. While in school, students should only be using hand sanitizer while under the supervision of staff. Teachers will supervise the use of hand sanitizer in their classrooms.

#### **Proper Respiratory Hygiene**

- Cover your mouth/nose with a tissue when coughing or sneezing.
- Throw the tissue away immediately in a trash can, and then wash your hands.
- If no tissue is available, cough or sneeze into the crook of your arm on your sleeve
- [Cover Your Cough \(CDC\)](#)
- **Avoid touching your face, eyes, nose, and mouth**, where it is easy to spread the virus to yourself.

## **Social Distancing:**

It is our goal that as we welcome children to in-person learning, we mitigate the health concerns with which we are faced and focus on providing high-quality instruction and engagement for every student despite the circumstances. While in theory social distancing is antithetical to modern educational practices, it is perhaps one of our most important tools in reducing the spread of COVID-19 and it will be included in each aspect of campus life. Students will be asked to maintain a distance of 3-6 ft. between individuals while on school campus. An increased distance of 6ft. may be required during specialized activities such as band, chorus and physical activities.

#### **Social Distancing Guidelines**

- The CDC recommends 3-6 feet of distance between individuals in classrooms.
- Per the CDC, the more closely you interact with others and the longer the interaction time the higher the risk of COVID-19 spread.
- [Poster for Social Distancing](#)
- [Video for Teens on Social Distancing \(30 seconds\)](#)

## **Movement Within the Building:**

Students will walk only on the right-hand side of all hallways. Schools will utilize signage on walls to encourage proper movement to limit contact, as well as floor signage to encourage 6-foot distancing where possible. School administration will establish one direction hallways and stairways (where available) to assist with the flow of student movement. Staff members will monitor hallways and escort class changes when possible to ensure steady flow of students with no congregation in hallways. Students will be encouraged to adhere to social distancing guidelines when walking in the hallways. At NHS in person classes will be of longer duration and with fewer transitions as compared to the typical schedule (3 compared to 6), which will minimize the amount of time students will be traveling in the hallways during class transitions. Staff will monitor hallways during each transition of classes. In the event of an emergency the quickest evacuation route will be used according to the location.

### **Water Fountains**

Students will be able to refill their own personal water bottles during the day at the water fountain refill station. Students will not be permitted to use the drinking spout of the water fountain which will be disabled to prevent use.

### **Library**

The NHS Library will be closed for regular use until further notice. The library will be used for Virtual High School classes and for alternative work spaces for classes in need. The library will also not be open to students during lunch. If a student needs to access a resource within the library they are to make an appointment with Mrs. McKay our Library Media Specialist and she will accommodate students as needed.

### **Lockers**

NHS lockers will not be assigned to students to start the year. When it is deemed necessary and appropriate we will assign lockers to students by request.

### **Bathrooms**

There will be a bathroom sign-in/sign-out sheet in every classroom. Students will be asked to first check to see if there is a line for the bathroom before exiting the classroom. If the line looks clear students will then check to see if the bathroom is being occupied. There will be signage on bathroom doors and in bathrooms which remind students and staff of safety protocols including face covering, distancing, hand washing and bathroom occupancy. Bathroom occupancy will be dependent on bathroom size and the number of stalls for use. Two gender neutral bathrooms will be located off the NHS cafeteria across from the culinary lab Room 120. There will also be designated staff bathrooms on each floor of the academic wing and the vocational wing. The two bathrooms located in the CPS cafeteria will be designated as bathrooms for the nurses' office and are in close proximity to the isolation room at each school.

## **Classroom Set-up/Entering and Exiting Classrooms:**

Every classroom will be designed to maximize space and distance between each student. The number of students occupying each classroom will be dependent on the square footage of that space. Classroom furniture will be rearranged to provide additional space. Administrators will preview and approve classroom designs prior to the start of school, and throughout the school year as adjustments are required. Classrooms have been set up with a minimum of 3 feet of separation between student desks (seat edge to seat edge in all directions), and all desks will be facing the same direction so that students are not facing one another. Teacher desks are now located near the smartboards to give teaching staff the 6 ft. of separation as well. Cubbies, bookcases and all other classroom furniture have been relocated to allow as much space as possible to accommodate as many students as possible.

### **Classroom Materials**

Teachers will minimize the use of shared items in the classroom, including learning tools, pencils and other items shared in a group setting. If any group activities occur, students shall wear face masks that properly cover their nose and mouth and maintain social distancing. In all instructional models, students will be provided materials to avoid sharing of items when possible. Whenever possible, materials will be assigned to each student and if materials need to be shared, the items will be sanitized before and after each use.

Department Leaders will establish a way to inventory shared items for each curriculum, and make recommendations for additional items to be ordered as needed. If additional items are not readily available to the school, consultation with content supervisors will be required. School supply lists will need to be reviewed by the school leadership team to avoid hardships on families. Teachers will increase the use of digital instruction where possible to limit the spread of germs in classroom areas.

**There is updated specific [COVID-19 guidance](#) from DESE in the following areas:**

- Arts (chorus, band, theater, dance, and visual arts)
- Physical education

### **Seating Plan**

Students will have assigned seating in each classroom and seating charts will be created by the classroom teacher to assist with contact tracing if necessary. Movement within the classroom will also be supervised by the classroom teacher to ensure student/staff safety and the 6ft social distancing guidelines.

### **Hand Washing and Face Mask Breaks**

Students will be encouraged to take hand-washing and face mask breaks throughout the day, in addition to washing hands before and after eating, and before sharing materials. Hand soap and paper towels will be provided at every sink. Alcohol-based hand sanitizer will be in each classroom and throughout each building. Face mask breaks will take place a minimum of four times per day, or once per block, and will not exceed 5 minutes to minimize possible exposure

during this time.

### **Entering and Exiting Classrooms**

Protocols will be considered that limit large groups or clustering of students and the amount of traffic through the building and within the classroom. Students will wipe down their learning area (desk and chair) as well as any communal materials used upon entering and before exiting each classroom. Time will be provided for the cleaning of work spaces and materials at the start and at the conclusion of each class. Teachers will hold students in the classroom until it is appropriate to transition.

### **Shared Classrooms**

Staff who share a classroom or learning space with another teacher will communicate and collaborate with each other to ensure that spaces are cleaned before the next class enters for their class session. If a shared space is being used during a planning block for the other staff member, an alternative space will be provided for the purpose of planning.

## **Cleaning Learning Spaces Between Classes:**

Each room will be stocked with cleaning supplies which will include: a spray bottle of disinfectant and/or a bottle of soap and water, disposable gloves, alcohol-based hand sanitizer, and masks. Touchless paper towel dispensers have also been added inside each classroom to ensure each staff member has access to any and all supplies they may need throughout the school day. At the beginning and end of each class, students and staff will clean their personal work space, materials used and any high touch/communal surfaces before transitioning. This will be done in classes that travel to different classrooms in the building. When the cleaning of learning spaces is required of students, gloves will be provided.

**\* Based on CDC guidance and updated information on the low likelihood of surface transmission, schools now only need to clean high touch surfaces (door handles, bus seats, drinking fountains) and shared objects within the school and on school transport vehicles once a day, excluding certain circumstances. If schools are located in an area of high transmission of COVID-19, then they may consider cleaning more frequently, or cleaning and disinfecting surfaces and objects once a day. Similarly, for areas where masks are not worn (i.e., lunch areas), schools may consider cleaning surfaces between use. If a surface or object is visibly soiled, it should be immediately cleaned. If someone in the school in the past 24 hours has confirmed to have COVID-19, the spaces (i.e., classroom, bus and lunch area) they were in should be cleaned and disinfected. If disinfecting, ensure safe and correct use and storage of cleaning products, including storing products securely away from children.**



## **Arrival/Dismissal Procedures:**

### **Arrival**

Schools will open in the morning at 7:40am. Students who are walking, getting dropped off or self-driving should plan to arrive at school no earlier than 7:30am. We know in the past students have been able to arrive at school well before the start, however in an effort to minimize students clustering together for periods of time, we ask that arrival of students not occur before 7:30am. Staff members will be positioned to receive students and to direct them according to school procedures. Schools will establish arrival and dismissal procedures to minimize crowding and transmission of COVID-19, including drop-off and pick-up points for walkers and bike riders. Special education students and bus riders will be prioritized to decrease foot traffic.

We ask that all bussers, bikers and walkers arrive and enter through the front entrance at NHS. All students who are being dropped off or are self-driving to school are to enter through the back entrance of NHS by the Auto Shop. NHS students will not be permitted to use the CPS cafe entrance and will only be allowed to enter NHS through the front or back door. Students who receive breakfast in the morning will be permitted to enter at 7:30am and designated bathrooms will be available to students waiting for the start of school.

**Please note that any individual, upon entering our school building, may be asked to remove their mask at a safe distance for the purpose of identification. It is important that school personnel are able to properly identify all individuals on our school campus.**

**Families/Visitors will NOT be allowed into the school so please plan accordingly**

### **Dismissal**

Dismissal procedures will include transition directives and pathways that limit the mixing of cohorts of students. Signage will be provided to remind students and parents of the traffic flow pattern upon entrance and exit of school grounds. All students must leave the school building by 2:30pm unless meeting with a teacher or participating in a supervised event. Students will not be allowed to linger in the building after 2:30pm. Schools will clearly message families regarding times when supervision is available and when students are permitted on campus.

We will begin to dismiss students at 2:15pm. All bussers will be dismissed first at 2:15pm. Juniors and seniors who self-drive will then be dismissed at 2:20pm followed by walkers, bikers and pick-ups. The buildings will be closed to staff on Mondays, Thursdays and Fridays at 3:00pm. On Tuesdays and Wednesdays the building will be closed to staff at 4:00pm.

Students will not be permitted on campus before the start of school or after the conclusion of school unless supervised by staff. It is important that we provide our custodial staff with the time needed to clean and sanitize our schools in preparation for the following school day. Therefore, all club activities will need to be conducted virtually so that buildings can be clear for cleaning.

## **Traffic Flow**

Given the limited number of seats on busses, students are encouraged, especially our older students, to walk or ride a bike to school if and when possible. This will minimize the traffic flow in and around NPS during drop-off and. It will be important for parents/guardians who are driving their student(s) to and from school to adhere to the drop-off and pick-up guidelines established for each of the four schools. Please be mindful of bus drop-off and pick-up zones so as not to increase the number of students in those areas and to not impede the movement of buses. Please also exercise patience when navigating the traffic on the school campus as we anticipate that it will take time to fully develop this new routine for students and parents/guardians.

Parent/Guardian drop off and pick-up for all CPS and NHS students will be at the rear of the building. NHS student drop-off and pick-up will be at the rear entrance of NHS by the Auto Shop. The CPS drop-off and pick-up entrance will be at the CPS Cafeteria door. NHS students will not be permitted to enter through CPS and CPS students will not be permitted to enter through NHS.

## **Buses**

Students will not be permitted on the school bus without a proper face mask. Disposable masks will be provided to any student who does not have one. Bus routes/pick-up times will be announced prior to the start of school. When buses arrive to the schools students will be directed by the bus driver to disembark by row to prevent the clustering of students. Bus drivers will also stagger the unloading of students so that not all buses are letting out at once. There will be a bus monitor on each bus to assist with transportation. Buses will not open their doors until 7:40 am to release students; dismissal from buses will be in a staggered fashion starting with the first bus in line.

## **Inclement Weather Plan**

Additionally, school-based teams have established an inclement weather plan. All arrival and dismissal plans will allow for social distancing where possible. Students will be supervised by staff throughout arrival and dismissal procedures. Students will always be required to wear their face mask during arrival and dismissal and while on school campus. At NHS we will utilize the gymnasium as well as the front lobby, Hall of the Whale and cafeteria spaces to shelter students during inclement weather while maintaining appropriate safety measures including face covering and 6ft.distance. It will be important that students not arrive at school before 7:30am to minimize the time that they are outside waiting for the doors to open.

## **Fire Drills and Lockdown/Evacuations Drills:**

### **Fire Drills**

Fire drills are mandatory and must be conducted annually a minimum of four times throughout the school year. Fire drills will be conducted while maintaining safety protocols, including face covering and social distancing when possible. Staff/students will exit the building through the nearest exit to their respective location in the building at the time of the drill per established evacuation routes. Once outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location and maintain safety protocols including face covering and social distancing until NFD clears staff/students to reenter the building.

### **Lockdown/Evacuation Drills**

Staff and students will be notified in advance of a lockdown/evacuation drill and will follow established procedures and protocols for each building. Drills will be conducted while maintaining safety protocols for drills and active situations/scenarios. Face masks will remain in place, social distancing will also be adhered to whenever possible throughout the drill. If required to evacuate the building staff/students will exit the building through the nearest exit to their respective location in the building at the time of the drill per established evacuation routes. If evacuated outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location and maintain safety protocols including face covering and social distancing until NPD clears staff/students to reenter the building. Safety supplies including gloves and masks will be added to all classroom "Go Bags".

## **Front Office Operations:**

Each front main office will have a designated table outside of the main office which will be supplied with hand sanitizer, disinfectant wipes, gloves, masks as well as blue painter's tape and sharpie pens.

### **Staff Entry and Exit of Buildings**

- Staff are required to sign in/out outside the main office of their home building when leaving for lunch or appointments during the school day.
- Any staff member who is entering a school that is not their home building, must use the front door entrance only and sign in/out outside of the front office.
- Staff with children in schools, other than in their home building, must follow the same protocol as ALL OTHER PARENTS when visiting their child's school.

## **Parent/Guardian Entry and Exit of Buildings**

Parents/guardians are not allowed inside school buildings without authorization from administration. Parents/guardians can communicate with front office staff through the intercom in the vestibule of each school building.

- Unless for an emergency
- If a student is going home sick, the child must be dismissed by the nurse and exit the building to their parent/guardian through a proximal exit to reduce movement through the building.
- There will be a designated phone for students to use to call home for necessary reasons only or students can use their cell phone if not during class time.

Drop-Off tables will be located outside the main office of each school for parents/guardians to drop off items (lunch, homework, clothes, etc...). Blue painters tape and sharpie pens will be provided for parents to label items with their child's name. Children will be notified to retrieve their items off the table themselves with permission from their attending teacher.

## **Visitors**

- **No visitors will be allowed in buildings unless coordinated with administration.**
- **No volunteers will be permitted on the NPS campus until further notice.**
- Visitors if absolutely necessary (repairmen, inspectors, NFD, NPD) must be authorized by Facilities (unless an emergency) and, if possible, will be scheduled for after school hours.
  - Sticker system (throw away item) will be implemented in lieu of badges. All visitors entering/exiting will go through the front office only and trade their licence for sticker and vice versa.
  - Authorized, CORI'd personnel/contractors will check-in with the front office and will receive official badges through the Facilities Department.
  - UPS/USPS/FedEx will deliver through front doors only. Any large deliveries will go through the school designated loading dock/reception area.

## **Substitutes and Teacher Coverage**

- The district has posted positions for the hiring of daily substitutes for each building. Each school will create a protocol for utilizing substitutes and providing coverage for teachers as needed.

## **Meetings in the School Building**

- When possible meetings will be held virtually. When meetings are required to take place in-person within the school building, they must be approved by administration and a designated meeting room will be made available at each building.

## **School Attendance and Health Assessment Guidelines:**

At Nantucket Public Schools, we are a community of learners where participation is an important part of every program and in which we are all affected when someone is absent. Students who are absent miss in-depth explanations and instruction, as well as important discussions and exchange of various ideas. The Department of Elementary and Secondary Education has stated that all schools must record both in-person attendance and remote learning attendance this school year and this data will be reported to DESE.

### **School Personnel**

Every day prior to coming to work staff will be asked to complete an Attestation of Wellness. If a staff member has any symptoms or new symptoms from their normal, they should call their supervisor to report the symptoms and stay home from school. Staff should follow up with their Primary Care Provider (PCP) for further evaluation. They will be allowed to return to school based on their symptom status, further evaluation, and/or clearance from their PCP. Staff who become ill while at school will notify their supervisor and be sent home immediately.

### **Students**

Before leaving home or getting on the bus, families should assess their child's state of wellness before arriving at school. A secondary screening will be conducted in a student's homeroom/first block class. If the student has any symptoms of COVID-19, they should not attend school. It is very important to keep everyone healthy and that anyone who doesn't feel well stays home.

The family should notify their school front office that their child will be absent and the reason for the absence. Families, please be specific on the absence call-in line with the reason your child is out of school, it is important in identifying illness trends. The school nurse will follow-up with the family regarding the child's symptoms, whether the child was seen by a medical professional and any testing that was done. The child can return to school once cleared by the school nurse and/or their PCP.

It is important to know that the symptoms of COVID-19 mimic the symptoms of many other illnesses. To protect all students and staff, any symptoms of COVID-19 will be treated as a suspected case until determined otherwise.

### **These symptoms include:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- GI Symptoms: Nausea, vomiting, diarrhea and/or abdominal pain

Students and staff with a temperature above 99 degrees should not attend school until they have been fever-free (under 99 degrees) for 24 hours and without the use of antipyretic medication, such as Tylenol, Motrin, Advil, or Ibuprofen.

Students and staff will check with the district's COVID Point Person prior to returning as well. A safe return to school is based on symptom status, duration of symptoms, test results, and clearance by their PCP or the Nantucket Infections Clinic.

### **Risk Assessment in NPS Post COVID-19 Pandemic**

The NPS Nursing Staff will monitor the attendance rates and clinic visits as part of the illness surveillance data. The School Nurses, building principals, District COVID Point Person and the Superintendent will continue to work closely with the Nantucket Board of Health to mitigate the risk of coronavirus spread. To maintain the safety of all students and staff, it is very important that families and staff follow this guidance.

The dismissal rates, including the time the student came into the clinic until the time of dismissal will be monitored. Any student/staff member that requires transport via the Emergency Medical System (911 call) will be monitored. Communication will be shared with the school community via the Superintendent's Coronavirus Updates. The plan will be continuously evaluated based on information we learn about the virus and the rates of transmission within the community.

### **Illness of Staff or Student During the School Day:**

If a student becomes ill at school the supervising teacher should call down to the nurse in advance of sending the students. Families will be notified and for everyone's safety asked to pick up the student within 30 minutes. The School Nurse will direct parents to the best location to pick up their student. An ill student will need to be isolated until a parent/guardian is able to come to the school and pick up the student. It is important that the school have two emergency contact names and numbers on hand for every student indicating individuals who will be able to come to the school and pick up their child if they become sick during the school day. Dismissing sick children (and staff) in a timely fashion (within 30 minutes) is imperative for the safety of all.

Parents/guardians will be strongly urged to keep contact information current in ASPEN, so they can be reached by the School Nurse.

Any student or staff member exhibiting COVID-19-like symptoms must stay home. Staff and families should not come to school if they become sick with COVID-19 [symptoms](#), test positive

for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case ([see NPS procedures](#)). Staff and families will be asked to report any illness symptoms that precludes them from attending school, to be able to identify symptom surveillance.

[Staff and students with COVID-19 symptoms at school](#) (such as fever, cough, or shortness of breath) will be separated from well students/staff. Individuals who are sick will be triaged by the School Nurse and asked to either go home immediately or to a healthcare facility depending on the severity of the symptoms. Any individual who becomes sick at school will be triaged for further medical assessment and testing based on their symptoms. They will be asked to follow [CDC guidance](#) for caring for oneself and others who are sick.

Each school will have a designated “sick area,” where staff and/or students will be triaged and assessed for an appropriate disposition. Sick students and staff will be separated from well students and staff who are well. Areas used by a sick person will be closed off until after [cleaning and disinfecting](#). Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children.

School nurses should use standard precautions when caring for sick students/staff. If the nurse/school personnel are calling an ambulance or bringing someone to the hospital, they will alert the dispatcher that the person may have COVID-19.

### **General COVID-19 Education**

- [Stop the Spread of Disease Poster \(6 ways\)](#)
- [Stop the Spread of Germs Video \(1 minute\)](#)
- [CDC how to don and doff PPE Posters](#)
- [COVID-19 CDC Fact Sheet](#)

### **General Ways to Stay Healthy**

- Eat well-balanced meals
- Get enough sleep
- Exercise
- Stay hydrated
- Manage your stress- take a break from the media
- Wash your hands frequently

## **Notifying Health Officials and Close Contacts:**

The NPS Nursing Team will work collaboratively with the Nantucket Office of Public Health to identify individuals who had [close contact](#) with a person diagnosed with COVID-19. Individuals and families will be instructed to stay home and [self-monitor for symptoms](#), following [CDC guidance](#) if symptoms develop. The NPS COVID Point Person will work closely with the NPS Nursing Staff, and the building Administrator to identify any risk and any necessary actions.

A spreadsheet will be created which lists all students who travel to and from the school bus and

the seating plan for each bus. A district file will be kept which includes seating plans for all classrooms in the district for the purpose of contact tracing if necessary.

**\* After consultation with the Executive Office of Health and Human Services, it has been determined that close contacts who were exposed to a COVID-19 positive individual while outdoors at recess do not have to quarantine. DESE will issue an updated Protocols to Responding to COVID-19 Scenarios document accordingly.**

## **Building Cleaning and Sanitization:**

NPS has undertaken new protocols and routines to ensure that our facilities and surfaces are regularly cleaned, sanitized and disinfected in accordance with health and safety guidelines using industry standard COVID-19 cleaning procedures. The cleaning will be done by the Facilities Department in all four schools after school hours and continuously throughout the day as needed. It should be noted that our cleaning protocols meet and exceed the [CDC guidelines for the cleaning of schools](#).

### **Specialized Cleaning Routines**

Each school and district facility will have “high touch-point areas” (identified in the list below) disinfected 3-4 times during the day and at the end of every school day by designated custodial staff per DESE guidelines. This specialized cleaning process will continue throughout the school year.

### **Daily Cleaning Routines**

In addition to the special work outlined above, custodians will perform regular daily cleaning, including wiping down surfaces, emptying trash, cleaning staff restrooms, vacuuming and cleaning floors.

### **High Touch Point Areas**

- Door handles and push bars/plates
- Bathroom stall handles
- Sinks and faucets
- Toilet seats
- Manual toilet flushers
- Countertops
- Light switches
- Elevator push buttons
- Classroom doors and windows
- Toilet paper dispensers
- Soap and paper towel dispensers
- Classroom tables & chairs



- Stairwell railings
- Water bottle filling stations
- Printers and Copy Machines

### **Bathroom Monitoring and Cleaning**

Student and staff bathrooms will be cleaned thoroughly each day. High touch point areas within bathrooms will be cleaned throughout the day per CDC guidelines. There will be signage on bathroom doors and in bathrooms which remind students and staff of safety protocols including face covering, distancing, hand washing and bathroom occupancy. Bathroom occupancy will be dependent on bathroom size and the number of stalls for use. Each classroom will have a system (QR Code) to sign-in/sign-out for bathroom use. Bathroom break schedules will be created for each school building. There will also be a designated bathroom in each school which will be located in close proximity to the isolation room at each school.

### **Approved School Cleaning Products**

The products used at NPS are Disinfectant, Oxivir disinfection solution, and the Protexus Electrostatic Disinfectant Sprayers. The Protexus Sprayer uses PurTab tablets for disinfecting efficiency. Due to the electrostatic charging of particles, it provides three times the coverage of traditional spray bottles. It delivers a charged droplet with an attractive force fifteen times greater than gravity. This magnetic attraction to all surface areas ensures consistent, 360-degree application of PurTab disinfecting and sanitizing solution. All cleaning chemicals used are registered EPA disinfectants and are approved for use in schools.

Cleaning supply caddies will be provided for each classroom and office. Each caddy has a spray bottle of disinfectant and/or soap and water, disposable gloves, alcohol-based hand sanitizer, and masks. Touchless paper towel dispensers have also been added inside each classroom to ensure each staff member has access to any and all supplies they may need throughout the school day.

Touchless hand sanitizer stations will be provided at the entrances of all schools. There are touchless hand sanitizing stands and touchless hand sanitizing stations located throughout each school. Alcohol-based hand sanitizer will also be provided for each classroom and office space. Adults should always supervise the use of alcohol-based hand sanitizer by children.

All students and staff must engage in frequent handwashing upon arrival, before and after meals, after bathroom use, after coughing or sneezing and before dismissal. All sinks have running water with soap dispensers. The custodian's will ensure each dispenser is fully stocked each day.

### **Personal Protective Equipment Preparedness:**

According to school PPE guidelines, NPS currently has the following [PPE supplies](#) for the first 12 weeks of the District re-opening. Supply reorders will then be placed according to the rate of consumption and demand of products.

## **HVAC System Assessment and Maintenance:**

The [systems in all four schools](#) are checked and serviced by professionals several times throughout each year. The following is a representative list of equipment but is not meant to be all inclusive.

**Equipment:** Serviceable HVAC control items and repair items include all air handling units and associated apparatus, unit ventilators, compressors, controls components, valves, fan coil units, rooftop units, exhaust fans, pumps, oil booster pump systems and domestic water booster pumps.

## **Food Service:**

### **Breakfast Service**

At NHS pre-packaged breakfast meals will be picked up by the students in the Café, students will provide their Pin# to the cashier, and they will then eat in the cafeteria until it is time to transition to their first block class. All NHS Students will be served and dine with social distancing and safety protocols in place. Students who require breakfast will be allowed to enter the building at 7:30 to receive and eat their breakfast in the cafeteria before going to their first block class.

### **Lunch Service**

Lunch will be pre-packaged and delivered to the classrooms in insulated, sanitized bags by Food Service personnel. Lunch will be eaten in classrooms to maintain proper social distancing. Remote learners will be able to pick up meals at a specified location from a Food Truck. Access to sink/bathroom for hand washing before and after meals will be provided in a way that maintains social distancing, i.e. keeping students 6 feet apart. Staggered access to sinks/bathrooms will be considered to ensure social distancing is maintained. Students will be responsible to clean their space after their meal. Extra trash barrels will be available to collect lunch trash including food, packaging and utensils. Facilities personnel will clean thoroughly after school day is over.

### **Eating in the Classroom**

Students must remain in their classrooms during lunch unless given permission to see the nurse or use the bathroom. Face masks will be removed while students are having lunch and once face masks are removed students must remain in their seat. Once finished, students will be required to put their mask back on. Students will not exchange or share utensils/plates/cups and will remain at their desks while having lunch.

## **Food Allergies**

Meals for students with allergies will be clearly marked with the student's name on the package to ensure the health and safety of children. Any student or parent/guardian who has concerns regarding allergies should contact their school nurse prior to the start of school or as soon as aware of the concern. The nurse will work with administration, food service staff and the teaching staff to create plans for students who have allergy concerns. \_\_\_\_\_

## **[Safety for Children with Food Allergies](#)**

### **Administrator Safety Checks and Procedures:**

The site-based administrators will determine site-based procedures that minimize the spread of the virus including minimal transitions and consistent grouping whenever possible. This includes all classroom settings, teacher directed PE, specials/electives, and special education services locations when possible and appropriate. Administrators will also create site-based procedures for community restrooms and confined spaces to allow for social distancing and proper hand washing. Signage will also be placed in classrooms and around the building outlining procedures for these areas and to assist students in understanding the need for social distancing.

Education will be provided to NPS staff during the Professional Development days prior to the return to school. Family education will be ongoing and will begin prior to the start of school. Student education will be ongoing and visual cues, such as posters and infographics will be placed around the school to remind the student ways to stay healthy and prevent the spread of COVID-19. The modes of education will include: videos, PowerPoints, posters, infographics, stories, fact sheets, website updates, social media, as well in person demonstration of educational topics- such as handwashing, respiratory etiquette, masks and social distancing.

A Safety and Security Team has been established at each building and will include administration, school nurses, school resource officers, heads of facilities and staff in collaboration with the School Committee Safety and Security Subcommittee. The purpose of our district Safety and Security Teams will be to assess building safety, review the effectiveness of building and district Safety Protocols, and to make needed adjustments and recommendations. Building Safety and Security Teams will meet weekly for the first 1-2 months of school to carefully assess school and building safety and will then meet twice a month (or as needed) throughout the school year.