



# Bancroft School Reopening Guide Health Center Supplement

Fall 2020

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## Introduction

Dear Bancroft Community,

This Health Center Supplement to the Bancroft School Reopening Guide is intended to be both an addendum and a stand-alone capable document that provides additional and more in-depth information related to COVID-19 to parents, students, faculty, and staff members.

The continuing in-person learning experience at Bancroft School will require a new level of commitment to a culture of health and safety. It will take collective and continued vigilance to an array of risk reduction measures to continue to contain COVID-19.

This document serves as an addendum to the Bancroft School Reopening Guide and details the Health Center's integration and application of recommendations from a variety of public health and education organizations including the Center of Disease Control and Prevention (CDC) the Department of Public Health (DPH), Board of Health (BOH) and the Department of Elementary and Secondary Education (DESE) into school operations.

This document is based on the most current information and guidance available; protocols are subject to change as new guidance is released.

This Health Center Supplement is organized into three main sections:

- The First Section contains General Health and Safety Guidance which applies to everyone.
- The Second Section contains important information specific to parents and students.
- The Third Section contains important information for our staff and faculty.

This Health Center Supplement provides additional Health and Safety information, but it is not intended to be all-inclusive. Please contact the Health Center Director for any questions or concerns. Mrs. Morello can be reached via email at [jmorello@bancroftschool.org](mailto:jmorello@bancroftschool.org) or via phone at 508-854-9240.

Thank you for your patience, partnership, and support as we navigate through this challenging time. Together, I know we will make the most of this school year.

Best,

Trey

# General Health and Safety Guidance

## 1. Cohort / Pod Model

Each division will operate independently in our cohort/pod model with its own teachers, spaces, and schedules to minimize contact. Students will be taught in small cohorts and will be limited in any exposure or close contact with other students or adults. By eliminating all cross divisional interaction and limiting classroom capacity, we put ourselves in a better position to mitigate chances of any significant transmission.

In Lower School, a cohort would be considered an entire grade. In Middle and Upper School, cohorts would be considered advisories. These are the 6-8 students that your children would have the most regular interaction with within the school day. The pod is the slightly larger unit that students could have limited interaction with throughout the course of the day either in transit or from having the same set of teachers.

In addition to our main Health Center in the McDonough Building, which will be used by the Lower and Middle School students, faculty, and staff, we have set up a separate health center in the Fletcher Athletic Center to support the Upper School.

We also note that while the Cohort / Pod model is an important layer of limiting contact between a high volume of students, there will be occasions when students from different groups will travel on school buses or family carpools together, including families with students in multiple grades.

## 2. Daily Symptom Surveillance

Bancroft will require that all students, faculty, and staff take their temperature before school and report their temperature and answer questions about their health status each day. Anyone experiencing COVID symptoms or other illness even mild ones should not come to school and should appropriately report their absence to the school. If families need assistance in acquiring a thermometer, please contact your respective Division Head.

### Symptoms of COVID-19 include:

- Fever or chills  
(temperature greater than 100.0)
- New, frequent cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of sense of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Health Screening App:** We are utilizing a mobile application called [MyMedBot](#) to help families, faculty, and staff self-screen for COVID-19 every morning and have the results go directly to our health team. All students, faculty and staff must report this information before coming to school each day or they will not be allowed to stay on campus. Students working remotely are expected to use the app each day as well.

The product enables our school nurses to easily screen for COVID-19 symptoms, communicate their latest protocol and have the data to make informed decisions. This will be a required health and safety measure for each of us each school day that will add another layer of mitigating the risks of COVID-19 and we appreciate your cooperation.

If you have any questions regarding MyMedBot, please contact school nurse [Janice Morello](#).

### **3. Physical Distancing**

Six (6) feet of distance between individuals will be the expected norm throughout campus. Our class sizes will be based on this standard in every building, and we have arranged seating in classrooms to enforce this expectation. We have removed additional furniture from classrooms and positioned all desks to maximize the space between them. Tents will be positioned on campus to provide additional space outside for classes, lunch, and mask breaks with greater distance between people.

### **4. Masks**

Students, faculty, and staff will be required to wear face masks upon arrival at school and when inside school buildings, including hallways and bathrooms.

Masks will also be required outdoors when six feet of physical distance cannot be maintained. Everyone is expected to have at least one extra mask available during the school day.

Suitable masks should:

- Be made of washable cotton or surgical fabric of at least double thickness; masks with clear windows are acceptable if they fit properly
- Fit snugly to the face, covering the nose, and extending over the chin at all times
- Be secured with ties or ear loops
- Allow for breathing without restriction
- Be a basic color/pattern that will not pose a distraction to the community
- Worn properly at all times so as to protect yourself and others
- Be able to be washed and dried without damage or change of shape.

**Unacceptable** masks/face coverings include:

- Bandanas
- Gaiters
- Scarves
- Masks with valves or vents

**Other Considerations** include:

- N-95 and higher-level respirator masks are intended to be worn only by medical personnel and other designated staff to meet occupational safety and health laws.
- Face shields are allowed, but only in combination with an acceptable mask.
- Students should come to school with a minimum of two face masks and a paper or plastic bag to hold used cloth masks. Bancroft will maintain a supply of temporary, disposable masks should a community member need a replacement.
- Students are expected to discard disposable masks properly in a trash bin once they have become soiled or wet. Any mask found on the floor will be thrown away.

**Mask Breaks**

We have built in frequent times throughout the day where students and staff can go outside and remove their masks with physical distancing in place. Masks can be removed during lunch and snack times while eating or drinking and when 6 feet physical distance will still be maintained.

Mask breaks and opportunities for movement will be important elements of our healthy environment for learning and social connection.

**Medical Exemptions**

If a medical, intellectual, or sensory disability or challenge may make wearing a mask more difficult, please consult your primary care physician. A written doctor's note and alternative suitable face covering will be required for any exceptions. Please consult the [school nurse](#) if this issue pertains to your situation.

## **5. Hand Washing & Hand Sanitizing**

Students, faculty, and staff will practice hand hygiene (hand washing or sanitizing) throughout the day:

- upon arrival to school
- before and after eating
- when putting on and removing face masks
- after using the restroom
- when their hands otherwise get soiled
- before dismissal

Hands-free faucets and hand sanitizing stations have been installed throughout our buildings and classrooms. Best practice is to wash hands with soap and water for at least 20 seconds; using hand sanitizer containing at least 60% alcohol is an acceptable substitute when hand washing is not feasible.

Students will be required to utilize the soap and hand sanitizer provided at school for scheduled hand washing and hand sanitizing. Students are permitted to bring their own products from home for use in between these scheduled times. Products brought from home may not be shared with other students.

Faculty will remind students throughout the day to wash their hands regularly and/or use hand sanitizer when appropriate.

## **6. Ventilation**

Our upgraded HVAC system school-wide to provide an increased supply of outside air in accordance with ASHRAE (American Society of Heating, Refrigeration, and Air Conditioning Engineers) Standard 62.1-2019, to dilute indoor contaminants as a first line of defense against aerosol transmission of COVID-19. This upgrade also included the addition of MERV-13 rated filters. In addition, we have added 60 HEPA filtration units--one for each classroom.

## **7. Sanitation, Cleaning, and Disinfecting**

We understand the critical importance of maintaining clean facilities and have implemented the following measures:

- Classrooms and other facilities cleaned and disinfected daily by a professional cleaning service
- Bathrooms cleaned and disinfected multiple times each day by Bancroft facilities staff
- High touch points (door handles, railings) disinfected multiple times each day
- Installation of 75 new hands-free faucets in classrooms and restrooms
- Installation of hand sanitizing stations throughout campus
- Removal of water bubblers and installation of hands-free water bottle filling stations
- In-room supplies for cleaning and sanitizing surfaces and classroom materials when needed

## **8. Travel**

We ask you to heed travel warnings and restrictions imposed by local, state, or federal authorities and the CDC. If you are considering travel, please check for the most up to date information. As a school, we cannot be the enforcers of best practices off-campus. We do, however, strongly encourage you to consistently observe the best practices recommended by the CDC, especially if your student is learning on-campus.

Travel outside of Massachusetts to locations where the virus is spreading rapidly requires a 14-day quarantine to return. [All staff, faculty and students must follow the current Governor's guidance on travel restrictions.](#) If someone in your household must quarantine and cannot do so in isolation, everyone in the household must quarantine for the required period.

## **9. Testing for COVID-19**

At this time, Bancroft will not be requiring baseline or providing recurring COVID-19 testing. We will continue to monitor the availability, timeliness, and accuracy of various testing protocols and will reassess this policy if there are significant changes in testing protocols or public health recommendations. This approach follows the current practices of independent day schools across the country.



Routine testing for COVID-19 is not currently recommended by public health officials. As part of our layered approach to protect the Bancroft community we will require parents to screen children for symptoms before the start of each academic day, keep them home if they experience any symptoms and inform the school through attendance protocols.

**The COVID-19 virus test**, this is sometimes called a PCR (Polymerase Chain Reaction) is done by nasal swab and is considered the “gold standard” for COVID-19 testing. The antigen test tests saliva or tissue from a nasal swab and offers rapid results, but often has a higher rate of “false negative” results and requires a follow up PCR test.

**Testing Locations Near Bancroft.** If there is a need for COVID-19 testing the following locations are within a 15-mile radius of Bancroft School that test children include:

- CareWell Urgent Care, 500 Lincoln St., Worcester (774-420-2111)
- Family Health Center of Worcester, 26 Queen St., Worcester (508-860-7700)
- UMASS/Memorial Medical Center, University Campus, 55 Lake Ave, Worcester (855-862-7763)
- CareWell Urgent Care, 348 Greenwood St., Worcester (774-420-2103)
- Reliant Medical Group Auburn, 4 Brotherton Way, Auburn (508-832-9621)
- MedPost Urgent Care of Northborough, 10002 Shops Way A, Northborough (508-919-8190)
- CareWell Urgent Care Northborough, 333 SW Cutoff, Northborough (508-466-8677)
- The full list of testing sites in MA (as of August 12, 2020 ) can be found at [www.mass.gov/doc/ma-covid-19-testing-sites](http://www.mass.gov/doc/ma-covid-19-testing-sites).

## Health Center Information

The Bancroft Health Center is located in the McDonough Building. To support our pod/cohort model, we have created a satellite Health Center for Upper School students, faculty, and staff in the Fletcher Athletic Center.

The Health Center is managed by our school nurse, Janice Morello, who should serve as the primary point of contact for all students and parents who have health-related concerns or questions. Mrs. Morello can be reached via email at [jmorello@bancroftschool.org](mailto:jmorello@bancroftschool.org) or via phone at 508-854-9240.

**NOTE:** Any parent who has a child who is immunocompromised or who has particular concerns about their child’s presence on campus is encouraged to notify the school as soon as possible by filling out [this form](#) or speaking to Mrs. Morello.

## Additional Contact Information

While health-related questions should be directed to our school nurse, other key points of contact are:

[Trey Cassidy](#), Head of School

[Beth Beckmann](#), Head of the Lower and Middle Schools

[Rebecca Gratz](#), Head of the Upper School

[Matt Ganas](#), Director of the Hope Graham Program & Academic Support

[Robin Silverman](#), Upper School Dean of Students

## References:

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3. Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings. Retrieved July 17, 2020, from the Department of Elementary and Secondary Education
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5. COVID-19 Travel Order. (n.d.). Retrieved August 17, 2020, from <https://www.mass.gov/info-details/covid-19-travel-order>
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# Parent and Student Guide

## General Health and Safety Guidelines for Families Regarding COVID-19

- You should not medicate your child for cough, headache, or elevated temperature before sending them to school for the safety of everyone.  
**If your child is showing signs of illness please keep him/her home.**
- It is necessary that you provide an emergency list of people who are able to pick your child up from school **as soon as possible** in the event of illness. If parents/guardians cannot be reached, the School Nurse will dismiss ill students to an emergency contact on record provided by the parent.
- Students experiencing symptoms of illness will be placed in an area separate from other students with a mask while they wait to be dismissed for further evaluation.
- If the School Nurse dismisses your child due to symptoms of illness, it is recommended that you contact your doctor and your child be tested for COVID-19. If you decide not to have your child tested then quarantine your child at home for 14 days and re-evaluate for symptoms at the end of the quarantine. If symptoms persist, please follow up with your doctor.
- If a student receives a positive COVID-19 test result (the COVID-19 virus test called a PCR is recommended), the student will be required to stay home to isolate for at least 10 days **and** until at least 24 hours have passed with no fever **and** other symptoms have improved. You will be contacted by a local Board of Health (BOH) agent, Public Health Nurse or Contact Tracer with further instructions to keep your family safe.
- If a student is considered to be a close contact, the recommendation is the student get tested on day 5 following exposure and be required to stay home to quarantine for 14 regardless of a negative test. You will be contacted by a local BOH agent, Public Health Nurse or Contact Tracer with instructions to keep your family safe.

**Close contacts** are defined as only those who have been within 6 feet of distance of the individual for at least fifteen minutes, while the person was infectious. The infectious period begins 2 days prior to symptom onset. If someone is asymptomatic (not symptomatic), the infectious period is considered to begin 2 days prior to the collection of their positive test.

Potential exposure to COVID-19 may occur anytime you are exposed to an infectious person.

- If your child is required to isolate or quarantine, they will be included in the remote learning program.
- Water fountains will not be available, so please send your child with his/her own water bottle daily.

## **Student's that Become Ill at School or on a Bus**

Students should be referred to the Health Center. Please call the Health Team before sending the student over to the Health Center so appropriate preparations can be made. Students should continue to wear a mask.

A student who presents at the Health Center showing symptoms of illness will be isolated in the medical waiting room until a parent/guardian or emergency contact can pick them up. If more than one student is in the waiting room at a time, they will be seated at least six feet apart and wearing a mask. If the student does not already have a mask, the school will provide one. The student should not go home on a bus or travel with other students other than family members.

### **Please Keep Your Students at Home When They are Sick from Any Illness**

## **Student's with COVID-19 Symptoms**

Anyone experiencing COVID symptoms should not come to school and should appropriately report their absence to the school. Students should remain at home if they have any symptoms related to COVID-19. Symptoms of COVID-19 include:

- Fever or chills (temperature greater than 100.0)
- New, frequent cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of sense of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

***Currently the Local Board of Health is requesting that anyone with COVID symptoms be tested negative for COVID-19 prior to returning to school.***

## **Student's with Other Illnesses**

If a fever or any type of illness is suspected, stay home, and contact the school nurse and your medical provider. Err on the side of caution with any flu-like symptoms and stay home until medical professionals deem it safe to return. All normal restrictions for student illnesses also still apply.

**As a general rule, students should remain home until they have been symptom free for 24 hours.**

## **Students Should Remain Home from School for the Following Reasons**

- The child has a temperature higher than 100 degrees. Children should be fever free and should only return to school if they have gone 24 hours without taking fever reducing medications.
- Students experiencing vomiting and/or diarrhea must remain home until 24 hours after symptoms have subsided without medication.
- Symptoms such as a heavy coughing, chest congestion, discolored nasal drainage, or a rash of unknown origin should be evaluated and cleared by a physician prior to returning to school.
- Diarrhea—Exclusion is required for children whose stool frequency exceeds 2 stools above normal per 24-hours. Diarrhea is defined by stool which is occurring more frequently and/or is less formed in consistency than usual in the child, and not associated with changes of diet.
- Vomiting 2 or more times in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable/non-infectious condition and the child is not in danger of dehydration.
- Abdominal pain that continues for more than 2 hours or intermittent abdominal pain associated with fever or other signs or symptoms.
- Rash with fever or behavioral changes, until a primary care provider has determined that the illness is not a communicable disease.
- Skin sores that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing.

## **Conditions with Alternative Diagnoses can Return to School as Noted**

- Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until the child has had two doses of a course of an appropriate antibiotic 12 hours apart.
- Head lice, scabies, ringworm until after the first treatment. Treatment may occur between the end of the program day and beginning of the next day—not requiring any exclusion.
- Chickenpox (varicella) until all lesions have dried or crusted (usually 6 days after onset of rash) and no new lesions have showed for at least 24 hours.
- Rubella, until 7 days after the rash appears
- Pertussis, until 5 days of appropriate antibiotic treatment (21 days if untreated)
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Hepatitis A virus infection, until 1 week after onset of illness or jaundice or as directed by the health department.

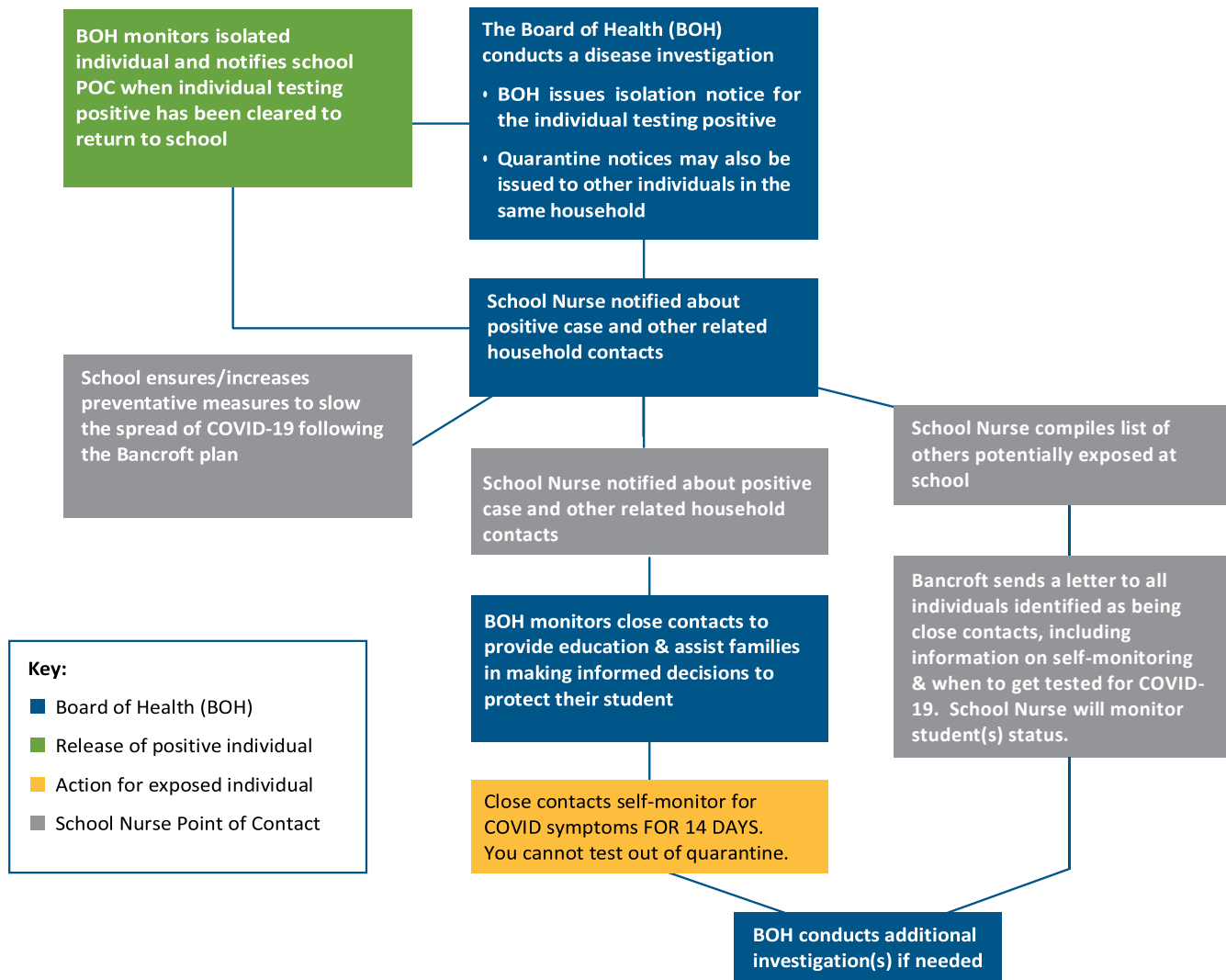
## **What Happens if Someone at Bancroft Tests Positive for COVID-19?**

If a student, teacher, or employee test positive for COVID-19, he or she should isolate right away. This means the person needs to stay at home and away from other people as much as possible. The student, teacher, or employee should not go to school or work.

People who have been in close contact with someone who tests positive for COVID-19 are at an increased risk of getting infected and infecting others. Close contact means someone was closer than 6 feet (about 2 arm lengths) to a person who has COVID-19 for 15 minutes or longer. Contact tracing is how public health workers find the close contacts of someone who has COVID-

19. Anyone who was in close contact with the person who tested positive for COVID-19 should quarantine for 14 days.

## Case Investigation and Contact Tracing in Schools (PreK-12)



## **When can my Student Return to School?**

You may be contacted by a local Board of Health (BOH) agent, Public Health Nurse or Contact Tracer with instructions on when your child can safely return to school and how to keep your family safe. Otherwise the following guidance should be used. If you have any questions contact [Mrs. Morello](#) or by phone at 508-854-9240.

## **Student's that have a Positive COVID Test**

Anyone who tests positive for COVID-19 is required to stay home to isolate for at least 10 days and until at least 24 hours have passed with no fever, without fever reducing medication and other symptoms have improved.

## **Student's Identified as a Close Contact**

Quarantine for 14 days after the last exposure to the person who tested positive, regardless of test result. The virus can cause illness from 2-14 days after exposure and even asymptomatic individuals can transmit the virus. Therefore, even if an individual identified as a close contact receives a negative test result, they must continue to self-quarantine for the full 14 days as the virus may take up to 14 days to cause illness. This is per Massachusetts DPH and CDC guidance. You cannot test out of quarantine.

**Close Contacts** are defined as those who have been within six feet of the individual for at least fifteen minutes, while the person was infectious. The infectious period begins two days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin two days prior to the collection of their positive test. Because students in a classroom are together for an extended period of time and mask breaks and mask removal for lunch will be allowed, all classmates and teachers in a class are considered to be close contacts.

## **Student's Showing COVID Symptoms that Do Not Get a COVID test**

Students with COVID symptoms that do not have a negative COVID Test cannot return to school and must quarantine for 14 days and return after symptoms have improved and there has been no fever for at least 24 hours without medication.

## **Student's with an Alternative Diagnosis by their Medical Provider**

As discussed in the "Student's with Other Illnesses Section" above the return to school requirements will be based on the disease specific recommendations for that alternative diagnosis (e.g. influenza, strep throat) and students must also be without symptoms of illness for 24 hours.

## **Student's that Visit an Emergency Room or have a Surgical Procedure**

Students must wait 24 hours before returning to school after an emergency room visit. Parents/guardians must provide the school nurse with a copy of discharge paperwork prior to return to school. After any surgical procedure, parents/guardians must provide the school nurse with a medical clearance from the attending physician or surgeon prior to the student's return to school.

## Medication Administration in School

The full protocol for the dispensing of medications at school is provided in the Bancroft School Handbook, which is available on the school portal. Please refer to that document for the full requirements.

- All medications, including both prescription and non-prescription, must be administered by the School Nurse. An exception is made for approved emergency/rescue medications such as asthma inhalers and epinephrine, which may be carried by the student and self-administered.
- Parents/guardians must complete a consent form and provide a medication order from the child's licensed prescriber for any medications that may be used during the school day, including emergency medications.
- All medications must be in a pharmacy or manufacturer labeled container

To arrange to drop off medications this school year, please email school nurse Janice Morello at [jmorello@bancroftschool.org](mailto:jmorello@bancroftschool.org) to schedule a drop off prior to the start of school. COVID protocols for mask wearing and social distancing will be employed when meeting to collect medication.

Epinephrine and Asthma medications are considered to be rescue medications and children are allowed to carry them in their backpack to school. Please complete the medication forms (Medication Order from the prescribing physician and Parent Permission) for each medication. These documents can be printed from the Health Center website or parent portal and must be signed by both you and your child's physician. Please provide your child's picture on the forms as it is a safety measure for use in an emergency and helpful if there is a substitute nurse.

## Food in School

The Health Office acknowledges that food sharing is an integral part of celebrations in our school community. However, at this time, we must ask families and students to refrain from bringing food to share at school. This includes pizza, cupcakes, donuts, cake, cookies, potluck dishes, and so forth.

**Store-bought, single serve packaged snacks** such as chips, popcorn, Goldfish, cookies, and the like are allowed.

**Food Allergy Awareness** the Health Office would like to remind families and students that our school community has a large number of students, faculty, and staff with **severe food allergies**. We ask that families/students refrain from bringing into school any food that **may contain peanuts or tree nuts** in order to maintain a safe environment for all of our students, faculty, and staff. Any food brought to school (single serve packaged) **must clearly display allergy information on the packaging**.



## New MA Influenza Immunization Requirement for Pre-K through 12 Students

Dear Parent and/or Guardians,

This notice is to inform you that the Massachusetts Department of Public Health has added a **new influenza vaccine requirement for all children 6 months of age and older attending childcare/preschool, students in all grades of school from Kindergarten through Grade 12, and students of post-secondary institutions**. This requirement was put in place to reduce influenza-related morbidity and to reduce the overall impact of respiratory illness in a population still facing the COVID-19 pandemic. Students will be expected to have received an influenza vaccine for the current influenza season (July-June) by December 31 unless they have a medical or religious exemption.

The School Nurses realize the intense pressure families and providers are facing in the setting of COVID-19 and the Immunization Division of the DPH continues to advise that vaccinating against vaccine-preventable diseases is important to reduce the overall burden of disease in our communities. The state typically announces requirements for new immunizations with at least a year of advanced notice and acknowledges that this departure from the norm is a feature of these unprecedented times.

The updated table of school requirements for the upcoming school year is posted online: <https://www.mass.gov/doc/immunization-requirements-for-school-entry-0/download>. Frequently asked question documents are also available about the new flu requirement here: <https://www.mass.gov/info-details/school-immunizations#school-and-camp-requirements->.

As a reminder, this year also includes a **new meningococcal vaccine (MenACWY) requirement for entry into Grades 7 and 11**. The Grade 11 requirement is for a booster dose of vaccine to be administered on or after the 16th birthday. Teens who turn 16 during the school year will not be expected to be vaccinated until after their 16th birthday.

While the immunization requirements remain in effect for the 2020-2021 school year, **the school nurses will work with families and providers during the initial months of the school year to satisfy the requirement if students are not compliant on the first day of school**.

Given that the 2020-2021 school year could possibly be interrupted by partial or complete school closing and remote learning, primary care providers have been asked to **exercise flexibility in communications with school nurses** so that immunization requirements can be documented. The Bancroft School nurses may have limited access to their physical offices and may be unable to access US mail and fax transmissions, and it may be necessary to use secure email as a method of sending immunization (and other health) records to school nurses. **School nurses are authorized to obtain immunization records directly from health care providers without caregiver consent if necessary**, as long as a good faith effort has been made to obtain the information from the caregiver.

Thank you very much for your attention to the new MA state requirements. Our goal is to provide a safe and healthy school environment, and I look forward to our school year together.

Janice Morello, RN  
Director of Health Services

## CDC Quarantine Guidelines

**Quarantine** is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

### Who needs to quarantine?

Anyone who has been in **close contact with someone who has COVID-19**. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

### Steps to take when in quarantine

#### Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
- If possible, stay away others, especially people who are at [higher risk](#) for getting very sick from COVID-19

### When to start and end quarantine

You should stay home for 14 days after your last contact with a person who has COVID-19.

**Date of last close contact with person who has COVID-19 + 14 days = end of quarantine.**  
**You cannot test out of quarantine.**

# CDC Isolation Guidelines

**Isolation** is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected.

People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

## Isolate If You Are Sick

Separate yourself from others if you have COVID-19

## Who needs to isolate?

People who have COVID-19

- People who have [symptoms of COVID-19](#) and are able to recover at home
- People who have no symptoms (are asymptomatic) but have tested positive for infection with SARS-CoV-2

## Steps to take if you are in Isolation

### Stay home except to get medical care

- Monitor your symptoms. If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately
- Stay in a separate room from other household members, if possible
- Use a separate bathroom, if possible
- Avoid contact with other members of the household and pets
- Do not share personal household items, like cups, towels, and utensils
- Wear a cloth face covering when around other people.

## Steps to help prevent the spread of COVID-19 if you are sick

[If you are sick with COVID-19 or think you might have COVID-19](#), follow the steps below to care for yourself and to help protect other people in your home and community.

### Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#).
- **Avoid public transportation**, ridesharing, or taxis.

## Separate yourself from other people

**As much as possible, stay in a specific room** and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

- Additional guidance is available for those living in [close quarters](#) and [shared housing](#).
- See [COVID-19 and Animals](#) if you have questions about pets.

## Monitor your symptoms

- [Symptoms](#) of COVID-19 include fever, cough, or other symptoms.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.

## Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**.

People with these symptoms may have COVID-19:

- 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
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

## When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

### **Call ahead before visiting your doctor**

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

### **If you are sick wear an appropriate face mask over your nose and mouth**

- **You should wear an appropriate face mask over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You do not need to wear the cloth face covering if you are alone. If you cannot put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

**Note:** During the COVID-19 pandemic, medical grade facemasks (N-95) should be reserved for healthcare workers and some first responders. Everyone else should wear an appropriate multiply face mask.

### **Cover your coughs and sneezes**

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw away used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

### **Clean your hands often**

- **Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water** are the best option, especially if hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.
- [Handwashing Tips](#)

### **Avoid sharing personal household items**

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put in the dishwasher.

## Clean all “high-touch” surfaces everyday

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom, wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.
- High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).
  - [Complete Disinfection Guidance](#)

# Faculty and Staff Guide

## Dealing with Student Illnesses During School

Guidelines for dealing with illness at school have been augmented for COVID-19 specifics as recommended in guidance from the CDC, DPH, BOH and DESE as well as our School Physician. The Health Team will continue to collaborate with the above agencies to make changes and updates as needed.

**Anyone showing signs of illness should stay home.** Do not medicate to mask possible symptoms of illness before coming to school.

If a member of the faculty or staff feels ill or shows symptoms during school, they should notify the Health Team and their supervisor and leave campus as soon as classroom coverage is provided if needed.

If a student feels ill or shows symptoms during the school day, faculty should call a member of the Health Team before sending a student for evaluation. Telehealth or zoom meetings may enable further assessment and to limit visits by healthy students to the Health Center. A Health Team member may need to visit the classroom for assessment, treatment, and administration of medication when appropriate.

## Faculty Checklist for Referrals to the Health Center (COVID and non-COVID Illness or Injuries)

**Please call the Health Center before sending a student for assessment and/or treatment.**

The following complaints should be referred to the Health Center:

- Chills or Muscle and/or body aches
- Discomfort after a new bump or fall
- Frequent cough or shortness of breath
- Frequent scratching of the scalp
- Insect sting
- Any head injury
- Headache
- Nausea, vomiting or diarrhea
- Laceration with bleeding
- New loss of taste or smell
- Nosebleeds that do not stop quickly with pressure
- New rash
- Reddened, itchy eyes with drainage
- Severe congestion or runny nose
- Sore throat and not resolved with a drink of water
- Symptoms of high or low blood sugar for diabetic students. (High: increased thirst, frequent urination, fatigue, nausea, vomiting, fruity breath) or (Low: feeling shaky, nervous, anxious, sweating, irritable, confusion, lightheaded, dizzy, hunger)
- Unusual fatigue

## Faculty Actions for Minor Complaints in the Classroom

Faculty will be provided with supplies to eliminate healthy student visits to the Health Center. Supplies include gloves, plastic bags, extra masks, and bandages.

You may keep a student in class and offer support for the following:

- Chapped lips--they may use their own lip balm
- Hunger--allow them to have their snack
- Loose or lost tooth--tooth necklaces will be provided
- Mild headache--offer a cold drink
- Minor stomach aches--offer bathroom use
- Minor nosebleed that stops quickly
- Old injuries--offer a bandage
- Paper cut--offer a bandage

A student who presents at the Health Center showing symptoms of illness will be isolated in the medical waiting room until a parent/guardian/emergency contact can pick them up. If more than one student is in the waiting room at a time, they will be seated at least six feet apart and wearing a surgical mask. If the student does not already have a surgical mask, the school will provide one. The student should not go home on a bus or with other students.

## When to Consult with the School Nurse

Any staff or faculty member that has a specific medical concern about a student or if the student's condition worsens, they should feel free to contact the School Nurse by phone or email as appropriate for additional guidance.

## When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

***Common sense should also be used when determining the need to call 911 for any other medically related emergencies. After calling 911 Designate someone nearby to Immediately notify the School Nurse and supervisors of the current medical emergency.***



## **What to do if a student is symptomatic on the bus**

- Ensure the student is masked and keeps the mask on. Ensure other students keep their masks on. Keep the student as physically separated from others as possible.
- The bus driver should call ahead to the school to notify of an ill student.
- The School Nurse should meet the bus as it arrives. If practical, the symptomatic student should exit the bus first.
- The School Nurse should evaluate the student for symptoms, isolate student and notify parents for dismissal, if necessary.
- Ensure there is a list made with the names of all of the passenger(s) and the driver of the bus and provide the list to the Health Center.
- The School Nurse will follow-up with the parents of the students on the bus as appropriate.

## **Faculty and Staff are Responsible for Monitoring Student Conduct Related to Bancroft's COVID-19 Policies and Procedures**

Faculty and staff members are responsible for monitoring compliance by students with policies related to properly wearing masks, proper hand hygiene, maintaining proper distance between staff and students, mask breaks and all Safety and Health policies and procedures related to COVID-19. Students not following the policies should be corrected on the spot. Continued or repeated violations should be appropriately addressed as any other discipline related issue within the academic policies for your school.

There is no need to report COVID-19 violations to the School Nurse unless it is related to documenting a possible exposure between individuals within less than six feet for greater than 15 minutes.

## **Faculty and Staff are Examples**

All staff and faculty members must set the example by properly following all of the Bancroft Safety and Health policies related to COVID-19, including using MyMedBot each workday.

Staff and faculty member are encouraged to make suggested improvements to the current COVID-19 policies and procedures. Suggestions should be made in writing or by email with the reason(s) for suggesting the improvement(s) to their appropriate supervisors or to the School Administration Office with a copy to their supervisors.

## **Faculty and Staff Concerns with their Personal Health**

Any staff or faculty member that has any personal health concerns they should contact their personal medical provider and if appropriate contact the Human Resource Office for additional

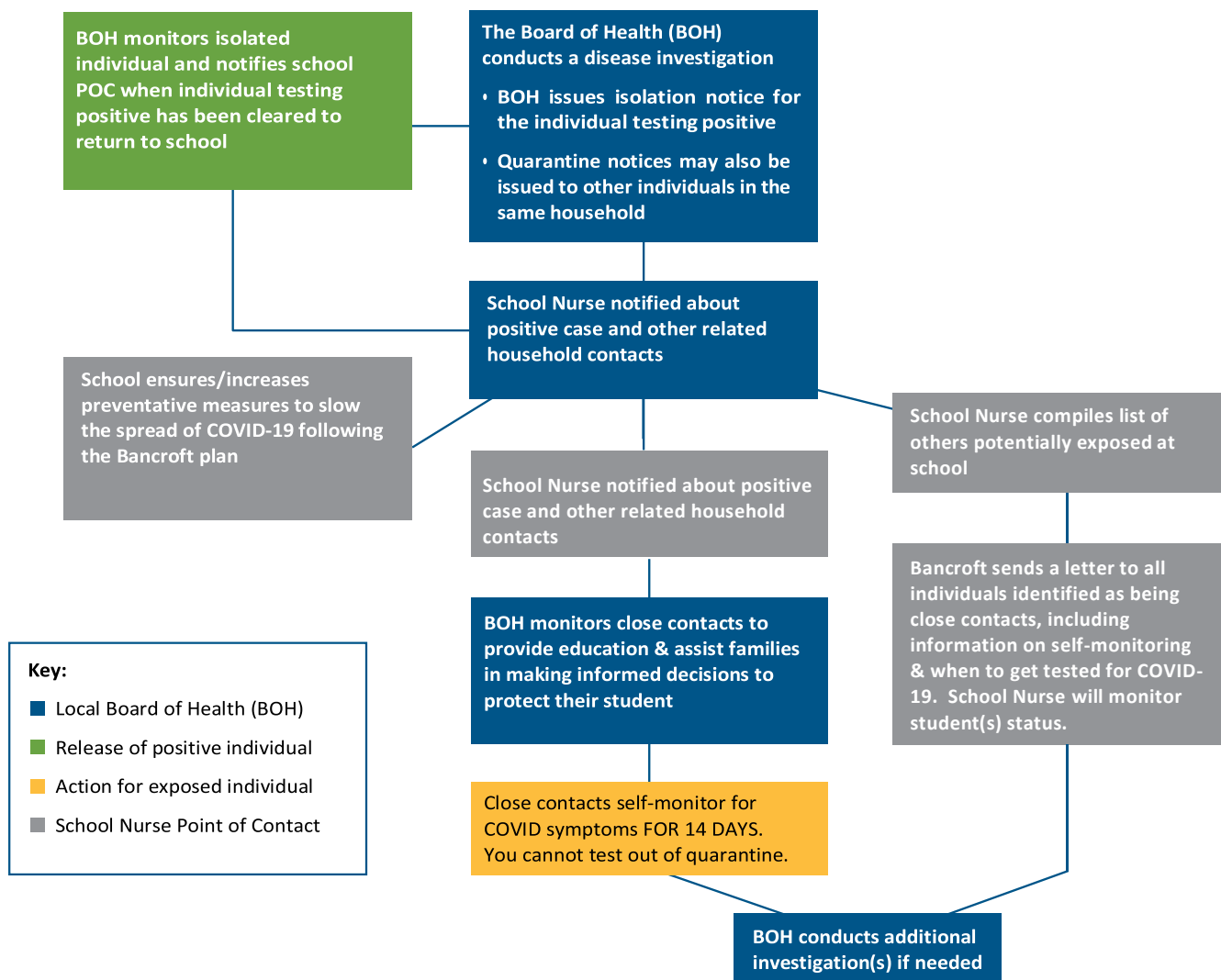
guidance. Any staff or faculty member with personal or family members with suspected or confirmed cases of COVID-19 must also be reported to the School Nurse.

## What Happens if Someone at Bancroft Tests Positive for COVID-19?

If a student, teacher, or employee test positive for COVID-19, he or she should isolate right away. This means the person needs to stay at home and away from other people as much as possible. The student, teacher, or employee should not go to school or work. The school nurse and person's primary care physician should be contacted and informed as soon as possible.

People who have been in close contact with someone who tests positive for COVID-19 are at an increased risk of getting infected and infecting others. Close contact means someone was closer than 6 feet (about 2 arm lengths) to a person who has COVID-19 for 15 minutes or longer. Contact tracing is how public health workers find the close contacts of someone who has COVID-19. Anyone who was in close contact with the person who tested positive for COVID-19 should quarantine for 14 days.

## Case Investigation and Contact Tracing in Schools (PreK-12)



**On Behalf of Bancroft School  
We Would Like to Thank All of  
Our Faculty and Staff  
For All You Are Doing to  
Support Our Students  
and Each Other!**

