



COVID-19 STAFF SAFETY TRAINING HANDBOOK

Springfield Public Schools



MARCH 9, 2021

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A. At the Start of the School Day

- Transportation to School
 - Driver shall make sure bus is sanitized during pre-trip.
 - Parents shall make sure their child is asymptomatic before entering the bus.
 - If a student who may be symptomatic must board the bus, the student should be spaced at least 6 feet from other students if feasible.
 - Students will use hand sanitizer before entering the bus.
 - Bus driver and/or monitor will observe for signs or symptoms of COVID as students board.
 - Regardless of age, students will enter the bus with a mask (or shield if student meets mask exemption) , one at a time and seat from back to front.
 - Adults and students are required to wear masks on the bus. Extra disposable masks are available on all buses for any student who needs them.
 - Mask exemptions will be applicable to students that meet exemption standards (Refer to Face Covering Policy 2020)
 - Students with face shield and who are not able to wear a mask should maintain 6 feet of distance between themselves and other students while on the bus.
 - Students shall sit in designated seats according to DESE transportation guidance¹
 - Windows will remain open/cracked.
 - Students will exit the bus one at a time from front to back.
 - Bus monitors will keep daily attendance, and schools will maintain the attendance list for contact tracing purposes.
 - In absence of a bus monitor, the bus driver will need to mark student present on the attendance list upon entry of bus for daily attendance.
- Entering the School Building
 - Students must always remain at least 6 feet apart.
 - Areas outside identified 6 feet by cones or markings.
 - Utilize multiple entrances.
 - Identifying staff monitors or class monitors to ensure students wear masks, maintain distance, and do not linger in the hallway.
 - Consider grades or cohorts by door.
 - Hand sanitize/wash hands on entrance.
 - In the event of inclement weather, schools will have a procedure for allowing students to enter the building upon arrival.
 - Students and staff must always wear face coverings unless exempted.
 - Extra disposable face coverings available at door.
 - The use of lockers is suspended, extenuating circumstance will be reviewed and approved on a case-by-case basis by the Chief Schools Officer.

B. In the Classroom

- Classroom Setup and Assigned Seating
 - Create a list of all classrooms, large spaces (such as auditoriums or libraries), and additional spaces that could be used for student activities, including outdoor areas, certain corridors, etc.

¹ DESE Transportation Guidance: [School Year 2020-21 Reopening Transportation Guidance, July 22, 2020 — Updated February 11, 2021](#)

- Classrooms set up with seat facing forward 6 feet apart.²
- Once classrooms are configured, students should be scheduled to remain in the same classroom with the same set of students to the extent possible.
- Seating charts made for each cohort with students assigned to same desk each day in school.
- Cleaning and disinfecting shared instructional resources (manipulatives)
 - When possible assign each student their own manipulatives
 - Cleaning
 - With soap and running water.
 - Preliminary cleaning is required for visibly soiled objects.
 - If face shield becomes streaked or has a cloudy film, clean shield with soft, damp (with water) cloth or use a 70% alcohol pad.
 - Disinfecting
 - Obtain disinfectant spray with disinfecting solution provided in spray bottle from the custodian.
 - Put on clean gloves.
 - Spray item: (Avoid contact with eyes)
 - Manipulatives: Spray all surfaces
 - Allow to air dry for appropriate dwell time of 3-minute contact time in selected storage area.
 - Remove gloves and dispose.
 - Wash hands for 20 seconds with soap and running water if hands became contaminated with disinfectant after handling.
 - Storage
 - Place manipulatives, equipment, or hang (if possible) face shield, in an area where there is low incidence of being touched and protected from droplet spray.
 - Disinfectant Spray- Keep disinfectant away from heat, hot surfaces, sparks, open flames, and other ignition sources.
 - The location selected should be dry and temperate (cool, dry and clean place out of direct sunlight).
 - Store out of reach of children
- Mask Breaks
 - At least two per day of less than 15 minutes.
 - Spaces for mask breaks must allow students to be at least 6 feet apart.
 - Hand washing facilities or hand sanitizer must be available for taking mask on and off.
 - Provide napkins or paper towels for masks to be set on (inside face up) when removed.
 - Post signage in mask break areas on how to properly put on and take off masks.
- Post Signage: (Additional signage in Nursing protocol manual appendix)
 - Face Coverings
 - Hand Hygiene (washing hands at sinks/ hand sanitizing at station or in room)
 - Stay Home if you are sick

Footnote: ² Students will maintain physical distancing according to the District's Plan for Returning to Schools for In-Person Learning.

- If the City of Springfield's Commissioner of Health and Human Services determines that COVID infection rates have declined sufficiently to ensure safety with distancing between seats below six-feet, seat spacing may be adjusted to no less than three-feet to accommodate more students learning in-person more days per week
- Even if the public health COVID19 metrics improve in the City of Springfield, in consultation with the Department of Health and Human Services, Springfield Public Schools may require the continuation of six-feet of distance between seats

C. Outside of the Classroom

- Using the Bathroom
 - Except in an emergency, students are not allowed to use the bathroom during transition times.
 - Bathrooms will be assigned by classroom location and each school will have a plan for what classes have access to a particular bathroom at a particular time.
 - For larger Bathrooms, multiple students can be allowed in the bathroom at the same time if they are from the same class/cohort.
 - Schools will use a bathroom sign out system to reduce the number of students in bathrooms at one time and access to the bathroom will be monitored by a staff member.
 - Ensure that students use their own writing instruments for the sign out log.
 - Paper towels will be provided in every bathroom and air dryers will be disabled.
 - Students will be asked to use hand sanitizer before and after using the bathroom.
- Drinking Water
 - All water fountains have been disabled.
 - Water bottle filling stations have been added to every school.
 - Students can bring a water bottle to refill throughout the day.
- Transitioning to a Different Classroom
 - Transitions must be minimized to the maximum extent possible
 - Staff should be the ones transitioning between rooms, as necessary.
 - Develop clear movement protocols to avoid crowding, maintain cohorts, and minimize unnecessary person-to-person interactions.
 - One-way movement pathways for hallways and cafeterias
 - Arrows in place to designate movement.
 - Outline a plan for hallway use to minimize congestion.
 - Stagger class transitions and develop a plan for transitions between classes to avoid crowding in hallways
 - Stairwells are also properly marked and one-directional.
 - Staff should reinforce these directions, adherence to physical distancing, and masking.
 - Consider closing off hallways or areas that are too narrow for proper physical distancing and unable to be one-directional.
 - When students must transition from one classroom to another, prior to leaving the classroom each student will:
 - Pickup a sanitizing wipe, while maintaining social distancing
 - Wipe down their desk and chair with the wipe.
 - Dispose of the wipe in the trash.
 - Use hand sanitizer upon leaving the classroom.
- Recess and Physical Education
 - During physical education and recess, students will participate in individual physical activities (e.g. dance, Pilates, creating fitness plans, yoga, track and field, or fitness stations) that comply with physical distancing guidelines and require little or no equipment
 - Weather permitting, physical education and recess will take place outside with students remaining with the same class/cohort of students.
 - During inclement weather, physical education and recess will remain indoors with students remaining with their same cohort/class.
 - Students will maintain 6 feet of social distancing and wear masks during recess and physical education.

D. Eating Breakfast and Lunch

- Students remain masked at desk and all desks are at minimum 6 ft apart.
 - Desks should be as far apart as possible.
 - All meals will be individually packaged.
- For meals, each student follows the below procedure one at a time while maintaining social distancing:
 - Use hand sanitizer.
 - Pickup their lunch, paper towel, and sanitizing wipes.
 - Return to their desk.
 - Use a sanitizing wipe on their hands.
 - Wipe down their desk with the sanitizing wipe.
 - Place a paper towel on their desk.
 - Wait until all students have obtained their meal and returned to their seat.
 - Remove their mask and place the mask on the paper towel.
 - Eat and do not share food.
 - Put their mask back on.
 - One at a time dispose of their trash.
- Custodians will re-sanitize each desk nightly.
- Eating in the classroom is strongly recommended for all schools, but in cases where use of the cafeteria is necessary each school will develop a plan for approval in conformity with public health requirements.
- Students bringing lunches from home will follow the procedures to sanitize their hands and wipe down their desk and then pull out their lunch from their backpack.
- If students become nauseous during a meal, every effort should be made to isolate the student from other students and contact the nurse consistent with standard procedures.

E. At the End of the School Day

- Exiting the School Building
 - Hand sanitize/wash prior to exit.
 - Students must always remain at least 6 feet apart.
 - Areas outside identified 6 feet by cones or markings.
 - Students and staff must always wear face coverings unless exempted.
 - Extra disposable face coverings available at door
 - Dismissing students' grade-by-grade or according to other cohort models.
 - Utilize multiple exits.
 - Identifying staff monitors or class monitors to ensure students wear masks, maintain distance, and do not linger in the hallways.
- Transportation Home
 - Students will use hand sanitizer before sitting.
 - Students will enter the bus with a mask (or shield if student meets mask exemption) , one at a time and seat from back to front.
 - Students with face shield and who are not able to wear a mask should maintain 6 feet of distance between themselves and other students while on the bus.
 - Students shall sit in designated seats according to DESE transportation guidance .
 - Windows shall remain open/cracked.
 - Students shall exit the bus one at a time from front to back.
 - Driver will sanitize the bus after all students have exited the bus and child check is complete.

- Extracurricular Activities
 - The only afterschool activities currently authorized in-person are sports and each sport and season will follow the appropriate guidelines issued by the MIAA and Department of Elementary and Secondary Education and approved by the Springfield School Committee.
 - Schools are able and encouraged to offer remote extracurricular activities and clubs as enrichment and social opportunities for students.
- Home Visits by SPS Staff
 - In accordance with the Attendance Policy approved by the Springfield School Committee, the attendance team will continue to engage in Home Visits to support students and families having been trained in following Department of Public Health and Centers for Disease Control (CDC) guidelines.

F. Mask Procedures

- All students are required to wear a mask at all times when on school grounds except when eating and during scheduled mask breaks. (SPS Face Covering Policy)
 - Exemptions to this requirement will only be granted with written documentation from the student's physician that identifies the medical, behavioral or other challenge of the student that makes it unsafe for the student to wear a face covering
- Removing face covering:
 - Untie the strings behind your head or stretch the ear loops over your ears.
 - Handle only by the ear loops or ties.
 - Set the outside of the face covering down on a paper towel and make sure that the inside of the face covering is facing up so that when you go to reuse it, you can pick it up without touching the outside of the face covering.
 - Be careful not to touch your eyes, nose, and mouth when removing.
 - Use the hand sanitizer wipe to cleanse your hands or students maintain social distancing to utilize wall hand sanitizer.
 - Allow to dry.
- Putting on the face covering
 - Use the hand sanitizer wipe to cleanse your hands or students maintain social distancing to utilize wall hand sanitizer.
 - Allow to dry.
 - Place face covering over your nose and mouth.
 - Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie).
 - If face covering has loops, hook them appropriately around your ears.
 - Secure it under your chin and try to fit it snugly against the sides of your face.
 - Make sure you can breathe easily.

G. Hand Hygiene

- Staff and students will handwash/hand sanitize on entry into building, before and after taking off mask, using bathroom, before and after eating, and before leaving school
- Alcohol-based Hand Sanitizer procedures:
 - Use an alcohol-based hand sanitizer that contains at least 60% alcohol.
 - Put enough sanitizer on your hands to cover all surfaces.
 - Rub your hands together until they feel dry (this should take around 20 seconds)
 - Make sure you have rubbed all fingers and in between fingers, your palms and back of hands.
 - Do NOT rinse or wipe off the hand sanitizer before it is dry as it may not work well against germs.
- Handwashing procedure:

- Wet your hands with running water (warm or cold) and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands well under running water.
- Dry your hands using a clean paper towel.

H. Facilities and Cleaning

- Cleaning Procedures
 - All Classrooms and halls are now equipped with touchless hand sanitizer units.
 - Cleaning expectations:
 - Daily disinfection of high touch points for all non-congested areas (Halls, Stairs, Entrances, etc.) and congested areas (Classrooms and Offices).
 - All high touch point areas will be sanitized with our department quaternary disinfectant.
 - Daily cleaning of floor, small and large areas.
 - Daily cleaning and disinfection of bathrooms, locker rooms, shower room, and classroom sinks.
 - Disinfect sinks and counters using a touch-free cleaning machine.
 - Disinfect toilets and urinals using a touch-free cleaning machine.
 - Monthly
 - Remove mineral deposits from sinks using a touch-free cleaning machine.
 - Remove mineral deposits from toilets and urinals using a touch-free cleaning machine.
- Facilities improvements to ensure ventilation in all buildings meets ASHRAE Standards.
 - iWave Units installed in HVAC Systems.
 - Fresh air intake increased.
 - HVAC air filters upgraded to Merv-13.
 - Carrier OptiClean “Air Scrubber” units installed.
 - Exhaust fans set to on (bathrooms, kitchens, etc.)

I. Other Student Safety Procedures

- Medication administration for students: (*Reference Nursing Protocols, p. 8*)
 - Nurses to work with parent/guardian to collaborate with PCP to identify ways that medications can be taken at home.
 - Students who require medication administration will remain in their classrooms until retrieved by the nurse.
 - Bringing medications to school- Parent/Guardian will need to make an appointment.
 - If student can self-administer and carry medications on person, student is to store medication in bookbag/personal belongings.
 - Nursing will not be administering standing order nebulizer treatments.
- Protocols for emergency drills and situations (fire drills and lockdown drills)
 - Fire drills will occur per mandate.
 - Staff and students are to physically distance to the best extent possible while exiting and outside the building.
 - Lockdown drills are suspended at this time.
 - All staff will be trained on reviewing lockdown protocols with students in lieu of drills.

- All staff and students will be trained to follow Building Lockdown Procedures in the event of an alarm or emergency.
- Student Restraints
 - SPS staff will follow all restraint regulations (603 CMR 46.00) and the School Committee policy [Student Restraint Policy](#)
 - SPS staff will be trained on use of PPE and protocols for restraint while minimizing risk.
- Visitors to the School
 - All visitors will be held outside the building until their need to enter is validated.
 - Schools will continue their standard sign-in process and require ID.
 - Masks will be required for any visitors entering the building and an attestation form will be completed by visitors.
 - All visitors will be escorted while in the school.
- Supporting Special Needs and Medically Complex Students (*Reference Nursing Protocols, p. 6*)
 - School-based nurse to review health records for student population to identify medically fragile students with special healthcare needs.
 - Refer parents of high-risk students to their healthcare provider to determine when and if school re-entry is recommended.
 - Obtain Physician clearance for high risk/medically compromised student.
 - Revise Individual Health Plans address any additional current healthcare considerations.
 - Work with interdisciplinary teams to address needs, communicate with parents and healthcare providers to determine return to school status and modify IEP/504 if necessary.

J. Protocols for Protecting from COVID

- Personal Protective Equipment: (*Reference Nursing Protocols pg. 44*)
 - Low risk of transmission of COVID-19: staff in area with students and staff without suspected COVID-19:
 - Cloth Face Coverings
 - Disposable mask
 - Low risk of transmission of transmission of COVID-19, increased risk of potential exposure to body fluids Direct service providers in care area with students without suspected COVID-19:
 - Cloth Face Coverings
 - Face shields
 - Gloves
 - Moderate Risk of COVID-19 Transmission: Nurse, Custodians, and school staff assigned to the medical waiting room supervising care areas of students with suspected COVID-19:
 - KN95 mask
 - Face Shield
 - Gown (disposable)
 - Gloves
 - Appropriate staff will be trained in use of PPE Donning and Doffing procedures
 - Transparent face mask: will be prioritized for staff working with ELL students and students that are hearing impaired. Staff that are working with students in pre-K, K, 1st grade, will be provided transparent masks as needed and available
 - Disposable mask: only issued to staff or students that arrives without a cloth mask.
 - Body coverings: staff to wear washable outer layer of clothing.
- Procedures for Students Presenting Symptoms (*Reference Nursing Protocols p. 7*)
 - If a student presents symptoms of illness during the school day, the School Nurse will go to the student's classroom and assess the situation.

- Based on the assessment, the Nurse will:
 - Provide care for the student in the classroom.
 - Escort the student to the Nursing Office for further assessment.
 - Escort the student to the Medical Waiting Room in the event the student is presenting COVID-19 symptoms.
- Medical Waiting Room: (*Reference Nursing Protocols pg. 28*)
 - A separate physical space from the Nursing Office used exclusively for students presenting with COVID-19 symptoms.
 - If the student's parent/guardian has signed the consent form for Abbott BinaxNOW rapid antigen testing, the student will be tested at school.
 - Students entering the Medical Waiting Room will be given a surgical face mask and face shield to wear.
 - Staff working in the Medical Waiting Room will be trained in putting on and removing PPE and will be provided with an KN95 mask, face shield, gown, and gloves.
- Pool Testing- (*Reference Nursing Protocols p. 84*)

After obtaining written consent, students will be regularly tested for COVID-19 as part of a pooled testing program. If the pool is negative, then all individuals are presumed to not have COVID-19. If the result of the is positive, then all individuals in the pool will be retested individually.
- Contact Tracing (*Reference Nursing Protocols, p. 21*)
 - If a school is notified of a student or staff member testing positive for COVID-19, the School Nurse will:
 - Determine the date of symptom onset for the student/staff.
 - Determine if the student/staff attended school/work while symptomatic and during the two days before symptoms began.
 - Determine date of test if student is asymptomatic.
 - Determine who had close contact with the student/staff at school during those days.
 - Classes will all have assigned seating charts
 - Bathroom break schedules or sign in/out times
 - Buses will take daily attendance
 - Review with school for another potential exposure times
 - Notify local board of health hotline at 750-3250 of a positive test result and Springfield Health and Human Services will provide guidance as needed.
 - Notify staff and families of potential exposure by phone or letter, maintaining confidentiality.
 - Follow up with staff and families to make sure they have reached out to their doctor and understand testing requirements.
- Consequences for not following protocols.
 - A breach of safety protocol is any violation of the safety procedures outlined in this plan and the Nursing Protocols.
 - Schools will follow a series of progressive warnings to student and parents/family.
 - Students continuing to violate protocols after progressive steps will be asked to shift to fully remote learning.
- Protocol for Returning to Remote Learning based on COVID (*Reference Nursing Protocols, p. 23*)
 - If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the

- superintendent should work with the local board of health to determine if it is likely that there is transmission happening in school.
- Follow up with each individual case.
 - When there is suspected in-school transmission *beyond one cohort or a small number of cohorts*, school and district leaders must consult with the local board of health as to next steps.
 - Review of the specific COVID-19 public health metrics for the municipality and the specific cases could lead to, *for example*, deciding to close part of the school or the entire school for a short time (e.g. 1-3 days)
 - When there are multiple cases in multiple schools, school and district leaders must consult with the local board of health as to next steps.
 - Review of the specific COVID-19 public health metrics for the municipality and the specific cases could lead to, *for example*, deciding to:
 - Shut down the district for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation.
 - Shut down the district for the longer duration of a 14-day quarantine period.
 - Before a final decision is made on a school or district closure, the Superintendent must consult with DESE for further guidance.
 - Contact the DESE Rapid Response Help Center at 781-338-3500

TRIAGE FLOWCHART DURING COVID-19

- Call nurse (DO NOT send student(s)) x _____
 - Nurse will triage concerns via phone.
- Nurse will don appropriate PPE* according to triage results and bring "assessment bag" – Ensure staff/student wearing masks.
 - Nurse to retrieve student/staff.
 - Take Infrared temperature scan.
 - Nurse to escort to appropriate location.
- Nurse to conduct COVID-19 evaluation in private area.

SIGNS/SYMPTOMS: Cough (*unrelated to other cause*); Shortness of breath; or difficulty breathing; Fever (100.0+); Chills; Headache (*when combined with other symptoms*); Body or Muscle Aches; Sore throat; New loss of taste or smell; Fatigue (*when combined with other symptoms*); Congestion or runny nose; Nausea, Vomiting or Diarrhea

Non-symptomatic

Care for in class:

Examples:

- Self-administered medication that may be self-carried by law.
- Minor Toothache / Primary Tooth comes out
- Small paper cuts, abrasions, picked scabs.
- Localized bug bites
- Anxiety/stress/-calming techniques and/or contact school counselor.

Bring to health office:

Examples:

- Wound care/ Ice pack for small bumps/bruises
- Scheduled medications
- Avulsed tooth
- Scheduled Nursing Procedures: Diabetic care; Catheterization; G-Tube Feedings
- Post seizure management as necessary
- Pink eye
- Earache
- Minor nosebleeds (student can deliver self-care- wash hands)

Symptomatic

Escort to MWR

Nurse to:

- COVID-19 PPE is in use during direct assessments.
- Call designated staff as needed for monitoring (Staff to don PPE)
- Call Parent/Guardian for student dismissal. Follow individual school exit protocol.
- Complete COVID-19 questionnaire and referral sheet and document in EHR visit assessments.

Monitoring

- Monitor using social distancing and COVID-19 PPE.

Discharge

- Student escorted to designated exit
- Verify identity of parent/guardian by completing dismissal form
- Provide COVID-19 evaluation with the follow up and return to school instructions.

Custodian

- Clean and sanitize medical waiting room as requested/ available.
- Notify nurse when room is ready for reuse.

Hand Washing Instructions



1.

Wet hands with running water.

20 Sec



2.

Apply enough soap to cover hands and scrub all surfaces at least 20 seconds.



3.

Rinse thoroughly with running water.



4.

Dry hands with single-use towel.

Please inform custodian
if supplies run low.





HOW TO USE HAND SANITIZER



Apply enough sanitizer
into your palm



Rub hands together,
palm to palm



DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

Tell your mom, dad, or caregiver before
you come to school. Tell your teacher or
an adult if you become sick at school



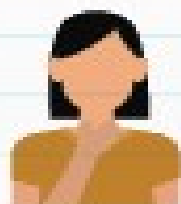
cough



Shortness of breath
or problem breathing



chills



sore throat



loss of taste
or smell



muscle pain

OTHER SYMPTOMS INCLUDE:

fever, runny nose, diarrhea, feeling nauseous
or vomiting, feeling tired, headache,
and poor appetite



cdc.gov/coronavirus

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



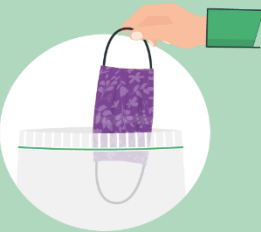
Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag

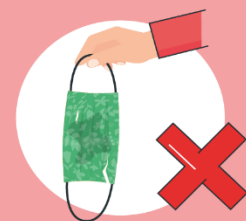


Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.



World Health Organization