

**Student  
COVID-19  
Manual  
2020-2021**

# What is Social Distancing?

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household.

To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.

Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing masks, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

## Close Contact Refers to:

- A)** Proximity within 3-6 feet of someone who has COVID-19 for at least 15 minutes
- B)** Direct physical contact with someone who has COVID-19
- C)** Sharing eating or drinking utensils with someone who has COVID-19
- D)** Contact with respiratory droplets of someone who has COVID-19 (i.e. sneeze, cough, saliva)

# Symptoms

People with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## Student Morning Daily Screening at Home

Students are required to perform the following COVID-19 symptoms and contact screening of themselves prior to coming to TEC each day.

- I attest to the fact that I have not had any fever reducing medication within the last 24 hours;
- In the past 14 days, I have not been in groups of larger than 25 people
- In the past 14 days, I have followed the Governors guidance on out of state travel and have not traveled to any restricted areas
- In the past 14 days, I have not had any close contact with a person known to be infected with the novel coronavirus (COVID-19)
- Today and in the past 24 hours, I have not had any of the following symptoms, and;
- I confirm that I have screened myself for the following symptoms.
  - Fever (temperature of 100.0 F or above), felt feverish, or had chills
  - Cough
  - Sore throat
  - Difficult breathing
  - Gastrointestinal symptoms (diarrhea, nausea, vomiting)
  - Fatigue
  - Headache
  - New loss of smell / taste
  - New muscle aches
  - Any other signs of illness

Event	Location of Event	Testing Result	Quarantine
<p><b>Individual is symptomatic</b></p>	<p>If an individual is symptomatic at home, they should stay home and get tested.</p> <p>If an individual student is symptomatic on the bus or at school, they should remain masked if able to wear one and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus.</p> <p>If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.</p>	<p>Individual tests <b>negative</b></p>	<p>Return to school once asymptomatic for 24 hours.</p>
		<p>Individual tests <b>positive</b></p>	<p>Remain home (except to get medical care), monitor 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 MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for a minimum of 10 days from the first day of symptom presentation <b>and</b> until at least 24 hours have passed with no fever (without fever reducing medications) and improvement in respiratory and other symptoms. Individuals must have a doctor note before returning to school or work. Individuals also must have clearance from their local board of health due to varying requirements</p>
<p><b>Individual is exposed to COVID-19 positive individual</b></p>	<p>If an individual is at home when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested on day 5 after their last exposure.</p> <p>If an individual is at school when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including K-1 students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested on day 5 day after their last exposure.</p>	<p>Individual tests <b>negative</b></p>	<p>Return to school on day 11 if asymptomatic.</p>
		<p>Individual tests <b>positive</b></p>	<p>Remain home (except to get medical care), monitor 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 MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for a minimum of 10 days from the first day of symptom presentation OR positive test <b>and</b> until 24 hours have passed with no fever (without fever reducing medications) and improvement in respiratory and other symptoms. Individuals also must have clearance from their local board of health due to varying requirements</p>

Event	What school should do
<p><b>Student or staff tests positive for COVID-19</b></p>	<p>The school should determine whether the student or staff member was on the premises during the time frame that started two days prior to symptom onset until the time of isolation</p> <ul style="list-style-type: none"> <li>A) If so, promptly close off areas visited by COVID-19 positive individual until such areas can be cleaned and disinfected</li> <li>B) Promptly clean and disinfect the students or staff members classroom and any other facilities visited by the individual</li> <li>C) Promptly clean and disinfect any campus buses the student or staff member may have been on</li> <li>D) Send a communication to the other families in the student’s class that there has been a positive test without naming the individual student or staff member who tested positive</li> <li>E) 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 onset of symptoms until individual was isolated</li> <li>F) Communications sent to families/staff should: <ul style="list-style-type: none"> <li>-Inform them there was a positive test in the self-contained classroom</li> <li>-Explain that they may have been within 6 feet of the person with a positive test, they are considered a “close contact” and therefore should be tested</li> <li>-Remind families and/or staff of the list of COVID-19 symptoms for which to monitor</li> </ul> </li> </ul>
<p><b>Student is symptomatic on the bus</b></p>	<ul style="list-style-type: none"> <li>A) The dispatch from transportation company should contact the school to inform the school nurse of a possible symptomatic child.</li> <li>B) School nurse should meet the bus as it arrives. If possible, student with symptoms should exit the bus first.</li> <li>C) Bus should be cleaned/disinfected</li> <li>D) Nurse should evaluate the student for symptoms</li> <li>E) Place student in designated sick room</li> <li>F) Student stays in designated sick room until able to be picked up</li> </ul>

Event	What school should do
<p><b>Presence of multiple cases in the school</b></p>	<ul style="list-style-type: none"> <li>A) If there is more than one confirmed COVID-19 case 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 the school</li> <li>B) When there is a suspected in school transmission, school and district leaders must consult with the local board of health as to proposed next steps</li> <li>C) Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance</li> </ul>
<p><b>Decision is made to close for several days</b></p>	<ul style="list-style-type: none"> <li>A) The school and or district should send clear information and instructions to families and staff</li> <li>B) Inform families and staff that it is possible COVID-19 is being transmitted in the school and/or district</li> <li>C) Note that there may be more potential cases that are not yet symptomatic</li> <li>D) Recommend students and staff quarantine and not have contact with others</li> <li>E) Remind families of the importance of not having contact with higher-risk individuals</li> <li>F) Ensure that remote learning is immediately provided to all students</li> </ul>

# All About Masks

## Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

## Wear a Mask to Protect Others

- Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a mask correctly for maximum protection
- **Don't** put the mask around your neck or up on your forehead
- **Don't** touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect
- **Gators must be double layered**

## Follow Everyday Health Habits

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

## Take Off Your Mask Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

## When to Wash your Hands at School

- Upon arrival and upon going home
- Before entering vehicles used for transportation
- After coming in from program space outside
- Before and after preparing food
- Before and after you eat
- After using any shared equipment like keyboards or manipulatives
- After touching or cleaning surfaces that may be contaminated
- Before and after treating a cut or wound
- After sneezing, coughing, or nose blowing
- After using the bathroom
- After contact with a facemask or cloth face covering



# Did you wash your hands?



Use soap & water.

Rub hands for 20 seconds.

Rinse.

Dry with paper towel.

Use towel to turn off faucet.

clean  
1

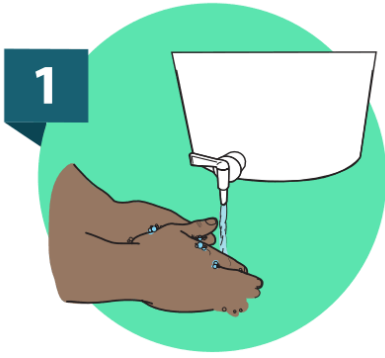
Your health is in your hands



Massachusetts Department of Public Health | [mass.gov/handwashing](http://mass.gov/handwashing)

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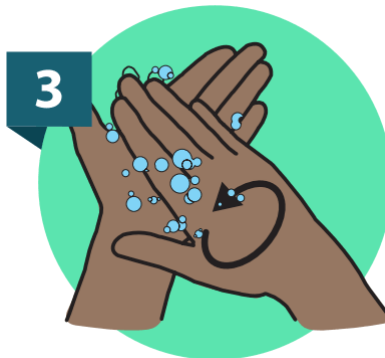
# Guide to Washing your Hands



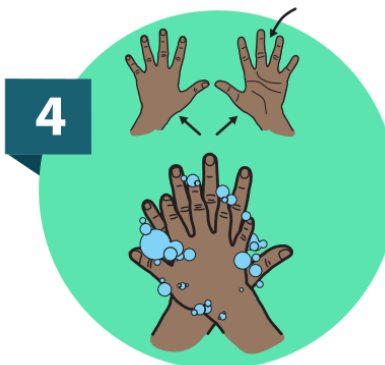
1. Wet hands with water.



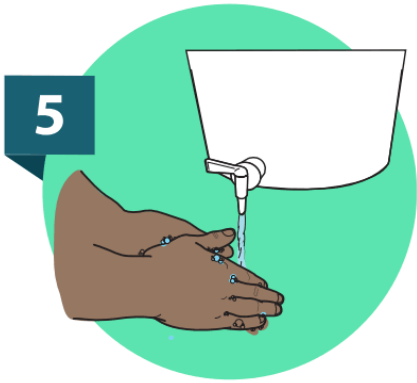
2. Apply enough soap to cover all hand surfaces.



3. Rub hands together and scrub everywhere for 20 seconds



4. Wash the front and back of your hands, in between your fingers, and under your nails.



5. Rinse hands with water.



6. Dry hands completely using a single-use towel or air dry.

# WATER DISPENSER PROCEDURES

- \*Sanitize your hands before use!!
- \*Filling of small mouthed water bottles is prohibited!
- \*Please do not place your cup or wide mouthed bottle directly under the water spicket, this can spread germs!
- \*When filling you water, place your cup or bottle on the shelf area as shown:



# KEURIG PROCEDURES

- \*Sanitize your hands before use!!
- \*Please do not place your cup directly under the Keurig, this can spread germs!
- \*When filling your coffee cup, place your cup on the shelf area of the Keurig as shown in picture, rim of cup should NOT touch machine
- \*Please take out coffee pod after use and throw away
- \*Wipe down Keurig after use
- \*Sanitize your hands when done!



## Support for Teens and Young Adults

Some of the questions you might be asking are, “Should I be freaking out about COVID-19?” and “Why can’t I hang out with my friends in person?”. You may be feeling worried, bored, or frustrated. COVID-19 is frightening, and you are not the only one feeling stressed.

While anyone can catch the virus that causes COVID-19 and people of all ages and backgrounds can get severely ill, most people have a mild illness and are able to recover at home. But regardless of your personal risk, it is natural to be concerned for your friends and family or about uncertainty and changes in your daily routine.

There are things you can do to manage your stress.

- Learn about COVID-19. Knowing the facts and stopping the spread of rumors about COVID-19 can help you feel more in control of what is happening.
- Help stop the spread of COVID-19 by washing your hands often with soap and water, covering coughs and sneezes, and avoiding close contact with other people – even your friends. COVID-19 may be spread by people who do not have symptoms. These actions will keep you from getting sick and spreading the virus to other people you care about.
- Wear masks when you do leave your home to help slow the spread of COVID-19. People who should not wear a mask are children under age 2 and anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- You can be social, but do it from a distance, such as reaching out to friends by phone, text, video chat, and social media.
- Find ways to relax. Take deep breaths, stretch, or meditate. Try to do activities you enjoy, like exercising, gaming, reading or other hobbies.
- Keep to a schedule. Plan times for doing schoolwork, relaxing, and connecting with friends.
- Avoid alcohol and drugs. These substances can weaken your body’s ability to fight infections and increase the risk of certain complications associated with COVID-19.
- Talk with someone you trust about your thoughts and feelings.

