



Pupil Personnel Services Department
Joan DeAngelis, Director
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To: Nashoba Regional School District *Extended School Year* Employees, Parents, and Students
From: Joan M. DeAngelis, Director of Pupil Personnel Services, Lesa Gulbicki, School Nurse Coordinator, Robert Frieswick, Director of Facilities
Re: Extended School Year Reopening Guidelines
Date: July 7, 2020

Dear Parents/Guardians,

I am sending this information along to you today to explain the approach the Nashoba Regional School District will use to reopen operations starting on July 13, 2020 for our Extended School Year programming. This applies to summer teachers, paraprofessionals, related service providers, nurses, students and parents. The safety and well-being of faculty, students and families is our top priority as an educational community. Our COVID response leaders this summer will be Mr. Grant, ESY Coordinator, Nancy Boutin, School Nurse and Lyndsey Kilduff School Nurse.

These guidelines are based on recommendations from the U.S. Centers for Disease Control and Prevention (CDC), Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA). They are based on what is currently known about COVID-19 and will be adjusted as we learn more about the disease and how best to address it. The following are the established guidelines the district has established:

1. **Stay Home:** All employees and students who are sick or not feeling well are directed to stay home and to notify the district by phone about their absence.
 - a. Possible symptoms of COVID-19 include:
 - i. Fever
 - ii. Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
 - iii. Flu-like symptoms such as muscle aches, chills, and severe fatigue
 - iv. Changes in a person's sense of taste or smell
2. **Screen:** All employees and students reporting to school will be screened for COVID-19 related symptoms daily using the **daily screening questionnaire**. The questionnaire will need to be completed **daily** and turned in upon arrival to school. **Please see attached.**
 - a. Employees and students will be asked to answer the following questions prior to arriving to school:
 - i. Have you been in close contact with a confirmed case of COVID-19?
 - ii. Have you had a fever or felt feverish in the last 72 hours?
 - iii. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - iv. Are you experiencing any new muscle aches or chills?
 - v. Have you experienced any new change in your sense of taste or smell?
 - vi. Is your temperature at or above 100.0 Fahrenheit?

- b. The district will designate a faculty member at the main entrance to collect the questionnaire daily. The screener will wear a cloth face covering/mask. Both faculty and students will also wear a cloth face covering while at school and when in potential close contact with others.
 - c. If it is not possible for the employee or student to take their temperature, prior to entering the building, the nurse will take the temperatures on-site with a non-touch thermometer.
 - d. For any employee or student who answers “yes” to any of the screening questions or who is found to have a fever, the district will:
 - i. Instruct the employee to leave the premises immediately and to seek medical advice. In the event a student answers “yes” a parent will be promptly called and will be asked to pick the student up and seek medical advice.
 - ii. Maintain the confidentiality of employee/student health information.
 - iii. Prevent stigma and discrimination in the school by not making determinations of health risk or health status based on race or country of origin.
3. **Sanitize:** The district will promote frequent hand hygiene and make sure alcohol-based hand sanitizer are readily available:
- a. The Director(s) of Pupil Personnel and ESY Coordinator along with our summer nursing staff will remind employees and students about hand washing or use of hand sanitizer and encourage frequent hand hygiene by reminding students, scheduling time for hand washing and placing posters in each classroom.
 - b. The custodial team will make available hand sanitizer in frequently visited locations for both employees and students.
4. **Clean:** The custodial teams will maintain workplace cleaning and disinfection practices that follow CDC guidelines with regular sanitation of high-moderate touch surfaces at the end of each ESY session. The director of maintenance has provided training to custodial staff regarding cleaning standards.
5. **Cover Up:** The facilities director will ensure district expectations are posted that all employees and students are to:
- a. Follow social distancing guidelines in-person meetings should be limited and not exceed twelve people (including faculty) and maintaining a safe distance of at least 6 feet from others at all times.
 - b. Ensure all students and staff is wearing face coverings or masks.
 - c. Follow posted guidelines about etiquette for coughing, sneezing and handwashing.
 - d. Refrain from using other people’s phones, desks, offices, or other work tools and equipment, when possible.
 - e. If an employee becomes sick during the day, they will be sent home immediately. Surfaces in their workspace will be cleaned and disinfected.
 - f. Each school will designate a COVID-19 Medical Waiting Room that is separate from the nurse’s office or other space where routine medical care is provided.

Please be advised it is important that we have your emergency contact information. Upon arrival, please ensure that the classroom teacher has your home, work, and mobile phone numbers and email addresses so that the program can reach you if need be.

We are certainly excited to work with our students and hope to have a productive summer. Please feel free to reach out with any further questions or concerns.

Summer Screening Requirements for entering the Nashoba Regional School District

Name: _____ Date: _____

We want to make sure it is safe and healthy for everyone to enter our schools in light of the COVID-19 pandemic. To help, we ask everyone entering to complete this survey.

Questions – Please answer yes or no:

1. Have you been in close contact with a confirmed case of COVID-19?
2. Have you had a fever or felt feverish in the last 72 hours?
3. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
4. Are you experiencing any new muscle aches or chills?
5. Have you experienced any new change in your sense of taste or smell?
6. Is your temperature at or above 100.0 Fahrenheit?

What will happen next:

- If you answered NO to all of these questions, you are self-screened to enter. Thank you!
- If you answered YES to any one question above, you need to consider staying away. Employees, please contact your supervisor to discuss. Visitors, please call the main office to discuss.

If arriving outside of the hours when the front desk is staffed . .

- Employees: Complete the survey before entering. We will be unable to take your temperature at the school.
- Visitors and Vendors: Please return during our regular hours.

Parent/Guardian Signature: _____

Faculty and Staff Signature: _____