

**COVID-19 Student-Parent Handbook Insert**  
**Cole and Vinal Elementary Schools**  
**2020-2021**

For the hybrid model to be safe and successful, it is imperative that staff members, students, and families continue to follow the social distancing guidelines set by the Governor outside of school hours and on weekends. In person learning is dependent on the Norwell school community following the guidelines with regularity, in order to keep the positivity rate low. We must continue to support one another in adhering to these guidelines and we ask that families emphasize the importance of these procedures through discussion with their student(s).

**Note: The sections of this COVID-19 Handbook Insert supersedes sections of the Student-Parent Handbook for 2020-2021 until rescinded.**

Procedures:

NPS Health Protocol for COVID-19

Prior to attending school, staff and families must complete the COVID -19 Pass located on the district and school websites (link). Staff and students must have a COVID -19 clearance approved for school pass to attend. Each school will provide information on how the approved clearance pass is processed. This is a daily reminder for families to only send their children to school when they are cleared.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves.

- Fever (over 100.0° Fahrenheit), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

Scenarios for when staff and students should remain home and notification processes:

Situation	Response	Requirement to Return to School	Notifications
Child/Staff member displays symptom(s) of COVID-19 in school	School nurse is called to assess student in current location, if necessary nurse will accompany student to medical waiting room for further assessment.	If student is sent home due to COVID-19 concerns a note from Health Care Provider is required indicating the individual does <b>not</b> have COVID-19 (Testing must have been done and results back as negative)	If symptoms result in positive test  School Community as directed by the Norwell Board of Health (protect individuals privacy)
Child/Staff member displays symptom(s) of COVID-19	Child/Staff member remains out of school and consults with their PCP	Note from Health Care Provider is required indicating the individual does <b>not</b> have COVID-19 (Testing must have been done and results back as negative)	None
Child/Staff member test <b>POSITIVE</b> for COVID-19, but is <b>asymptomatic</b>	Isolation of Positive individual  Investigate when symptoms began and when the person was in school  Identify close contacts over the 2 days before the positive test  Consult with Norwell Board of Health	10 days have passed since their positive test  Has not developed any symptoms  Clearance from the Norwell Board of Health or from the city/town that the individual resides	School Community as directed by the Norwell Board of Health (protect individuals privacy)  Norwell Board of Health
Child/Staff member test <b>positive for COVID-19</b> , or is diagnosed by Health Care Provider as having COVID-19	Isolation of Positive individual  Investigate when symptoms began and when the person was in school  Identify close contacts over the 2 days before the positive test  Consult with Norwell Board of Health	At least ten days have passed since the symptoms first appeared <b>AND</b> Fever free (below 100 degrees) without the use of fever reducing medication for 24 hours <b>AND</b> improvement in respiratory symptoms (cough, shortness of breath)  Clearance from the Norwell Board of Health or from the city/town that the individual resides	School Community as directed by the Norwell Board of Health (protect individuals privacy)  Norwell Board of Health

Child/Staff member exposed to COVID-19, NO positive COVID-19 test	Quarantine of individual  Monitor symptoms (including temperature) at home  Consult with the Norwell Board of Health	Excluded from NPS for 14 days from the date of the last exposure with the infectious person  Clearance from the Norwell Board of Health or from the city/town that the individual resides	School Community as directed by the Norwell Board of Health (protect individuals privacy)  Norwell Board of Health
Child/Staff member exposed, remains asymptomatic or tests negative for COVID-19	Quarantine of individual  Monitor symptoms (including temperature) at home  Consult with the Norwell Board of Health	Excluded from NPS for 14 days from the date of the last exposure with the infectious person  Clearance from the Norwell Board of Health or from the city/town that the individual resides	School Community as directed by the Norwell Board of Health (protect individuals privacy)  Norwell Board of Health

**Quarantine**

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.

**Isolation**

Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it’s 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).

A “**Close Contact**” is defined by the CDC and updated by DESE and DPH 8/19/20 as only those who have been within 6 feet of distance of the individual for at least 15 minutes, while the person was infectious. The infectious period begins 2 days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin 2 days prior to the collection of their positive test. While previous guidance stated that all students in an elementary classroom would be defined as close contacts, this new guidance provides a narrower definition of a close contact which mirrors DPH guidance.

**Mask Policy:**

In accordance with School Committee policy, a mask or face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds, while attending offsite school-sponsored activities, and on school transportation while at or within the six foot social distancing recommendations. If a mask is deemed to be inappropriate, the student will be given a disposable mask to wear in its place and instructed to refrain from the use of the inappropriate mask moving forward. It is the expectation of Norwell Public Schools that families ensure that their child arrives at school and/or boards

the bus with a mask or face covering. A student's mask or face covering is to be provided by the student's family.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse.

Face masks or face coverings will not be required during designated times for eating or drinking when six foot social distancing is observed, nor when outdoors or during mask breaks when six foot social distancing is met or exceeded.

The district will supply disposable face coverings for students of families in need and in other instances of necessity.

If a student is in violation of this policy, and is not exempt by agreed upon exception, the student may not board a school bus, nor will the student be allowed in the school building, nor remain in the building for in-person learning, nor attend any offsite school-sponsored activity until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors are required to comply with this policy upon entering the school buildings and on school grounds.

### **Visitor Policy:**

Visitors will be limited from entering the school building except for contracted service providers and those deemed necessary by building administration. In order to keep our students and faculty safe, visitors are permitted to enter the building **by appointment only**.

Visitors who have an appointment will:

- Complete the COVID -19 Pass located on School Websites
- Enter and exit **only** through the front entrance of the school
- Be briefed on school COVID-19 policies and school protocols
- Be asked to verify that they are symptom free
- Are required to wear an adequate face covering
- Will apply hand sanitizer upon entry
- Maintain social distancing guidelines while in the building

A visitor log will be maintained by the school's office staff for 30 calendar days and will include the date of visit, contact phone number, arrival/departure times, and the areas visited within the building if applicable.

### **Remote Learning Guidelines:**

During remote learning sessions the following guidelines will be in effect:

- Students will be encouraged to have their video on in whole class sessions, but may have a school photo (or another appropriate personal photo) displayed if uncomfortable with live video.
- The expectation is all are present at all times during a live lesson.
- Students will have their video on in small groups and one to one sessions.
- Students will have their first and last name as identifiers when in a live session.
- Students will have blank backgrounds or the environment they are in, students with distracting backgrounds will be asked to remove them.
- Students will set up a work space and commit to a location for the entire session. The work space should have all materials needed set up and ready for use.
- Attendance is expected at all sessions. Staff will take attendance (via survey/question).
- Recording of live lessons is prohibited.
- Students will abide by microphone etiquette that their teachers have outlined.

### **Elementary School Buildings' Guidelines**

#### **Attendance:**

If your child is absent from school, please notify the office before 8:55 a.m. at Vinal School and at Cole School. If the absence was due to a communicable disease, a doctor's certificate is to be brought to school the day the child returns (please see Illness and Communicable Diseases). If your child must be dismissed because of an emergency, you may come to the school office to pick them up. If an absence or dismissal is due to COVID-19 symptoms, please refer to the NPS Health Protocol (COVID-19) guidance for specific procedures.

Please note that remote learning attendance is mandatory. All remote teachers will be taking attendance, including specialist teachers as part of the Hybrid Model.

**We do not expect that students will be absent for vacations when school is in session. The principal must be contacted in advance of any extended absences.** Generally, schoolwork will not be provided in advance of student absences. Missed school work will be made up upon a student's return to school. Please note that the dynamic nature of teaching and learning that takes place in a classroom cannot be replicated through written assignments.

The principal will contact parents via phone call, email, and/or a letter if your child has five or more excused or unexcused absences. The purpose of this communication is to set up a meeting to develop action steps to improve the student's attendance.

### **Arrival:**

Students who walk to school or who are transported privately should not arrive prior to 8:45 a.m. for the AM Cohort and 12:35 p.m. for the PM Cohort at Cole School and at Vinal School. We are unable to provide supervision for children before 8:45 and 12:35. Students will enter the building and follow their assigned path straight to their classrooms without lingering to avoid clustering in the hallways. Students will not be permitted to wait in the lobby area or in the hallways.

### **At the Cole School:**

**Students Transported Privately:** Students that are transported privately will enter the building through one of two doors. There will be multiple staff members ensuring that students are wearing masks, are socially distanced, and are using hand sanitizer upon arrival.

**Students Riding the Bus:** Students that are riding the bus to school will enter the school building through two bus doors. Students will be directed to enter the school building one bus at a time. There will be multiple staff members ensuring that students are wearing masks, are socially distanced, and are using hand sanitizer upon arrival.

### **At the Vinal School:**

#### **Students Transported Privately:**

**Pre-K, Kindergarten and 1st Grade Students:** Students will enter and exit the school building from outside their classroom door. Students who do not have a door leading outside their classroom will enter the building through the exterior door to the right of the front entrance. Their classroom teacher will greet them at the door outside of the classroom.

**2nd and 3rd Grade Students:** Students will enter and exit the school building from the main entrance. Students will enter the building and follow their assigned path straight to their classrooms without lingering to avoid clustering in the hallways. Students will not be permitted to wait in the lobby area or in the hallways.

**4th and 5th Grade Students:** Students will enter and exit the school building from the outside cafeteria door. Students will enter the building and follow their assigned path straight to their classrooms without lingering to avoid clustering in the hallways. Students will not be permitted to wait in the lobby area, hallways or cafeteria.

**Students Riding the Bus:** Students that are riding the bus to school will enter the school building through one of the 3 assigned bus doors. Students will be directed to enter the school building one bus at a time. There will be multiple staff members ensuring that students are wearing masks, are socially distanced, and are using hand sanitizer upon arrival.

**Kindergarten and 1st Grade Students:** Students will enter the school building from the left bus lobby door (when facing the building).

**2nd and 3rd Grade Students:** Students will enter the school building from the right bus lobby door (when facing the building).

**4th and 5th Grade Students:** Students will enter the school building from the recess doors, and use the immediate staircase to the second floor.

**Dismissal:**

Students will be dismissed from their classrooms by a staff member using the closest exit to their classroom. Procedures are slightly different whether students are being picked up privately or riding the bus.

**At the Cole School:**

**Students Transported Privately:**

Students will exit their classroom and building, led by a staff member, through the door that leads outside. For students in Pre-K through third grade, this will be the doors outside of the gym. These grades will be called to the pick up area one grade at a time. For fourth and fifth grade students, this will be the doors at the end of the grade five hallway. Students will be led to the pavement area that is outside the gym doors where they will be directed to stand in their own space (delineated by cement tiles) and wait for their name to be called.

**Students Riding the Bus:**

Students that are riding the bus will remain in their classroom until their bus number is called. When they hear their number, they will be dismissed from their classroom and exit the building using the main entrance doors.

**At the Vinal School:**

**Students Transported Privately:**

**Pre-K, Kindergarten and 1st Grade Students:** Students will exit their classroom and building, led by a staff member, through the door that leads outside. Students will be led to the field adjacent to the main parking lot while they wait for their ride.

**2nd, 3rd, 4th, and 5th Grade Students:** Students will exit their classroom, led by a staff member and use the nearest exit to leave the building. Students will be led to the field next to the office and will line up in alphabetical order while they wait for their ride.

**Students Riding the Bus:** Students that are riding the bus will remain in their classroom until their bus number is called. When they hear their number, they will be dismissed from their classroom and exit the building using the same door they entered in the morning. There will be multiple staff members ensuring that students are wearing masks and are socially distanced.

**Kindergarten and 1st Grade Students:** Students will exit their classroom and exit the building using the same door as they did in the morning.

**2nd and 3rd Grade Students:** Students will exit their classroom and exit the building using the same door as they did in the morning.

**4th and 5th Grade Students:** Students will exit their classroom, walk down the stairs, and exit the building using the same door as they did in the morning.

### **Use of Hallways:**

Students will walk down the right side of the hallways when necessary (i.e. traveling to the bathrooms, nurse, etc.) Students will not be permitted to linger in the hallways, and hallway use will be limited. Limiting the use of hallways will result in keeping a safe distance for our students. Students will spend their time at school in their classrooms as much as possible.

### **Doors:**

When providing students with a mask break, teachers will take their classes outside through the closest available door. Teachers who have a door that leads directly outside will be encouraged to use this door to exit the building for a quick class mask break.

### **Assigned Seating:**

Students will have an assigned seat in their classroom and on the bus, and will remain in that assigned seat for the duration of the school year.

### **While Riding the Bus:**

Students riding the bus will have assigned seats (assigned in Aspen). Siblings will be seated next to each other (up to two siblings in a family). If a family has more than two siblings riding the bus, they will be assigned another seat. Students will be seated in a zig-zag fashion.

### **Bathroom Use Procedures:**

#### **Kindergarten Students (and Pre-K at Vinal):**

Students will use the bathrooms located in their classrooms. Students will wear their masks in the bathrooms (and school) at all times. No more than one student will be allowed to use the bathroom at one time. Classroom teachers will model for students the procedure for identifying how many students are in the bathroom at one time. As one of the many high touch areas in the building, the bathrooms will be cleaned consistently throughout the school day.

#### **1st-5th Grade Students:**

Students will use the designated student bathrooms in their respective hallways. Students will wear their masks in the bathrooms (and school) at all times. No more than three students will be allowed to use the bathroom at one time. Classroom teachers will model for students the procedure for identifying how many students are in the bathroom at one time. As one of the many high touch areas in the building, the bathrooms will be cleaned consistently throughout the school day.

### **Handwashing and Hand Sanitizing:**

Hand washing will be encouraged throughout the school buildings. Sanitizing stations will be located at all main entrances and exits and other high traffic areas. Hand washing is available in all elementary school classrooms. Handwashing will be required when students use the restrooms.

### **Water Fountains:**

Water fountains will have limited access. The ‘bubbler’ feature will be taken out of service while all touchless bottle fill stations will remain active.

### **Mask Breaks - Vinal**

Each teacher will facilitate at least one five minute mask break for their class (each cohort). Administration will provide space for a mask break to occur both outside as well as inside the building

when there is inclement weather. If a student requires an additional mask break, this will be facilitated by staff on an individual basis, as needed.

### **Mask Breaks - Cole**

Each teacher will facilitate a five minute mask break for their class (each cohort). Administration will provide a mask break schedule to allow for outdoor mask breaks as well as indoor mask breaks due to inclement weather. If a student requires an additional mask break, this will be facilitated by staff on an individual basis, as needed.