



HOLYOKE COMMUNITY CHARTER SCHOOL

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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.)



- iii. 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.)
 - iv. Explain that if close contacts choose not to be tested, the student or staff member should remain home in self-quarantine for 14 days.
 - v. 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).
 - vi. 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 days) 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. Follow the communication and other relevant Elementary School protocols above.

- c. Close contacts should be tested for COVID-19 at one of Massachusetts's test sites. 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 day 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.

PROTOCOLO: ESTUDIANTE O PERSONAL EN GENERAL DA POSITIVO PARA LA PRUEBA COVID – 19

1. **El estudiante o miembro del personal debe permanecer en casa** (excepto para recibir atención médica), monitorear sus síntomas, notificar a la escuela, notificar a los contactos personales cercanos, ayudar a la escuela en los esfuerzos de rastreo de contactos, y responder a la llamada de la *Junta Local de Salud o Massachusetts Community Tracing Collaborative*. Para la mayor parte de las personas que tienen una enfermedad relativamente leve, tendrán que permanecer en el auto aislamiento durante al menos 10 días y hasta que hayan pasado al menos 24 horas sin fiebre y mejora en otros síntomas.

2. **El padre / cuidador del estudiante o el miembro del personal informará al funcionario de la escuela identificado** (por ejemplo. una persona designada como el líder de la escuela COVID -19) que el individuo ha dado positivo para COVID - 19. El líder designado de COVID - 19 a su vez notificará a otros miembros de la escuela (por ejemplo, supervisores escolares, enfermera escolar o punto de contacto médico escolar, administrador de edificios, mantenimiento).

3. **Determinar si el estudiante o miembro del personal estuvo en las instalaciones** durante el período de tiempo, dos días antes de aparecer de los síntomas (o la prueba positiva no sintomática) hasta el momento del aislamiento.

a. Si es así, cierre rápidamente las áreas visitadas por el individuo positivo COVID - 19 hasta que dichas áreas puedan limpiarse y desinfectarse, si aún no han sido limpiadas y desinfectadas.

b. Limpie y desinfecte rápidamente la sala de clase del estudiante o del miembro del personal y cualquier otra instalación (por ejemplo, instalaciones extracurriculares) visitadas por el individuo, si ese proceso no se ha realizado anteriormente.

c. Limpie y desinfecte rápidamente los autobuses en los que estaba el estudiante o el miembro del personal, si los hubiese utilizado, y si ese proceso no se ha realizado anteriormente.

4. Comunicarse con las familias y el personal de los contactos cercanos:

a. La escuela debe identificar los posibles "*contactos cercanos*" del estudiante o del miembro del personal en función de las tablas de asientos asignadas y la relación de proximidad con las actividades de la clase. *Los contactos cercanos* se definirán como solo aquellos que han estado a menos de 6 pies de distancia del individuo durante al menos quince minutos, mientras la persona estaba infectada. Esta definición es para estudiantes, maestros (as) y otro personal. El período infeccioso comienza dos días antes de la aparición de los síntomas (o dos días antes de la fecha de la prueba positiva si es asintomática) e incluye hasta el momento en que el estudiante / personal / maestro (a) fue aislado. Considere a los estudiantes y miembros del personal que fueron contactos cercanos en la clase, otros espacios escolares, en el autobús escolar o en actividades extracurriculares.

b. Enviar una comunicación al personal / maestros (as) y familias de los estudiantes de contactos cercanos informando que existe una prueba positiva sin nombrar al estudiante individual o miembro del personal que dio positivo.

c. Las comunicaciones enviadas a las familias / personal deben:

- i. Informar que hubo una prueba positiva (no la persona específica) en la clase / autobús del estudiante u otra actividad.
- ii. Explicar que dado que el estudiante / personal estaba a menos de 6 pies de la persona con una prueba positiva durante 15 minutos o más, se consideran un "*contacto cercano*" y por lo tanto deben ser evaluados. Tener asientos asignados y mantener actualizados los cuadros de asientos ayudará a identificar quién debe ser instruido para ser evaluado: específicamente, aquellos que estaban sentados al lado del estudiante, además de cualquier otro que también tuvo contacto cercano con el estudiante).
- iii. Instruir a los contactos cercanos para aislarlos antes de su prueba y mientras esperan los resultados. En general, como la prueba de rendimiento más alta será unos días después de la exposición, idealmente, la prueba debe ocurrir no antes del día 4 o 5 después de la última exposición. (En otras palabras, si una exposición duró varios días, el mejor momento para realizar la prueba es 4 o 5 días después del final del período de exposición).
- iv. Los contactos cercanos deben ser evaluados para COVID - 19 en uno de los sitios de prueba de Massachusetts. Los sitios pueden requerir pre-selección, una referencia y / o una cita.
- v. Se pide a los contactos cercanos que comuniquen los resultados de sus pruebas a la escuela. No deben regresar a la escuela hasta que se hayan puesto en cuarentena durante 14 días. Esto incluye contactos cercanos que reciben un resultado negativo de la prueba o que deciden no ser evaluados.
- vi. Recordar a las familias y / o al personal la importancia de no tener contacto con personas de mayor riesgo (por ejemplo, abuelos y aquellos con condiciones médicas subyacentes).
- vii. Recordar a las familias y / o al personal la lista de síntomas de COVID - 19 para ser utilizados de referencia y facilitarles el proceso para monitorearse.