



FACILITIES AND OPERATIONS SAFETY GUIDANCE FOR REOPENING SCHOOL

Safety Steps:

- **COVID-19 Response Leaders are:**
 - Thomas Browne, Principal
 - Michael Gormley, Director of Facilities – Facilities Issues
 - Lori Reppucci, School Nurse Leader – Medical Concerns
- **All Staff will review *Staff Training on Safety Plan***

Personal Protective Equipment:

9800 Masks
6000 Gloves, nitrile, powder free
500 bottles Sanitizer- 8-16.9 oz.
48 1-Gallon jugs sanitizer for vocational areas
140 Disinfectant wipes
30 Wall dispenser hand sanitizer units with 188 replacement units
2 Geneon Misters
12 cases Geneon Mist disinfectant
2 Victory Backpack battery sprayers
2 tubs of Disinfectant tablets
10 cases of SSS #3 Disinfectant, this will make approximately 10K gals
Face Shields

Modifications to Facilities and Infrastructure

- 15 Glass partitions on support staff office desks to provide separation



- **Ventilation:** Plans to purchase ultra-violet tubes and/or upgraded filters for all rooftop units. The ultra-violet lights are designed to kill viruses and the filters are used to trap small particles.
- Installing 2 (two) new rooftop units over Engineering and Graphic Communications to address ventilation issues.

- Hand dryers in bathrooms will be disabled and replaced with paper towels.
- Bathroom sinks are being adjusted to increase hot water flow time to ensure at least 20 seconds to wash hands.
- The bubbler component of all drinking water fountains will be disabled.
- A separate nurse's waiting room has been identified for providing medical treatment to students or staff presenting COVID-19 symptoms.

Signage

- Signage placed at entrance doors requiring mask usage to enter building.
- Where possible, hallways will be one-way and directional signs placed on floor indicating direction.
- When it is impossible to make a hallway one-way, markers will be placed on floor indicating 6 feet of separation and direction to assist with student traffic flow separation.
- Signage placed in all areas of the building reminding individuals to properly clean and sanitize hands.
- Signage placed throughout the building reminding people to social distance, proper hygiene and mask use. Signs are in both English and Spanish.



Prior to Entry to the Building

- All students, staff and visitors are required to wear a mask upon entry into the building, or upon entering a school bus.
- Parents and their students are asked to self-monitor daily for symptoms and to stay home if they are feeling ill.
- Staff are asked to self-monitor daily for symptoms and stay home if they are ill.
 - Symptoms may include:
 - Fever 100.4 or higher, chills
 - Cough
 - Difficulty breathing or shortness of breath
 - New loss of taste and smell
 - Sore throat
 - Headache
 - Muscle aches
 - Nausea, vomiting, or diarrhea
 - Fatigue
 - Nasal congestion or runny nose

Social Distancing/Hygiene/Masks

Masks: Cloth coverings or face masks that cover the nose and mouth are required for every person entering and occupying the building. The only exceptions will be for meal and mask breaks where everyone is required to be at least 6 (six) feet apart. Administration and School Nurses will work with students and families that may have medical exemptions to wearing masks.

Handwashing and Hand Sanitizing: Good handwashing hygiene is another key component to mitigate the transmission of the virus.

- Handwashing capabilities are available in every bathroom. The amount of time water runs has been increased to allow for at least 20 seconds of handwashing time. Every bathroom has soap and all hand dryers will be disabled and paper towels provided.
- Over 30 hand sanitizing dispensers have been placed throughout the entire building. The dispensers contain sanitizer that are at least 60% alcohol-based. Every classroom will be provided with hand sanitizing dispensers for use by students. Every teacher will be provided their own individual hand sanitizer.

Physical Distancing: Per DESE Guidelines the minimum physical distance allowed between students is 3 (three) feet but schools should aim for 6 (feet) when possible and absolutely during times when students are allowed to removed their masks, during meal and mask breaks. Where possible, hallways will be one way or will be divided in the center to keep student traffic directional. Signage will be placed throughout the halls indicating 6 feet of distance.

School Cleaning and Disinfecting: The Facilities Director has implemented cleaning and disinfecting protocol procedures. Procedures are outlined in the Monty Tech's Covid-19 Cleaning and Disinfecting Plan (See Attachment – COVID-19 Cleaning and Disinfecting Plan)

Student Learning Spaces

Per DESE Guidelines a minimum physical distance allowed between students is 3 (three) feet but schools should aim for 6 (six) feet when possible.

- All Academic classroom chairs have been placed 3 (three) feet apart facing the same direction with floor markers indicating location. This model has reduced class seating sizes to approximately 22 – 28 students except for Science classrooms with approximate class seating sizes of 12 – 15 students.



- Classrooms will be cleared of any non-essential items and furniture to maximize space.
- A space inventory has been conducted of additional spaces that can potentially be utilized for larger classes with social distancing.
- Purchased outdoor tables to allow classes, when applicable, to be held outside.
- Classroom windows, where applicable, can be opened to allow for increased ventilation.
- Masks are required to be worn by all students (except for exempted students) and staff during all classroom time.
- Students will be required to sign out to use the bathroom individually.
- Locker rooms will remain closed.
- Exercise room will remain closed.

Visitors and Guests

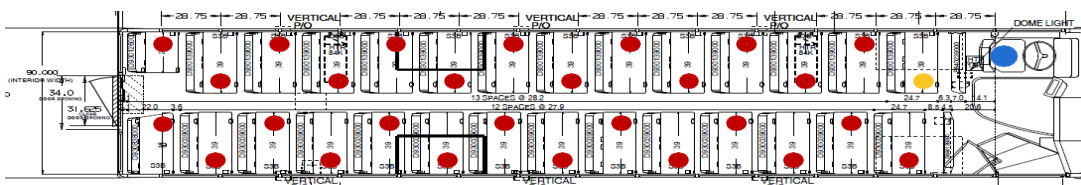
- Entrances for public will be limited to front door and daycare entrance for screening purposes.
- Parents will be asked to wait outside when picking up students.
- Vendors and contractors will be limited to entering building through loading dock.
- A log will be maintained at entrances for all visitors to provide contact information in case the need arises for contact tracing.

Pupil Transportation

- Monty Tech contracts with four bus companies to provide 30 bus routes throughout its 18-member cities and towns.
- DESE has developed guidelines of ridership based on the capacity of each bus. Most of the buses Monty Tech uses are 83-passenger buses, therefore, can hold up to 28 passengers plus the bus driver.
- All staff and students on the bus, regardless of age, are required to wear masks at all times.
- No more than one student per bench will be allowed unless they are from the same household.
- All windows will be kept open during bus occupancy, unless extreme weather does not permit.
- All students will receive seat assignments
- Administration will do a parent survey to determine the number of students intending to ride each bus.
- Administration is working with contracted bus vendors to develop protocols for properly cleaned and disinfected vehicles to include using EPA-approved disinfectants after each morning and afternoon route.
- Administration is working with contracted bus vendors to ensure drivers are properly trained to observe students upon entry and handling any potential scenarios that may arise.

Bus Model: 83-passenger bus

Max. capacity with physical distancing requirements: 27 passengers with Bus Monitor or 28 passengers without (33% full capacity)



Arrival and Dismissal Times

- Students will remain on buses until 7:30.
- Students will be released by bus, only allowing a couple to disembark at one time.
- Students will make entry in a front door that is closest to their homeroom to remain outside for the longest possible period of time before entering building.
- All front doors will be opened in the morning prior to student entry to avoid students from frequently touching door handles.
- Dismissal times will be adjusted to allow for students to exit building by bus route.

The CDC and DESE issued guidance regarding protocols for possible COVID-19 scenarios. Monty Tech will follow guidance and review and update protocols in alignment with CDC and DESE guidance.

Protocols for possible COVID-19 scenarios

While specific protocols vary, there are some common elements for each possible COVID-19 scenario:

- ✓ Evaluate symptoms
- ✓ Separate from others
- ✓ Clean and disinfect spaces visited by the person
- ✓ Test for COVID-19 and stay at home while awaiting results
- ✓ If test is positive:
 - Remain at home at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms
 - Monitor symptoms
 - Notify the school and personal close contacts
 - Answer the call from local board of health or Massachusetts Community Tracing Collaborative to help identify close contacts to help them prevent transmission
 - Secure release from contact tracers (local board of health or Community Tracing Collaborative) for return to school

Section 1: Protocols for individual exposure or individual positive test **Protocol: Student or staff tests positive for COVID-19**

1. The student or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. For most people who have relatively mild illness, they will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms.
2. The student's parent/caregiver or the staff member informs the proper school official (e.g. a designated person that is the COVID-19 school lead) that the individual has tested positive for COVID-19. The designated COVID-19 school lead in turn notifies others as pre-determined by

the school (e.g., school leadership, school nurse or school medical point of contact, building management, maintenance).

3. Determine whether the student or staff member was on the premises during the time frame that started two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.
 - a. If so, promptly close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
 - b. Promptly clean and disinfect the student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual, if that has not been done already.
 - c. Promptly clean and disinfect the bus(es) the student or staff member was on, if any, and if not already done.

4. **ELEMENTARY SCHOOL (e.g., student has self-contained classroom throughout the day):**
 - a. Send a communication to the other families in the student's class (e.g., cohort) that there has been a positive test without naming the individual student or staff member who tested positive.
 - b. Communications sent to families/staff should:
 - i. Inform them there was a positive test (not the specific individual) in the self-contained classroom.
 - ii. Explain that since they were within this cohort and may have been within 6 feet of the person with a positive test, they are considered a "close contact" and therefore should be tested. (In cases where the student may have been in close contact with others outside their cohort, having assigned seating and keeping up-to-date seating charts will help identify who should be instructed to be tested: specifically, those who were sitting next to the student, plus any others who also had close contact with the student.) Instruct those designated as close contacts to isolate prior to their test and while waiting for the results. In general, as the highest yield test will be a few days after the exposure, ideally, the test should occur no sooner than day 4 or 5 after the last exposure. (In other words, if an exposure lasted several days, the best time to test is 4 or 5 days after the end of the exposure period.)
 - iii. Explain that if close contacts choose not to be tested, the student or staff member should remain home in self-quarantine for 14 days.⁵
 - iv. Remind families and/or staff of the importance of not having contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).
 - v. Remind families and/or staff of the list of COVID-19 symptoms for which to monitor.
 - c. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:
 - i. Make sure these students are wearing masks, including in kindergarten and first grade. Extra masks as may be needed should be provided by the school. Enforce strict physical distancing. Require students to wash their hands.

- ii. The school should quickly identify the individuals who may be “close contacts” of the student and notify students and their families.
- iii. Caregivers of students in the class or other close contacts may pick students up prior to the end of the day. Caregivers must wear a mask/face covering when picking up their student. Students who are close contacts and students with any symptoms should not ride the school bus to get home. Caregivers and students, as well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.
- iv. Close contacts should not come back to school until they have received the results of testing (or elected to instead quarantine for 14 days⁶) and are asked to communicate their test results to the school.
- d. As feasible, to assist with contact tracing, make a list including phone number and email of any other close contacts the student or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until individual was isolated. Instruct those students and/or staff members to get tested according to the same protocol as the student’s cohort above.

5. MIDDLE AND HIGH SCHOOL (e.g., no single self-contained classroom):

- a. The school should identify the student’s or staff member’s possible “close contacts” based on the assigned seating charts. The lookback period should begin two days before symptoms appeared (or two days prior to the date of the positive test if there were no symptoms) and include up until the time the student was isolated. Consider students and staff members who were within 6 feet of the individual for 10-15 minutes in class, on the school bus, or at extracurricular activities.
- b. School protocols above.
- c. Close contacts should be tested for COVID-19 at one of Massachusetts’s test sites.⁷ Sites may require pre-screening, a referral, and/or an appointment.
- d. Instruct the student or staff member to isolate while waiting for the results of their test.
- e. An individual who does not wish to be tested should instead quarantine for 14 days⁸ and until asymptomatic.

6. IF OTHERS IN THE SCHOOL TEST POSITIVE: Perform all steps under this protocol for that person. **ALSO FOLLOW:** “Protocol: Presence of multiple cases in the school.”

7. IF NO OTHERS IN THE SCHOOL TEST POSITIVE: Close contacts can return to school immediately if they test negative and do not have symptoms; however, strict mask wearing covering the nose and mouth must be maintained at all times. The wearing of masks includes K- 1 students for this 14-day period. If they have symptoms but test negative regardless, they should wait until they are asymptomatic for 24 hours before returning to school.

Any area of the school visited by the COVID-19 positive individual must be closed off and/or cleaned and disinfected. The area can be used 12 hours after cleaning/disinfecting has occurred.

Protocol: Close contact of student or staff tests positive for COVID-19

- 1. Current Massachusetts DPH guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.⁹

2. The student or staff member who was in close contact with someone who tested positive for COVID-19 should be tested at one of Massachusetts’s test sites.¹⁰ Sites may require pre-screening, a referral, and/or an appointment. An individual who does not wish to be tested should instead quarantine for 14 days¹¹ and until asymptomatic.
3. Close contacts should isolate at home prior to testing and while awaiting test results. Ability to mask is critical, so if the close contact cannot mask or is in K-1 and not masking they should not return for 14 days.
4. In order to return to school, close contacts need to have one negative test result and not be showing any COVID-19 symptoms, or if they do not wish to be tested, quarantine at home for 14 days. Because tests performed too early can be falsely negative, ideally the test should be performed no sooner than 4 or 5 days after the last contact with the person who tested positive.
5. **IF POSITIVE TEST:** The student or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who
6. have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student / staff tests positive for COVID-19.”

⁵ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

⁶ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

⁷ [https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?-](https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?)

⁸ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

⁹ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

¹⁰ [https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?-](https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?)

¹¹ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Protocol: Student is symptomatic at home

1. Family should monitor students at home each morning for the most common symptoms of COVID-19 (see list above).
 - a. **IF NO SYMPTOMS:**
 - i. Send student to school.
 - b. **IF ANY SYMPTOM:**
 - i. Do not send the student to school.
 - ii. Call the school’s COVID-19 point of contact and inform them student is staying home due to symptoms.
 - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.¹² An individual who does not wish to be tested should instead isolate for 14 days¹³ and until asymptomatic.
 - iv. The student should get tested at one of Massachusetts’s test sites.¹⁴ Sites may require pre-screening, a referral, and/or an appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:

1. **IF NEGATIVE:** Student stays home until asymptomatic for 24 hours.
2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms. ¹⁵ **FOLLOW STEPS UNDER:** “Protocol: Student / staff tests positive for COVID-19.”