



Hanover Public Schools
Health Services
COVID-19 Infection Control Procedures

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1. Entering School

- Students should enter the school wearing masks and practicing 6-Foot distancing. Students should sanitize hands upon entering the building
- Students should go directly to their classroom without congregating
- One-way hallways/stairs and 6-foot distance protocols should be followed
- Face Coverings should be worn at all times on the school grounds, including parking lot, playgrounds and playing fields unless in a designated mask break activity

2. Distancing

- As much as possible, students and staff should maintain a 6-foot distance from one another, including in hallways, classrooms, restrooms, outdoors, offices, and staff break rooms
- Staff members may need to be within a six foot distance for the purposes of accessing learning materials or child care (help with movement, meal assistance, bathroom assistance, etc.)
- If six feet is not possible for the reasons above, the contact should be as brief as possible

3. Face Coverings

- All individuals must wear a cloth or disposable face covering that covers the nose and mouth at all times in the school buildings and campuses
- Masks should have multiple layers that don't restrict breathing
- Should secure behind the ears with ear loops or behind the head with ties
- Neck gaiters and bandannas do not meet the criteria for acceptable face coverings
- If a staff or student are unable to safely wear a mask due to a medical condition, developmental level or disability, the person must contact the school nurse to document in writing and receive a waiver
 - A "Mask Waiver" form must be completed and signed by a licensed medical provider (MD, NP, PA)

- Mask waivers may be found on the HPS Health Services Website
- Waiver must be approved by the building principal after consultation with the school nurse
- Any individual who does not wear a mask, even with a waiver, must practice strict 6-foot distancing
- Mask Breaks
 - Students and staff will be provided mask breaks regularly throughout the day. During these times, strict 6-foot distancing must be practiced and should preferably be outdoors
 - Lunch-time, snack-time
 - When stationary and at least 6-foot distanced outside
 - During physical education class if outdoors and 10 foot distancing may be maintained

4. Hand-Washing

- Students and Staff should wash their hands regularly throughout the day with soap and water especially:
 - Before they leave for school
 - Upon entering a school building
 - Before and after meals
 - After coughing or sneezing
 - Before and after putting on and taking off a mask
- If soap and water are not immediately available, an alcohol-based hand sanitizer may be used

5. Disinfection

- Schools will be regularly cleaned by the facilities department with special attention to commonly touched surfaces (doorknobs, railings, handles, light switches)
- Classrooms and offices will be cleaned and disinfected on a rotating basis with the Clorox 360 machine
- If there is an exposure in a classroom, disinfection will be prioritized to that classroom

- If there is a student with symptoms of repetitive coughing with fever and/or vomiting in the classroom, that space will be evacuated and closed. The room will either immediately be disinfected by the Hanover Fire Department (Aeroclave system) or left empty for at least two hours and disinfected by the school custodian (Clorox 360, Full PPE Required for cleaning/disinfection of known exposed classroom)
- Staff may assist with regular cleaning of commonly touched surfaces within their classrooms as needed, with an approved cleaning product
- All classrooms will be provided with an appropriate disinfectant cleaner, soap and water solution, and paper towels. Staff should refrain from bringing cleaning products from home without the approval of the facilities department
- In elementary classrooms, disinfectant solutions should be used at the end of the day when children are not present, and preferably with windows open for ventilation
- Secondary students may assist with cleaning desks if spaces are adequately ventilated

7. Cohorts during the school day

- School staff should keep cohorts of students as separate as possible:
 - Avoid moving in halls at the same time, maintain one-way halls and stairs. Maintain 6-foot distancing at all times.
 - Keep additional distancing between cohorts in cafeteria spaces
 - Designate bathrooms to identified cohorts
 - Outdoor spaces - keep additional distances between cohorts
 - Understand that any staff or student who is within 6 feet of a person (even with a mask on) for more than 15 minutes is considered a “close contact”

8. Lunch/Snacks

- 6 feet apart, facing in the same direction
- Plexiglass on lunch tables may be used according to DESE guidelines

- Staff should maintain 6 foot distancing in lunch room, preferably with windows open, or outdoors
- Students and staff should wash hands before and after eating
- If in cafeteria, cohorts of students should maintain additional distancing from other cohorts
- If in classroom
 - Staff supervising lunch require additional training in food allergies, epipen, cross contamination and hygiene
 - Cohorts of students should remain together for lunch and snacks
 - Desks and eating surfaces should be clear of other items
 - Desks and eating surfaces should be cleaned and sanitized before and after eating
 - Students should wash their hands before and after eating
 - Students should eat and keep their food at their own designated space
 - Students should remain 6 feet apart, facing same direction
 - Food trash should be removed from the classrooms as soon as possible after lunchtime
 - Students with life threatening food allergies should have individualized plans for safety while eating food in the classroom

9. PPE

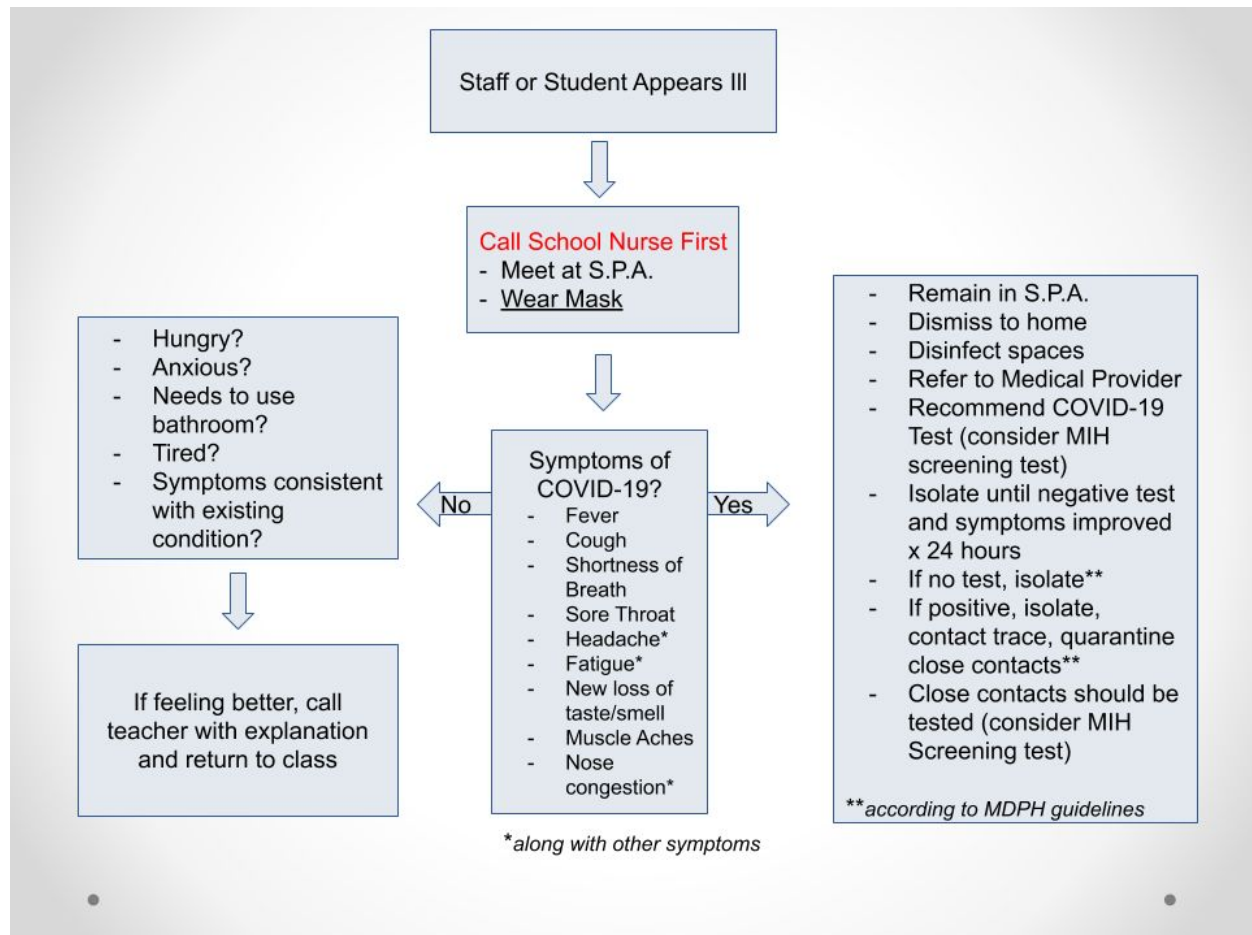
The following PPE should be worn according to the staff member's role and level of contact.

	Cloth Mask	Gloves	Gown	Face Shield	N-95 Mask
All Staff	x				

Close Contact (within 6 feet) > 15 minutes	x			x	
Personal Care (bathroom assistance, handling bodily fluid)	x	x	x	x	
> 15 minutes close contact with known COVID-19 or symptoms of COVID-19 (i.e. Health Offices, CPR, emergency medical response)		x	x	x	x
Direct physical contact (PT/OT/Prescho ol/ Significant physical needs	x	Optional, consider wearing if possibility of bodily fluid exposure	Optional, consider wearing if possibility of bodily fluid exposure	x	

10. Procedures for Suspected COVID-19 or Close Contact Scenarios

In School Illness Management



**** SPA = Special Precaution Area, separate from the Health Office**

- Staff member or student becomes ill at school
 - Ensure person is wearing a mask and distanced from others
 - Call school health office to report the event
 - Nurse will meet the person at the special precaution area
 - The Special Precaution Area is a health office space that is separate from the well-child health office. The special precaution area will be used to conduct a nursing assessment of students who feel ill, and who are waiting to be dismissed to home.

- Nurse will conduct a health assessment including
 - Temperature check
 - Heart rate, blood pressure, respiratory rate
 - Auscultation of lungs
 - Pulse oximetry
 - Ear, nose, throat assessment
 - Health history
 - Communicate with parent
- Symptoms of COVID-19 (As defined by DESE)
 - Fever (100.0 F or higher), chills, shaking chills
 - Cough (not due to other known source)
 - Difficulty breathing or shortness of breath
 - New loss of taste or smell
 - Sore throat
 - Headache when in combination with other symptoms
 - Muscle aches or body aches
 - Nausea, vomiting, diarrhea
 - Fatigue, when in combination with other symptoms
 - Nasal congestion or runny nose when in combination with other symptoms
- If symptoms are clearly consistent with a documented medical diagnosis, such as allergies, asthma or other known chronic condition, and the individual is well enough to attend school, the nurse will communicate these findings to the appropriate staff on a need to know basis and the person may return to their duties/class.
- If symptoms are clearly consistent with typical childhood symptoms (hungry, anxious, tired - not enough sleep, need to use the bathroom, etc.), treat and return to class. Communicate findings with the teacher.

- If unsure, dismiss to home and have the individual follow-up with the primary care provider. Request documentation of medical evaluation before return to school.
- If symptoms consistent with a COVID-like illness (CLI):
 - Staff member:
 - Administrator arrange for coverage
 - Staff member should go home, isolate, report symptoms to primary care provider, obtain COVID test, and remain out of school until they have a negative test result or complete the MDPH required isolation period¹
 - See “Disinfection” section for cleaning protocols
 - Request Hanover Fire Department MIH COVID-19 Screening Test if appropriate
 - All Staff who are tested by the HFD MIH must contact their health provider for continuation of care
 - Student:
 - Nurse will call for the parent/guardian to pick up the student as soon as possible.
 - The student will remain in the special precaution area (SPA) until they can be picked up
 - SPA will be appropriately disinfected based on symptoms
 - Mild symptoms - routine disinfection, Clorox 360 at end of day
 - Fever, cough, vomiting, diarrhea or exposure to other bodily fluids - contact custodian for immediate cleaning of the area and contact HFD for aeroclave disinfection.

¹ 10 days from the onset of symptoms/date of positive COVID test, and 24 hours with no fever and improvement in symptoms.

- Nurse/Staff will wear full PPE while in the SPA with a symptomatic person
- Multiple persons in the SPA will wear a mask at all times and maintain a 6-Foot distance
- The student should go home and remain in isolation as much as appropriate for their age and developmental level, call their primary care provider, obtain a COVID-19 test, and remain out of school until they receive a negative test or complete a MDPH required isolation period²
- MIH COVID-19 Screening Test if appropriate:
 - Parental consent is required
 - Parent must agree to follow-up with a health care provider (NP, PA, MD) regardless of test results
 - Documentation of medical follow-up is required for return to school for any MIH COVID-19 testing
- NOTE: STAFF and STUDENTS should stay home if they are ill and report symptoms immediately if they begin during the school day.
- Screening Test for COVID-19 by HFD Mobile Integrated Health Service (MIH)
 - Screening Test for a Symptomatic Person: If, after an assessment by the DESE Certified School Nurse, the individual is found to have symptoms consistent with COVID-19, the school nurse may contact the MIH service at the non-emergency line at the HFD. If a paramedic is immediately available, and written consent is on file, the test may be conducted at school. Otherwise, the MIH service may test the individual at their home, according to HFD Guidelines.

² 10 days from the onset of symptoms/date of positive COVID test, and 24 hours with no fever and improvement in symptoms.

- If test is positive, follow the guidelines for a positive case (see above)
- If test is negative, recommend follow-up testing in 3-5 days
- In either case, the ill staff or student will be referred for follow-up with their health care provider for ongoing treatment and management of illness
- Student or Staff is Identified as a Close Contact of a Positive Case
 - If the person learns of contact status while at home, call the school nurse to report status, remain home in quarantine, obtain a PCR COVID-19 test 3 - 5 days after exposure, and report information to the school nurse.
 - If the person learns of contact status while at school:
 - Staff
 - Notify the administrator to arrange for coverage
 - Keep mask on and 6 foot distancing
 - Leave for home and remain in quarantine, take a COVID-19 test 5 days after exposure
 - The staff member should monitor for symptoms. If symptoms develop, the staff member should notify their primary care provider and school nurse
 - Student
 - School nurse arrange for parent/guardian to dismiss to home as soon as possible
 - Student should keep be given a new disposable mask on and maintain 6 foot distance
 - Nurse or building secretary will call teacher for student dismissal
 - If >15 - 30 minutes, have student wait in the SPA (if no symptomatic students present) or another available space
 - The student should quarantine at home, obtain a COVID-19 test after 3 - 5 daysThe student should monitor for symptoms. If symptoms develop, notify

the student's primary care provider and school nurse

- If a student or staff member receives a positive test for COVID-19
 - The person should isolate at home according to MDPH guidelines and follow up with their primary care provider for continuation of care
 - The staff or student may return to school when cleared by the Local Board of Health, but no sooner than 10 days and 72 hours with improved symptoms and fever-free without fever-reducing medication
- Contact Tracing
 - The Health Services department will coordinate with the public health nurse to contact trace and quarantine all close contacts of the positive person
 - Close contacts should follow quarantine and testing procedure as outlined above
 - Close Contacts:
 - Any individual within 6 feet for at least 15 minutes, even if both are wearing a mask.
 - Other factors to consider:
 - Bus Contacts
 - Length of time the positive person was on the bus
 - Were the windows open
 - Were students seated six feet apart
 - Were students wearing masks
 - Lunch/playground:
 - Confirm all students were seated 6 feet apart, facing same direction
 - Outside: students maintained 6 foot distancing when not wearing masks outside
 - Movement in Hallway:

- Were students moving in one direction in the hallway
- Were students wearing masks
- Was amount of time in hallway less than 10 minutes, with continuous movement (no congregating)
- Bathrooms:
 - Were students limited to less than 10 minutes in the bathroom?
 - Were students limited to no more than 50% occupancy of the bathroom at a time?
 - Did students wait outside of the bathroom, 6 feet apart, if the bathroom was full?
- Athletic Teams
 - Likely entire team needs to be quarantined
- Child Care
 - Close contacts in child care settings using same criteria
- If more than one person in a school building tests positive³:
 - *Are they in the same cohort as the initial case - ok to remain open - contact trace that case*
 - *Is there a known close contact with a positive case - ok to remain open - contact trace that case*
 - *If the source of infection is unknown and there are multiple cases in the building - consider closure of the building cohort group (Mon/Tuesday or Thursday/Friday group) for 1-3 days or up to 14 days for quarantine and cleaning. Reassess infection control procedures.*
 - *If positive cases across the Mon/Tuesday or Thursday/Friday group consider closure of the entire building for 1-3 days or up to 14 days for quarantine and cleaning. Reassess infection control procedures*

³ Awaiting DESE/MDPH Guidance

- *If widespread community spread of COVID-19 in the community/surrounding communities, consider a temporary closure until community spread is contained*
- A Student Requires “Well Child” care
 - Scheduled nursing services or medication administration - student should go to the health office according to the IHCP or Medication Administration Plan
 - First Aid:
 - Blisters, minor fingernail problem, papercut with no bleeding, etc.: wash area with soap and water and apply bandage in the classroom
 - Any new injury with pain or bleeding: call ahead to school nurse to arrange to meet at the health office “well” area
 - Snacks, water, bathroom, rest for well-child
 - Minimize use of the health office for snacks, water, bathroom use and resting (if otherwise well).
- Medical Emergency: initiate a medical emergency response:
 - Call the main office to initiate response - **Call 911**
 - Stay with the person, don PPE (N95 mask, gown, gloves, face shield)
 - Assess for responsiveness - initiate life saving measures as needed: CPR, EpiPen, Tourniquet, AED
 - Follow emergency measures according to the student’s IHCP
 - Call 911 directly if necessary (have someone communicate with the main office as well)

If a teacher has any concern about a child’s health, call the nurse to assess the student in the special precaution area

Any medical emergency, call 911

11. Parent Expectations

- Read all emails and correspondences from the school
- Attend meetings and trainings
- Check website regularly for information
- Provide a clean mask every day for your child
- Assess your child everyday and keep them home if they are ill
- Communicate with your child about expectations and practice mask-wearing and social distancing outside of school
- Follow all guidelines of the Commonwealth of MA and Department of Public Health
- Avoid unnecessary travel to high-risk states. If travel to a high-risk state is necessary, notify your child's teacher. 14 day quarantine after returning home is preferred

12. Student health and safety expectations

- Wear a mask at all times, anywhere on school property, including buildings, playgrounds, outdoor areas and bathrooms unless eating, drinking or on a scheduled 10 minute mask break
- Remain 6 feet away from others at all times
- Wash your hands often, especially when you arrive at school, before and after touching your mask, before and after going outdoors, before and after meals
- Avoid touching your nose and mouth, if you do - wash your hands
- Follow the directions of school staff
- Understand the signs of COVID-19 and tell your parent or school staff if you aren't feeling well
- Be truthful about close contacts - no one will be punished for telling the truth. Accurate contact tracing is critical to slowing the spread of COVID-19 and keeping schools open