



# Health and Safety Plan

## Guiding Principles and Assumptions:

- Protecting the health and safety of students and WPS employees is the first priority.
- This framework assumes a physical presence by students on campus in some capacity.
- We will closely adhere to CDC and State guidelines.
- We need to provide clear expectations for faculty, staff, students and families.

## General Guidelines for Campus Operations:

### Arrival and Dismissal General Expectations

- Students, faculty, and staff will follow all WPS health and safety guidelines.
- Faculty and staff will be instructed to perform a daily self-screening, before coming into work every day (\*See pg. 6 for Daily Screening Questionnaire for Worcester Prep Students, Faculty and Staff) and not report to work if they have any of the following symptoms: have a temperature > 99.9° F, chills, cough, breathing difficulty, muscle aches, new loss of taste or smell, sore throat, nausea or vomiting, or diarrhea.
- Parents/guardians will be instructed to perform a daily screening, of their children, before sending them to school, every day. (\*See pg. 6 for Daily Screening Questionnaire for Worcester Prep Students, Faculty and Staff) and not send their child to school if they are ill, including any of the following symptoms; have a temperature > 99.9° F, chills, cough, breathing difficulty, muscle aches, new loss of taste or smell, sore throat, nausea or vomiting, or diarrhea.
- All students will have their temperature checked upon arrival on campus. Faculty members will check temperatures, using a non-contact thermometer. Any temperature > 99.9° F will be documented, the school nurse will be notified, she will isolate and mask the student and notify their parent to pick up the student.
- Students, faculty, staff, and visitors are not to be in school if they show any symptoms of illness and must be symptom-free for 24 hours before returning. If symptoms are consistent with or if they are diagnosed with Covid-19, they must be fever free for 24 hours AND it must be 10 days since they first experienced symptoms AND are having improvement in symptoms.
- Students may not enter the building before their arrival time.
- All WPS employees, students and visitors must wear a face covering when entering or exiting the building, when moving in shared spaces, such as the hallway, including using the restrooms, and in classrooms, except during mask breaks. Exceptions will be made for eating, drinking, outdoor activity, and independent work in personal office spaces where physical distancing can be maintained.
- Mask breaks: Students may remove their masks for mask breaks, during outdoor instruction and recess, during mealtimes, during rest and nap time, and briefly, for no longer than 5 minutes, while behind their desk shields; but must maintain physical distancing of 6 feet from each other. Physical distancing must be maintained at all times that masks are removed.

### **CARPOOL DROP OFF:**

Parents will drive through the three pick-up lanes in the back entrance, all students within the car will have their temperature checked, before they exit the vehicle. If a student has a temperature  $> 99.9^{\circ}\text{F}$ , the temperature will be documented, the school nurse will be notified, the student will remain in the car and be sent home with the parent. The school nurse will follow up with the family, via phone contact, by the end of the school day.

### **STUDENT DRIVERS:**

Student drivers will report to the APAC, US rear entrance, or the Dining hall entrance, for a temperature check, prior to entering the school. Any temperature  $> 99.9^{\circ}\text{F}$  will be documented, the school nurse will be notified, she will be isolate and mask the student and notify their parent to pick up the student.

### **BUS RIDERS:**

*(Developed in conjunction with Dutton Bus Service)*

Students will be screened daily, by their parents, using the attached daily screening questionnaire, prior to entering the bus.  
Face masks are required for all students and the bus driver, while on the bus.  
The seat behind the bus driver will remain open.  
Siblings may share the same seat.  
Assigned seating will be required on the bus.

### Expectations for students

- Students who arrive late must enter using the main entrance, sign in and have temperature measured. Any student with a temperature of  $> 99.9^{\circ}\text{F}$  will be recorded and the nurse will be notified.
- Students will enter buildings without parents.
- Students must sanitize hands at the free standing hand sanitizer stations when entering the building.
- Students must wash hands and/or sanitize hands, upon arrival to school and each time they enter a new classroom, before and after snacks and meals, after restroom use, after touching, sneezing or wiping nose and after recess.

### Expectations for parents

- Parents will drop off their students outside of the building.
- Parents will remain in the carline for pick up. No walk ups will be allowed.
- If a student is to be dismissed early for an appointment, parents will notify the school and wait for the student in the carline. Younger students will be escorted out and observed being secured in a parent's car.

### Expectations for Faculty & Staff

- Staff may enter through the entrance of their choice.
- Staff must sanitize hands or immediately wash hands when entering the building.
- Faculty will provide additional support at arrival and dismissal doors to enforce proper hygiene and unnecessary contact.
- Maintain 6 feet from students as best as possible.

## Guidelines for Class Group Size

- Class group size will be determined by the ability to maintain physical distancing of 6 feet in the designated classroom space, which could be indoors or preferably outdoors.
- Students should remain with the same group as much as possible. No mixing of student groups.

## Exiting and Entering the Classroom

- Lower, Middle and Upper school students will not be using their lockers and/or cloakrooms, to start the school year. Middle and Upper school students will be using their backpacks. Lower school students will have their own crate, adjacent to their desk, to stow items.
- If students are permitted to use their lockers they must maintain 6 ft. physical distance from other students and have lockers assigned in a manner that eliminates students from the same grade, having adjacent lockers.
- Students must wash or sanitize their hands before entering the classroom, after leaving their locker, before and after snacks and meals, after restroom breaks, and upon returning to the classroom during the day. Students should sanitize their hands before walking out the door at dismissal.

## **Health and Safety Policies and Procedures:**

### Illness

Students, faculty, and staff should not come to campus if:

- they have a temperature of  $> 99.9^{\circ}\text{F}$ ;
- have been exposed to someone with symptoms of Covid-19;
- have been exposed to someone diagnosed with Covid-19;
- have symptoms of Covid-19, (chills, cough, breathing difficulty, muscle aches, new loss of taste or smell, sore throat, nausea or vomiting, or diarrhea.)

*\*See pg. 6 Daily Screening Questionnaire for Worcester Prep Students, Faculty and Staff.*

- You are considered sick when there are symptoms of illness, even with mild symptoms.
- This means that in any case of symptoms of illness you have to stay home from school or work.
- Students, faculty, and staff who show signs of illness while at school or work, or have a temperature of  $> 99.9^{\circ}\text{F}$  will be isolated from others, immediately MASKED and sent home.
- If a person who has been at school is confirmed (or suspected) to be infected with Covid-19, or has been exposed to someone with Covid-19, they must notify the school nurse. The school nurse will contact the Worcester County Health Department, for guidance on contact tracing and notification of close contacts of the individual.

### Return to School After Illness

- Students, faculty, and staff can return to school if they have been symptom free for 24 hours, are not presumed to have Covid-19, or have not tested positive for Covid-19.
- Students, faculty, and staff who test positive for Covid-19 will be unable to return until they have been released to do so by their Local health department.
- Students, faculty, and staff who are presumed to have Covid-19, but have not been tested, may return to work if at least 10 days have passed since their symptoms first appeared, AND they have no fever for 24 hours AND their symptoms are improving.

*\*Note: Please see pg. 7 "Decision Aid: Exclusion and return for laboratory confirmed Covid-19 cases and Covid-19-like illness, in schools, child care programs and youth camps. Sources: Maryland State Department of Health, dated 8/28/20.*

## Nurse Visit Protocol

If possible, well students will be encouraged to receive first aid for bumps, bruises, or minor cuts in their classroom.

- If a teacher is unable to manage the first aid needs, they should contact the nurse to determine if the Health room has adequate space to maintain social distancing.
- If the Health room is in use, the nurse may go to the designated classroom space to provide first aid.
- Sick students (fever, vomiting, coughing, nausea, vomiting, diarrhea) will be sent to be evaluated by the school nurse.
- The nurse will use PPE prior to evaluating the student.
- If presenting symptoms are suspicious for Covid-19, the student will be isolated, a mask will be placed on the student, their parent/guardian will be contacted to pick up the student and they will be sent home. Parents will be instructed to contact their health care provider for guidance and testing.
- The nurse will notify the WCHD of a possible case and await guidance and, if ordered, test results.

## Classroom Hygiene Procedures

- Desk and tabletops will be cleaned and disinfected by teachers using school-supplied EPA approved disinfectant, prior to a new group of students entering this classroom.
- Toys and other manipulatives used in the classroom will be disinfected by faculty and staff using an EPA approved disinfectant, between student uses.
- All areas will also be disinfected nightly by the custodial staff at WPS.
- Doors to the outside will be kept open as much as possible.
- Every classroom will have a medical grade H13 HEPA air purifier.
- If a faculty member, staff member, or student has been sent home because they are exhibiting symptoms, the room and the objects and surfaces they touched will be disinfected.

## Adult Responsibilities

- Staff will sanitize their computer, iPad, mouse, phone, etc. at least once per day.
- Use Zoom or similar platforms as much as possible for meetings of 2 or more, depending on space.
- When working in the same room, adhere to 6 feet distance guidelines, spread out in meeting rooms, and wash hands before entering the room and after leaving the room.
- Use of staff workrooms is allowed only if adults wash hands when entering and exiting the staff room and apply physical distancing of 6 feet.

## Movement Through Buildings

- Move on the right when moving up and down the stairs and through the hallways
- Masks are required while in hallways, and physical distancing is to be maintained.
- Limit the number of students at a time in bathrooms - to no greater than the number of available stalls or urinals. Mask wearing is required when using the restrooms.
- Follow the designated flow of foot traffic in each building

# School Materials Expectations :

## Classrooms and use of materials

- Teachers will maintain the sanitizing of the classroom and materials using provided spray bottles.
- All classroom toys, supplies, materials and manipulatives must stay in that classroom.
- No sharing of supplies between classrooms.
- Each student will use pens, pencils, scissors, and other supplies designated for individual use.
- All school materials stay at school; no home materials are brought to school.
- All toys and manipulatives to be washed or sanitized each day, and will remain at school.
- Soft toys and pillows/cushions/blankets removed. No personal toys will be allowed at school.

## iPads, laptops and mice

- Must not be shared while using.
- Need to be wiped before and after use with wipes.
- Students must wash hands before and after use.

## Other materials

- White boards and markers wiped down at the end of the day.
- No play dough/clay or porous materials.

## Classroom libraries and shared libraries

- Class books will be placed in a box for 24 hours of isolation after reading.
- Library books, when returned and placed in a box for 24 hours of isolation before being entered into recirculation.

## Lunch and Snack Procedures

- All students and staff must wash their hands before and after eating snack or lunch.
- Lunch and snack are to be eaten as a class group either in the classroom or outside.
- Lower school students will be eating in their classrooms. Middle and Upper school students will eat in the Field house, if unable to eat outside.
- Staff use the provided disinfectant and paper towels to thoroughly clean the tables after students have eaten.
- Water fountains will be closed. Only water bottle refilling stations will be used.

## Resources 8/3/20

1. Maryland Together: Maryland's Recovery Plan for Education. COVID-19 Resources for Maryland Schools COVID-19 Resources for Maryland Schools
2. CDC <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
3. Maryland Department of Health <https://health.maryland.gov/pages/home.aspx>
4. Maryland State department of childcare <https://earlychildhood.marylandpublicschools.org>
5. NASN [https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/Uploaded-Images/PDFs/COVID-19\\_Interim\\_Guidance\\_Role\\_of\\_the\\_School\\_Nurse\\_in\\_Return\\_to\\_School\\_Planning.pdf](https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/Uploaded-Images/PDFs/COVID-19_Interim_Guidance_Role_of_the_School_Nurse_in_Return_to_School_Planning.pdf)
6. CDC <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
7. The American Academy of Pediatrics <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

## Daily Screening Questionnaire for Worcester Prep Students, Faculty and Staff

IMPORTANT: This screening is to be completed daily. If you answer yes to any of the questions below, do not send your student to school, or come to work, and follow the instructions below.

For infection control purposes, please answer a few questions about your child/student.	
<p><b>Have you developed ONE of the following symptoms of COVID-19 infection in the last (10) days?</b></p> <ul style="list-style-type: none"><li>• Cough</li><li>• Shortness of breath or difficulty breathing</li><li>• New loss of taste or smell</li></ul> <p style="text-align: center;"><b><u>OR</u></b></p> <p><b>Have you developed AT LEAST TWO of the following symptoms of COVID-19 infection in the last (10) days?</b></p> <ul style="list-style-type: none"><li>• Fever &gt; 100° F</li><li>• Chills or shaking chills</li><li>• Muscle aches</li><li>• Sore throat</li><li>• Headache</li><li>• Nausea or vomiting</li><li>• Diarrhea</li><li>• Fatigue</li><li>• Congestion or runny nose</li></ul>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If <b>YES</b>, discontinue questions, quarantine, and contact your student's physician, or the faculty/staff member's physician, for further guidance.</p>
<p><b>Has the student, (or faculty/staff member) or household member had a positive test for COVID-19 infection within the past ten (10) days?</b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If <b>YES</b>, discontinue questions, quarantine and contact your school nurse.</p>
<p><b>Within the last ten (10) days, has the student (or faculty/staff member) been within six (6) feet for longer than 15 minutes with someone who has suspected or confirmed COVID-19 infection, WITHOUT taking proper precautions like wearing a mask and frequently washing your hands during this contact period?</b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>



An individual who answers **YES** to **ANY** question on the Screening Questionnaire **OR** refuses to participate in the screening process will be denied access to the WPS school or office.

Name of Student/ Faculty/Staff Member \_\_\_\_\_

Access Determination   ☐ Approved   ☐ Denied

## Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps

**For the purposes of this decision aid, COVID-19-like illness is defined as:** Any 1 of the following: cough, shortness of breath, difficulty breathing, new loss of taste or smell, **OR At least 2** of the following: fever of 100.4° or higher (measured or subjective), chills or shaking chills, muscle aches, sore throat, headache, nausea or vomiting, diarrhea, fatigue, and congestion or runny nose.

Person (child, care provider, educator, other staff) with **1 new symptom not meeting the definition of COVID-19-like illness.**

Exclude person and allow return when symptoms have improved, no fever for at least **24 hours** without fever-reducing medication, **AND** criteria in the [Communicable Diseases Summary](#) have been met as applicable. **If person develops symptoms of COVID-19-like illness, follow processes below for person with COVID-19-like illness.**

