

**CASE**  **COVID-19**  
**Protocols**

**2021-2022 School Year**

## Agenda:

- ❖ Hand Hygiene
- ❖ Social Distancing
- ❖ Food Safety
- ❖ Mask Breaks
- ❖ Cleaning
- ❖ PPE
- ❖ Staff Illness Protocols

# Hand Hygiene

The Centers for Disease Control and Prevention (CDC) recommend hand washing to reduce infection transmission. ***The single most important thing that we can do to keep from getting sick and spreading illness to others is to clean our hands***, and handwashing with soap and water is the recommended method of hand hygiene in non-healthcare settings.

## Hand Hygiene is Critical!

- ❖ Students and staff are required to exercise hand hygiene (hand washing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.

## Use Hand Sanitizer When You Can't Use Soap and Water

- ❖ You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. *Washing hands with soap and water is the best way to get rid of germs in most situations.* Keep in mind Hand Sanitizers *do not* get rid of all types of germs, and may not be as effective when hands are visibly dirty or greasy.

## How to use hand sanitizer:

1. Apply the gel, liquid, or foam product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together
3. Rub the gel, liquid, or foam over all the surfaces of your hands and fingers until your hands are dry. This should take around *20 seconds*.

**Important!**

- No child can use hand sanitizer without written permission from a parent / guardian
- All children must use hand sanitizer with assistance or in the presence of an adult
- Hand sanitizer may not be taken by a student into the bathroom, hallway, or any other area where an adult is not present
- Children must be educated on the proper use of hand sanitizer, including education on avoiding eyes, nose and mouth while hand sanitizer is on their skin
- Please note that hand sanitizers contain alcohol and are flammable and can create a fire hazard. Do not place sanitizer in sunny windows, near electrical devices or near kitchen appliances.

# Hand Hygiene

## *Hand washing/sanitizing should occur:*

- Upon entry into and exit from program space
- After touching or cleaning surfaces that may be contaminated
- Before and after eating
- After contact with facemask or cloth face covering
- After sneezing, coughing or nose blowing and wiping a student's face
- Before entering vehicles used for transportation
- After toileting and diapering
- Before and after handling food
- After assisting children with handwashing (Many of our students will require assistance in hand washing/sanitizing)
- Before and after using gloves/ PPE
- After using any shared equipment like toys, computer keyboards, mouse (*the shared equipment will also need to be cleaned and disinfected at this time*)

## *During periods of high rates of transmission of disease, schools should permit students time to wash their hands*

- ❖ after using the restroom
- ❖ before and after meals
- ❖ after recess or physical education,
- ❖ before and after using electronic devices or other shared equipment used by multiple students,
- ❖ after coughing or sneezing,
- ❖ and other times as appropriate.

# Social Distancing

## *Physical distance greatly reduces the risk of transmission*

- ❖ As COVID-19 is transmitted through respiratory droplets, putting distance between yourself and others reduces risk. In classroom settings, when all parties are wearing masks, a minimum of 3 feet of separation is required as much as possible; if one or both parties are not wearing masks, 6 feet is required as much as possible

## *Cohorts/assigned seating*

- ❖ Students organized in groups/classrooms and other cohorts help mitigate transmission of the virus. Assigned seating is important because it effectively creates even smaller groups within cohorts which minimize transmission. Assigned seats can also assist with contact tracing. Wherever possible, seats should be assigned (including classroom, bus, meals).


*No distancing is required  
when outside*

### *In Classrooms:*

- ❖ Masked students should be placed at least 3 feet apart at all times . Unmasked students should be 6 feet apart.
- ❖ Students should have their own classroom desk or space that is not shared with other students.
- ❖ Group activities should also take place at a minimum 3 feet distance between students and staff as much as possible (when masked).
- ❖ During meal times, students should be spaced at least 3 feet apart.
- ❖ Arrival and dismissal procedures should be staggered so that students are not congregating when possible.
- ❖ Bathroom trips should be staggered and monitored to minimize interaction with other students.
- ❖ Hallways should be labeled for one way transport if feasible.
- ❖ Have teachers rotate instead of students when feasible.

# Food Safety

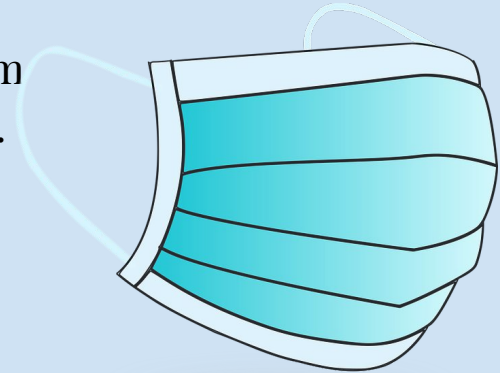
- ❖ Staff/ students should use disposable food service items when possible (e.g.,utensils, dishes).
- ❖ If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and sent home to be washed in sealed bags or containers. In the event of adaptive equipment, such as individual feeding materials, materials will be placed in plastic bags or containers after use and sent home for cleaning.
- ❖ Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- ❖ Avoid sharing food and utensils and ensure the safety of children with food allergies.
- ❖ Water fountains and sink faucets should not be used to fill water bottles because they create high touch areas/ are used for handwashing. Students should bring in water bottles each day.
- ❖ Classroom/ Kitchen sinks should be used for handwashing only.
- ❖ Staff should ensure children wash hands prior to and immediately after eating.
  - Sanitizer may be used as long as hands are not visibly soiled.
- ❖ Staff should wash their hands before and after helping children to eat.
- ❖ Staff should wear proper PPE when helping children eat or feeding children directly.



*At all times possible, meals should be eaten outdoors.*

# Mask Breaks

- ❖ Students must be separated at a minimum of 3 feet of distance during mask breaks (unless outside)
- ❖ Mask breaks should ideally occur outside whenever possible (no distancing is required outside).
- ❖ Students should place masks on a clean paper towel inside facing up when taking a mask break.
- ❖ Snack/ drinking/ meal time should be utilized as mask breaks.
- ❖ Staff taking a mask break should ideally use a separate area from the classroom and ideally be located outside whenever possible.
  - (Please follow host school guidelines regarding mask breaks as well)
- ❖ When mask breaks occur indoors, enhanced cleaning should occur in designated areas.





# Cleaning Protocols

**Cleaning** reduces the number of germs, dirt and impurities on the surface.

**Disinfecting** kills germs on surfaces.

- ❖ Recommend use of [EPA-registered disinfectant](#)

Cleaning and disinfecting should occur at least daily for shared spaces and furniture.

For high-touch surfaces (e.g., door handles, light switches, toilet seats) cleaning and disinfecting should occur frequently throughout the day and/or between uses.

## Cleaning Supplies

- ❖ Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  - Keeping surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

## Electrostatic Spray Guns

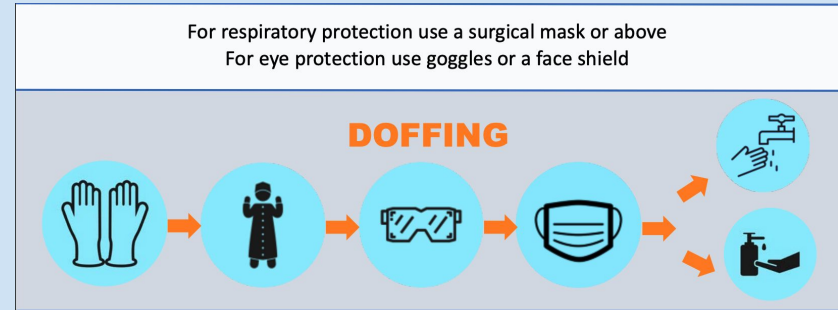
- ❖ Should be used at a minimum at the end of the day in classrooms and after meal times in communal areas (ie kitchens)
- ❖ Should be used in bathrooms in between bathroom trips as much as possible
- ❖ Limit use to when students are not in the immediate area

\*Please reach out to Kellie via email if you need more cleaning supplies \*



# Personal Protective Equipment (PPE)

- ❖ Staff have access to and should utilize PPE when necessary. Please reach out to Kellie if you need more PPE.
- ❖ It is encouraged for staff members to use PPE when providing personal care to students without suspected COVID-19 where they could be exposed to spills or splashes of bodily fluids (facemask, face shield or goggles, and gloves), even when vaccinated.



# Staff Illness Protocols

If you have any of the following symptoms (regardless of vaccination status) you must stay home and receive a negative **PCR test** (or alternative diagnosis) before returning to school:

- **Fever (100.0° Fahrenheit or higher), chills, or shaking chills**
- **Difficulty breathing or shortness of breath**
- **New loss of taste or smell**
- **Muscle aches or body aches**
- **Cough (not due to other known cause, such as chronic cough)**
- Sore throat, *when in combination with other symptoms*
- Nausea, vomiting, or diarrhea *when in combination with other symptoms*
- Headache *when in combination with other symptoms*
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

*It is highly encouraged to receive a PCR test as soon as possible after symptoms begin so you get results faster*

**Individuals may return to school after they meet the following requirements and consult with the school nurse:**

- ❖ Have received a negative PCR test result for COVID-19.
  - Note: So long as the individual is not a close contact, if a medical professional makes an alternative diagnosis for the COVID-19-like symptoms, the individual may use this recommendation (e.g., for influenza or strep pharyngitis) in lieu of a PCR test.
- ❖ Have improvement in symptoms  
AND
- ❖ Have been without fever for at least 24 hours without the use of fever-reducing medications.

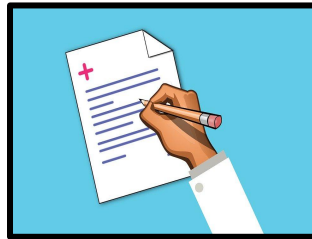


# Staff Illness Protocols: COVID-19 Testing

COVID-19 testing for symptomatic individuals and close contacts is usually covered by insurance and available at no cost to you.

Additionally, many test sites in the Commonwealth test uninsured individuals for free. If you are uninsured, please call your local test site to confirm before making an appointment.

With a doctor's order, multiple locations will offer free covid testing through insurance. You must call your PCP to obtain an order for testing based on symptoms. See this site for an example of the process: [COVID-19 Testing at Emerson Hospital](#)



## Testing Sites in MA

- ❖ [Regional Express COVID-19 Testing Sites in Massachusetts](#) (free)
- ❖ [Walgreens](#) (free)
- ❖ [CVS](#) (no out of pocket cost with insurance)
- ❖ **Home testing** is available at no cost to all eligible Massachusetts adults. Kits are reserved for adults (18+) who live or work in a congregate setting, are experiencing symptoms, have recently been in contact with someone with COVID-19, or who have otherwise been recommended for testing. Please visit the [Pixel by LabCorp](#) for Massachusetts webpage for details, and to request a test kit.

# Staff Illness Protocols: Antigen Testing

Individuals with minor symptoms, ie one symptom listed below (not in bold) from the covid symptom list who otherwise feel well enough to come to work:

- Sore throat
- Nausea, vomiting, or diarrhea
- Headache
- Fatigue
- Nasal congestion or runny nose (not due to other known causes, such as allergies)

Are encouraged to receive a **rapid antigen test** prior to going to work and interacting with students. This is available before school at 8 Post Office Square (Colebrook School). Testing consent is required through CASE. Some host districts may offer this service, check in with Kellie for more information.

**NOTE:** If symptoms progress and/or the individual develops multiple symptoms, a fever, cough, or loss of taste/ smell they must go home and cannot return until they receive a negative PCR test.

## Consent Link

Instructions:

- **Click on site link**
- **Click “Consent Now”**
- **Step 1 :Select your school district:**  
C.A.S.E Concord Area SPED Collaborative (it should automatically fill in step 2 as well)
- **Click “Sign consent form for myself”**
- Fill out your information and consent

The screenshot shows a web form titled "Get Started" with two dropdown menus and two buttons. The first dropdown is labeled "Step 1: Select your school district" and has "C.A.S.E. Concord Area SPED Collaborative" selected. The second dropdown is labeled "Step 2: Select your school" and has "Concord Area Special Education (CASE) Collaborative" selected. Below the dropdowns are two buttons: "Sign Consent Form For Yourself" and "Sign Consent Form For a Minor".

# Vaccination Status

We will be collecting vaccination cards in order to proceed with quarantine guidelines/ protocols, etc.

Please send **a photo of** your vaccination information as soon as possible to Regina Erickson at [rerickson@casecollaborative.org](mailto:rerickson@casecollaborative.org)

Thank you!