



SOUTHEASTERN TECHNICAL INSTITUTE

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Hello everyone

Welcome to Southeastern Technical Institute. Whether you are a brand new student, or returning after the summer, we are happy to have you with us. As we get close to the start of school you have been busy submitting medical information and ID pictures, completing the financial aid process and CORI's. Keep up the good work! We have been busy as well and I want to take this opportunity to discuss the plans we have put into place for this coming year.

As always, our goal is to deliver the quality education for which STI is known. The safety and health of our students, staff, and their families are a priority. To that end we have developed the STI Return to School Plan. I have included the plan with this email for your review. You will be asked to sign-off on your receipt and reading of the plan at a later date. **Specific program start dates and times are included below but please review the attached return to school plan for details. Teachers will communicate scheduling information to you within the next few days.**

The plan describes the steps the district, the staff, and the students will take to provide a safe learning environment. The plan presents three possible learning models

- Level 1 – In-person Learning with New Safety Requirements
- Level 2 – Hybrid Learning, students in person and remotely
- Level 3 – Campus is Closed – Remote Learning

What level we find ourselves at is contingent on several things, particularly the general health of our community, the district, the STI, your program and cohort. Students in our programs have very little contact with students in other programs and we have taken additional steps to insulate programs. Therefore, it is possible for programs to be at a different levels as described above.

As we all know there are several steps that can help prevent the spread of the virus. Our plan includes:

- Staff and students must monitor themselves for symptoms daily for symptoms and not come to school if they are exhibiting any COVID-19 symptoms or are feeling sick.
- Masks are among the most important single measures to contain the spread of COVID-19. We require all students and staff to wear masks that adequately cover both their nose and mouth.
- Hand hygiene is critical.
- Physical distance greatly reduces the risk of transmission.
- Cohorts/assigned seating.

- Lunch will be in your specific classroom, in your assigned seat. Microwaves and refrigerators will not be available in September. We will reevaluate this after the first month. You will be able to leave the building at lunch time.
- Our facilities team will be cleaning classrooms, labs, and all “high touch” areas regularly. We ask that you wipe down your desk and “high touch” areas regularly.

I invite you to review the attached plan for more specific information as well as the schools protocols for handling specific issues. Your cooperation with this plan is essential to its success. It is the responsibility of the entire STI community to protect ourselves both in and out of school. Our success will have a direct correlation to our ability to teach and learn at Level 1.

PROGRAM SCHEDULES (More detailed program schedules will be sent to each program)

Program	Start Date	Class Start Time	Class Break/Lunch Time	Class End Time
Cosmetology	Sep 1, 2020	4:00 pm	5:00 pm	9:30 pm
Culinary Arts	Sep 2, 2020	4:00 pm	varies	10:00 pm
Dental Assisting	Sep 2, 2020	8:00 am	TBD	2:10 pm*
HVAC	Sep 2, 2020	4:00 pm	-	9:00 pm
Electricity	Aug 18, 2020	4:30 pm	6:00 pm	9:30 pm
Machine Tool	Sep 8, 2020	8:00 am	varies	2:10 pm
Medical Assisting	Sep 2, 2020	8:00 am	TBD	2:10 pm*
Plumbing	Sep 2, 2020	4:30 pm	6:00 pm	9:30 pm
Practical Nurse – Day	Sep 3, 2020	8:00 am	TBD	2:10 pm*
Practical Nurse – Eve	Sep 8, 2020	4:30 pm	6:00 pm	10:30 pm*

*Fall 2020 – Clinical Times may vary

The most important part of this plan is the people involved. It is the responsibility of the entire STI Community to ensure that we are being safe in the building as well as outside in our personal lives. This directly relates to our ability to maintain in-person learning. Contact us for specific questions at admissions@stitech.edu.

All of us at STI are looking forward to welcoming you to this new school year. Enjoy the rest of your summer.

Sincerely



Patricia M. Illsley
Director of the Technical Institute

STI School Reopening Plan

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STI School Reopening Plan

Introduction

At Southeastern Technical Institute and Southeastern Regional Vocational Technical High School our concern is always for the wellbeing of all of our students and staff. We are committed to preparing and planning for any emergency that could have a large-scale impact on our community members and campus operations. An important component of our plan is a focus on the unique requirements of the post-secondary technical institute and includes alternative instructional delivery methods in case of prolonged absences and/or school closure. This document does not address employment issues. Instead it addresses how we, at Southeastern Technical Institute, can best protect ourselves and our students while on campus and continue to prepare students for graduation, certification, licensure and to enter the work force.

Our focus is to share these instructional protocols for how we can support student and staff wellbeing and academic progress when the conditions for teaching and learning are not ideal or like anything we have experienced before. Our goal is to have all the available information in one shared document in order to help us begin to feel more comfortable about planning for a transition back and forth between direct face-to-face instruction and online teaching and learning.

OUR GOAL FOR THIS FALL

Our goal for the fall is to safely bring back as many students as possible to in-person school settings, to utilize distance education models when necessary and appropriate, and to address the diverse needs of our adult students.

Our Continuity of Learning Plan has been updated, in light of the COVID pandemic, and will continue to be adjusted as new guidance is provided by health officials, United States Department of Education, institutional, and programmatic accrediting agencies, and the Department of Elementary and Secondary Education. Currently our focus is on:

- The safe return of as many students as possible to in-person school settings, to maximize learning and address our students' holistic needs.
- Providing a clear set of health and safety requirements for in-person learning this fall, grounded in the most up-to-date scientific literature and discussions with expert medical advisors.
- Addressing three possible learning models for this fall: in-person learning with new safety requirements, a hybrid of in-person and remote learning, and the continuation of remote learning (to ensure continuity of learning throughout the school year, even if circumstances change).

LEVEL 1: IN-PERSON LEARNING WITH NEW SAFETY REQUIREMENTS

- All students return in person; classrooms, schedules, protocols modified to meet health requirements

LEVEL 2: HYBRID LEARNING.

- Students learn both in-person and remotely

LEVEL 3: CAMPUS IS CLOSED. REMOTE LEARNING

- Learning takes place remotely

- 1. In-person learning with new safety requirements:** Our goal to get as many students as possible back into schools for in-person learning—safely. In this model, all students return in person to school settings that are appropriately modified to accommodate the health and safety requirements outlined throughout this document.
- 2. Hybrid learning:** A hybrid model means that students would alternate between in-person and remote learning. For instance, students could switch between in-person and remote learning on alternating weeks or days of the week.
- 3. Remote learning:** This model must be available for individual students who cannot yet return in-person, and for all students in the event of future classroom or school closures due to COVID-19.

UNDERLYING ASSUMPTIONS

We must plan now based on the best current understanding of COVID-19 and what is required for continued containment and mitigation. At the same time, this dynamic public health situation requires adaptive planning that can evolve as the science and circumstances do. We have the following assumptions in mind as we develop our model for opening.

- There is the potential of localized, 14-to-28-day rolling closures triggered by new outbreaks.
- As we open, we will make modifications to this plan based on guidance from state, and local health officials, which will include items like physical distancing, temperature screenings, and frequent disinfecting of the facilities.
- Time on learning in the facility will support lab/shop/clinical curriculum as well as CORE academic curriculum.
- Accommodations will be needed for teachers, administrators, school staff, and students who may be at heightened risk from COVID-19 due to their age or other health conditions.

- A vaccine might not be available for 18 months or more, meaning that we might need to switch back and forth between levels 1-3 regularly.
- We will reopen under the state’s recommendations of gradual relaxation of the social distancing measures put in place. We are planning for the gradual relaxation of social distancing measures and ALSO the conditions under which those measures could be reactivated.

GUIDING PRINCIPLES

- The safety and health of our students, staff and their families are a priority in all decisions.
- Continuing to offer high quality, hands-on learning to all our students is a priority.
- STI has a number of students on 504 plans and we are responsible for meeting the needs of all students, including the distinctive needs of students from low-income backgrounds, students with disabilities, and English language learners.
- STI will work with and provide technology and connection to serve all students when remote learning requires students to connect from home.
- STI could not have reasonably been expected to plan for the current situation. Financial challenges must be met and although state and federal officials are seeking resources for schools, our response is largely our own. We assume there will be very little additional support for our regional vocational technical school, given the current revenue challenges at the state and Federal levels.
- Governor Baker has the authority to close and open schools and has been consulting with those closest to the problem. We will continue to offer our advice and participation in the decision-making process of local, regional and statewide authorities.

SAFETY PROTOCOLS

A safe return to in-person school environments will require a culture of health and safety every step of the way. Specifically: It is not one mitigation strategy but a combination of all these strategies taken together that will substantially reduce the risk of transmission. No single strategy can ever be perfect, but all strategies together will reduce risk. In addition, it will take collective continued vigilance towards health and safety measures to continue to contain COVID-19.

- **Staff must monitor themselves** for symptoms daily and **Students**, with the assistance of families, must also be monitored daily for symptoms. Staff and students must stay home if feeling unwell. Everyone must do their part to protect others and not come to school if they are exhibiting any COVID-19 symptoms or are feeling sick.
- **Masks are among the most important single measures to contain the spread of COVID-19.** We require all students and staff to wear masks that adequately cover both their nose and mouth. Exceptions will be made for students with medical, behavioral, or other challenges who are unable to wear masks/face coverings.

- **Hand hygiene is critical.** Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.
- **Physical distance greatly reduces the risk of transmission.** As COVID-19 is transmitted through respiratory droplets, putting distance between yourself and others reduces risk. In classroom/lab/shop settings, while indoors, all parties must be wearing masks other than during mask breaks or as otherwise explicitly stated in this document.
- **Cohorts/assigned seating.** Students organized in groups/classrooms and other cohorts help mitigate transmission of the virus. Assigned seating is important because it effectively creates even smaller groups within cohorts which minimize transmission. Assigned seats can also assist with contact tracing. Wherever possible, seats should be assigned.

DAILY HOME SCREENING CHECKLIST FOR STUDENTS

Students: Please complete this short check each morning. If you have ANY of these symptoms, stay home from school and contact the STI Administrator.

SECTION 1: Symptoms

If you have any of the following symptoms, that indicates a possible illness that may decrease your ability to learn and also put you at risk for spreading illness to others. Please check yourself for these symptoms:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain;
- New onset of severe headache, especially with a fever.

SECTION 2: Close Contact/Potential Exposure

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19; OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2; OR
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open.

CLEANING/ DISINFECTING PROCEDURES

Custodial and Maintenance Departments will be responsible for daily additional cleaning responsibilities in all areas that were in use throughout the day and an extra cleaning between High School and STI use including:

- Wipe down walls
- Cleaning/ Disinfecting tops of student desks & chairs
- Cleaning & Disinfecting classroom doors, doorknobs, windows, light switches. Any hard surfaces and high touch areas.
- Wet mopping floors/ vacuuming floors
- Checking & replacing, if necessary, supplies. Disinfecting bottles/paper towels. Hand sanitizer.
- Cleaning & Disinfecting the bathroom sinks, toilets, urinals, counters, walls, stalls, dispensers, mirrors
- Clean and disinfect all lockers

Students and staff will be responsible for additional cleaning and disinfecting procedure as detailed in this guide.

OUTSIDE GROUPS/INDIVIDUALS

To ensure the safety of our staff and students, only students and staff will be allowed into our school during the regular school day. Furthermore, after-school use of the facility will be limited to our Technical Institute staff and students who must comply with safety and operations protocols listed in this guide. For the time-being, we will not take on student interns, MAVA courses, evening adult education classes, Plumbing and Electricity Tier students, guest speakers, or school rental requests unless they can be held remotely or are limited to our students and staff.

SOUTHEASTERN TECHNICAL INSTITUTE OPERATIONS

Southeastern will adapt day-to-day operations to adhere to public health guidance. This includes public health accommodations, meals, transportation, and other activities. Refer to the following individual sections, related attachments, and student handbook for specific safety and operations protocols.

- Each STI program will develop a plan that accommodates the individual needs of the students, individual program curriculum and vocational needs, and will incorporate guidance from accrediting, certifying, and licensing agencies.
- The nature of STI programs allows each program to exist as its own cohort. Programs will develop sub-cohorts that will further reduce contact between students and allow for transition between each instructional delivery method as needed.

ATTENDANCE

Staff and students must stay home if feeling unwell. Staff should refer to guidance documents from the Human Resources office for their leave options and when they are not feeling well. Students will not be penalized due to sick-related absences. However, students and staff are expected to participate during

their regularly-scheduled class time – whether in person or remote. Teachers will take daily attendance whether a student is in person or remote.

School Open at full capacity with precautions in place

- Teachers take attendance hourly for all students by period in Populi.

School open using hybrid model

- For students on in person days, teachers take attendance by period in Populi.
- For students on remote learning days who are required to do work online during their regularly scheduled class time, teachers will check students' submissions/participation/check-in and update absences by period in Populi each day.

School Closed Using Full Distance Learning

- For students who are 100% remote, teachers take attendance each day during their regularly scheduled class time during their daily synchronous class meeting by period in Populi.

GRADING

Regardless of the instructional delivery method (Level 1, 2, or 3), the STI Grading Policy will remain intact. Students are expected to complete classwork when due.

- Instructors will utilize individual course syllabi to set expectations and accommodate the needs of each instructional delivery method. Instructors will take into account the learning conditions and adjust assignment deadlines and policies as necessary.

MEALS

- Students will eat lunch in designated classrooms
 - Students will wipe down desks before and after meals
 - Students will deposit food waste in designated areas
- Microwaves and refrigerators will not be available, this will be re-evaluated at the beginning of October.
- Lunch may be available from the Colonial Room at some point during the semester.

USE OF COMMON SPACES

- The STI student lobby/lounge will closed during Level 2: Hybrid Learning or Level 3: Remote Learning Levels. Students are encouraged to use outdoor seating areas as well assigned classroom space.
- The East side of the Student Commons/Cafeteria will be set-up with limited tables and chairs for staff and student meetings, breaks, and other activities. No more than 4 people can be sitting at a table at any one time and masks are required unless having lunch or having a mask break and at least 6 feet apart.
- Anyone using the tables in the Student Commons area must wipe down the surfaces before and after use.

Lockers

Lockers will not be available for use during Level 2: Hybrid Learning or Level 3: Remote Learning levels. Exceptions will be for programs that require the storage and retrieval of personal tools in which case safety protocols will be established and strictly followed.

Restrooms

- Programs will be designated specific restrooms.
- We are considering replacing hand dryers with disposable towels, in order to decrease the flow of air particles in the bathroom.
- Only one person is allowed in restrooms at a time.

COPY CENTER

- All copy center requests must be made electronically using the Ad Design request found on the website under Teacher Links. If the item which required copying cannot be sent electronically, please email: copycenter@sersd.org to schedule pickup.
- Once copies are made they will be delivered to teachers' classrooms at the end of the day by a member of the custodial department. Please allow up 48-72 hours for copy requests.

FACULTY BREAK ROOMS

Faculty break rooms will be closed during Level 2: Hybrid Learning or Level 3: Remote Learning Levels. Teachers are encouraged to use their office, outside sitting areas, or the East side of the Student Commons/Cafeteria for breaks or preparation time.

GLOBAL PRINTERS

Staff should make an effort to minimize paper copies and printing of documents as much as possible.

- Masks need to be worn and social distancing is required at Global Printers. Only one person at a time is allowed near a global printer.
- All Global printers will be equipped with a spray bottle and paper towels. Staff members are asked to clean before and after each use.
- There will be a designated person per printer assigned to refill printer supplies (i.e., paper, ink). If the printer you are attempting to use is out of supplies or has technical issues, please email helpdesk@sersd.freshservice.com.

STI OFFICE

All faculty, staff, and students should avoid entering the STI day and evening school offices.

- Mailboxes have been moved a central location – next to the Global Printer near Medical Assisting.
- All inter-office mail should be sent electronically if possible. There will be a bin for inter-office mail that cannot be emailed.

INDIVIDUAL PROGRAM PLANS

We recognize that every STI program is unique and has diverse needs for engaging students, providing instruction, and effective assessment. Each program is its own cohort and will be able to establish sub-cohorts as needed. It is conceivable that each STI program could be at varying Instructional delivery levels based on:

- Program enrollment
- Shop/Lab and classroom size
- Location of program
- Potential exposure

Each program will develop a plan and schedule that will meet the needs of the students and the unique learning needs of the program. Individual program schedules are included in Appendix A.

Program	Enrollment	Instructional Delivery level
Cosmetology	24	2
Culinary Arts	7	1
Dental Assisting	15	2
HVAC	10	1
Electricity	13	1
Machine Tool	1	2
Medical Assisting	15	2
Plumbing	8	1
Practical Nurse – Day	40	2
Practical Nurse – Eve	25	2

PROGRAM SPACE ASSIGNMENTS

Program	Classroom	Shop/Lab	Lunch Area
Cosmetology	3-116 3-117	3-131	3-116 3-117
Culinary Arts	1-219	1-224 1-146	Colonial Room
Dental Assisting	2-118	2-120	2-118
HVAC	3-142	3-143	3-142
Electricity	3-123	STI Electrical	3-123
Machine Tool	5-115	5-113	5-115
Medical Assisting	2-105	2-112	2-105
Plumbing	4-116	4-122	4-116
Practical Nurse – Day	2-124 2-119	2-129	2-124 2-119
Practical Nurse – Eve	2-124 2-119	2-129	2-124 2-119

PROGRAM SCHEDULES (More detailed program schedules will be sent to each program)

Program	Start Date	Class Start Time	Class Break/Lunch Time	Class End Time
Cosmetology	Sep 1, 2020	4:00 pm	5:00 pm	9:30 pm
Culinary Arts	Sep 2, 2020	4:00 pm	varies	10:00 pm
Dental Assisting	Sep 2, 2020	8:00 am	TBD	2:10 pm*
HVAC	Sep 2, 2020	4:00 pm	-	9:00 pm
Electricity	Aug 18, 2020	4:30 pm	6:00 pm	9:30 pm
Machine Tool	Sep 8, 2020	8:00 am	varies	2:10 pm
Medical Assisting	Sep 2, 2020	8:00 am	TBD	2:10 pm*
Plumbing	Sep 2, 2020	4:30 pm	6:00 pm	9:30 pm
Practical Nurse – Day	Sep 3, 2020	8:00 am	TBD	2:10 pm*
Practical Nurse – Eve	Sep 8, 2020	4:30 pm	6:00 pm	10:30 pm*

*Fall 2020 – Clinical Times may vary

CLINICAL EXPERIENCES / EXTERNSHIPS

Several STI programs include a clinical/externship component. Clinical requirements are often determined by authorizing agencies or programmatic accrediting agencies. STI is working with our clinical and externship partners to provide the required clinical experiences for every student. The different levels of instructional delivery, requirements of authorizing agencies, as well as the availability of clinical placements may impact clinical experiences. STI will strive to provide students with appropriate clinical experiences whenever possible as well as similar simulated instruction either in one of our labs or remotely using available technology when necessary.

ADDITIONAL SAFETY MEASURES FOR SERVICE-RELATED PROGRAMS

Culinary Arts

Culinary arts programs will follow both the DESE reopening guidance and the Massachusetts Safety Standards and Checklist for Restaurants. In implementing these guidelines, Culinary Arts will:

- Limit customers. Culinary will only serve internal guests (e.g., staff and students) within the dine-in restaurant for the first two months.
- Set up disinfecting stations. These should be available at the front and back of the house for students and staff.

Cosmetology

The Cosmetology program will abide by both the DESE reopening guidance and the Massachusetts Safety Standards and Checklist for Close Contact Personal Services. In implementing these guidelines, Cosmetology will:

- Limit customers. Cosmetology will only serve classmates and staff for the first two months of operations and not permit external customers. Use of mannequins will be prioritized as feasible.

- Limit services. Haircuts and other services are permitted if the individuals are not face-to-face for extended periods of time, so long as DESE and industry safety standards are followed. These standards include wearing masks, gloves, gowns or smocks, and prescription glasses, safety glasses, or goggles.

PROTOCOLS FOR RESPONDING TO COVID-19 SCENARIOS

Introduction and overview

This guidance provides more information and protocols to answer the following questions:

- What should a district do if there is a symptomatic individual – at home, on the bus, or at school?
- What should a district do if someone in the school community tests positive for COVID-19 – be it a student, teacher, staff, or bus driver, or one of their household members or close contacts?
- Who should get tested for COVID-19 and when?
- In what circumstances would someone need to quarantine (when they have been exposed but are not sick) or isolate (when they are sick)?
- What should school districts do to monitor COVID-19 spread in their communities?

To support a culture of health and safety, schools must have robust and reliable ways to communicate with all families, students, teachers, and staff in order to send and receive key messages related to COVID-19.

Preparing to respond to COVID-19 scenarios

Even as we remain vigilant, and public health metrics in Massachusetts remain positive, the risk of exposure to COVID-19 in school will not be zero. As we prepare to reopen schools, we must also prepare to respond to potential COVID-19 scenarios, whether in school, on the bus, or in our communities. Depending on the circumstances, a positive COVID-19 test, a potentially symptomatic student, or exposure to someone in the outside community who has COVID-19 can each have health, safety, and operational implications.

Testing, tracing, and isolation

It is important to note that testing, combined with contact tracing and isolation, helps control the spread of COVID-19 in Massachusetts. All test results, both positive and negative, are reported to the Massachusetts Department of Public Health (DPH). When a person has a positive COVID-19 test, it is the local board of health or the Massachusetts Community Tracing Collaborative that will reach out to provide support so that these individuals can remain safely in medical isolation. They will also ask for help to identify close contacts. These organizations will then reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While these organizations will provide support, to further assist with contact tracing, the student/family and staff are asked to reach out to their personal contacts and notify the school. CDC protocols may be released in the coming weeks and this guidance may be updated accordingly.

Self-isolation for COVID-19 positive cases is a minimum of 10 days

Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. People who test positive can resume public activities after 10 days and once they have:

- a. gone for 3 days without a fever (and without taking fever-reducing medications like Tylenol);
and

- b. experienced improvement in other symptoms (for example, their cough has gotten much better); and
- c. received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative).

Repeat testing prior to return is not recommended. Return to school should be based on time and symptom resolution.

Close contacts of a positive COVID-19 case should be tested. For general guidance, DPH defines close contact as:

- o Being within less than 6 feet of COVID-19 case for at least 10-15 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within the 48 hours before symptom onset, OR
- o Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

In school settings, close contacts include other students and staff who were within 6 feet of the student or staff for at least 10-15 minutes in a classroom, in other school spaces, on the bus, or at an extracurricular activity. In school situations where the students are in self-contained classrooms for an extended period, all students/staff within this “cohort” are considered close contacts as they may have been within 6 feet of the person with a positive test result. Possible close contacts should not come back to school until they have been tested (or elected instead to self-quarantine for 14 days). If an individual tests positive for COVID-19, then self-isolation is for a minimum of 10 days and until at least three days have passed with no fever and improvement in other symptoms as noted. If the test is negative, the student/staff can return to school if asymptomatic and wearing a mask.

Most common symptoms of COVID-19 and testing requirements

The single most important thing to do if any of the following symptoms are present is to STAY HOME. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Please STAY HOME if you have any of the symptoms listed.

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

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath

- 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

If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school. [A list of test sites is available here](#), and Massachusetts also has an interactive testing map.

Staff and students who have symptoms should also contact their primary care physician for further instructions.

Protocols for possible COVID-19 scenarios

While specific protocols vary, there are some common elements for each possible COVID-19 scenario:

- Evaluate symptoms
- Separate from others
- Clean and disinfect spaces visited by the person
- Test for COVID-19 and stay at home while awaiting results
- If test is positive:
 - Remain at home at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms
 - Monitor symptoms
 - Notify the school and personal close contacts
 - Answer the call from local board of health or Massachusetts Community Tracing Collaborative to help identify close contacts to help them prevent transmission
 - Secure release from contact tracers (local board of health or Community Tracing Collaborative) for return to school

The following pages outline protocols for the scenarios below.

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 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.
4. STI Programs (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. For purposes of this section, “close contacts” are defined as students and staff members who are within 6 feet of the individual for 10-15 minutes in class.
 - 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 days and until asymptomatic.
5. **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.”
 6. **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. If they have symptoms but test negative regardless, they should wait until they are asymptomatic for 24 hours before returning to school.
 7. 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.

Protocol: Close contact of student or staff tests positive for COVID-19

1. Current Massachusetts DPH guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.
2. The student or staff member who was in close contact with someone who tested positive for COVID-19 should be tested at one of Massachusetts’s test sites. Sites may require pre-screening, a referral, and/or an appointment. An individual who does not wish to be tested should instead quarantine for 14 days and until asymptomatic.
3. Close contacts should isolate at home prior to testing and while awaiting test results.
4. In order to return to school, close contacts need to have one negative test result and not be showing any COVID-19 symptoms, or if they do not wish to be tested, quarantine at home for 14 days. Because tests performed too early can be falsely negative, ideally the test should be performed no sooner than 4 or 5 days after the last contact with the person who tested positive.
5. **IF POSITIVE TEST:** The student or staff member should 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. Most people who have relatively mild illness 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. **FOLLOW STEPS UNDER: “Protocol: Student / staff tests positive for COVID-19.”**

Protocol: Student is symptomatic at home

1. Students should monitor at home each morning for the most common symptoms of COVID-19 (see list above).
 - a. IF NO SYMPTOMS:
 - i. student attends school.
 - b. IF ANY SYMPTOM:
 - i. Student does not attend school.
 - ii. Notify the school's COVID-19 point of contact and inform them you are staying home due to symptoms.
 - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - iv. The student should get tested at one of Massachusetts' test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:
2. IF NEGATIVE: Student stays home until asymptomatic for 24 hours.
3. IF POSITIVE: Student should 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. Most people who have relatively mild illness 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.

Protocol: Student is symptomatic at school

1. Although students are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school nurse.
2. Teacher ensures the student is wearing a mask that fully covers nose and mouth at all times.
3. Teacher calls the nurse to inform them that they have a possible case. Nurse comes to get the student from class.
4. During the day the School Nurse may evaluate the student for symptoms. The Administrator will be informed and will be responsible for a symptomatic evening student. STI students will be sent home. If transportation is required they will wait in the designated medical waiting room.
 - i. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - ii. Student should get tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or appointment.

- iii. Isolate at home until test results are returned.
- iv. Proceed as follows according to test results:
 - 1. **IF NEGATIVE:** If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours.
 - 2. **IF POSITIVE:** Student 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. Most people who have relatively mild illness 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. **FOLLOW STEPS UNDER: “Protocol: Student or staff tests positive for COVID-19.”**
- b. **IF NO SYMPTOMS:**
 - i. If the evaluation shows the student does not have symptoms, send the student back to class.

Protocol: Staff is symptomatic at home

- 1. Staff should monitor themselves at home each morning for the most common symptoms of COVID-19 (see list above: **“Most common symptoms of COVID-19”**).
 - a. **IF NO SYMPTOMS:**
 - i. Come to work.
 - b. **IF ANY SYMPTOM:**
 - i. Do not come to work.
 - ii. Contact the COVID-19 point of contact
 - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - iv. The staff member should get tested at one of Massachusetts’ test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:
 - 1. **IF NEGATIVE:** If the staff member does not have COVID-19, they may return to school based upon guidance from their clinician and necessary management of another diagnosis. Staff member stays home until asymptomatic for 24 hours.
 - 2. **IF POSITIVE:** Staff member should 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. Most people who have relatively mild illness 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.

FOLLOW STEPS UNDER: “Protocol: Student/staff tests positive for COVID-19”.

Protocol: Staff is symptomatic at school

1. As noted above, staff should be encouraged not to come to school if they are experiencing any symptoms of COVID-19.
2. If a staff member suspects any symptoms during the day, they should notify the STI Administrator and see the school nurse to be evaluated for symptoms.
 - a. **IF NO SYMPTOMS:**
 - i. The staff member should follow the school’s standard protocols for being excused due to illness.
 - b. **IF ANY SYMPTOM:**
 - i. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - ii. The staff member should get tested at one of Massachusetts’s test sites. Sites may require pre-screening, a referral, and/or appointment.
 - iii. Isolate at home until test results are returned.
 - iv. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Staff member stays home until asymptomatic for 24 hours.
 2. **IF POSITIVE:** Staff member should 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. Most people who have relatively mild illness 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.
3. **FOLLOW STEPS UNDER: “Protocol: Student/staff tests positive for COVID-19”.**

Protocols for potential school closure (partial or full) or district closure

Protocol: Presence of multiple cases in the school or district

1. 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 will work with the local and state boards to determine if it is likely that there is transmission happening in school.
2. For each individual case, **FOLLOW STEPS UNDER:** “Protocol: Student or staff tests positive for COVID-19.” Note that when there is one isolated case, the student’s close contacts will need to stay home and be tested, not the whole school.
3. When there is suspected in-school transmission *beyond one cohort or a small number of cohorts*, school and district leaders will consult with the local and state boards as to proposed next steps. These steps could include, *for example*, making a decision to a) close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) close the school partially or fully for the longer duration of a 14-day quarantine period.
4. Should there be circumstances where there are multiple cases in multiple schools, school and district leaders must consult with the local board of health as to proposed next steps. These steps could include, *for example*, making a decision to a) shut down the district for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) shut down the district for the longer duration of a 14-day quarantine period.
5. Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.
6. If the decision is made to close for some number of days, the school and/or district will send clear information and instructions to families and staff:
 - a. Informing them that it is possible COVID-19 is being transmitted in the school and/or district
 - b. Noting that there may be more potential cases that are not yet symptomatic
 - c. Recommending students quarantine and not have contact with others
 - d. Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents)
 - e. Reminding families of the list of COVID-19 symptoms for which to monitor
 - f. Ensuring that remote learning is immediately provided to all students
7. Before bringing students back to school:
 - a. Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products); re-order replacement inventory
 - b. Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing)
 - c. Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school

Protocol: Presence of significant number of new cases in a municipality

1. In the case of significant municipal outbreak, as determined by the local board of health or DPH, the superintendent and school leaders will consult with the local board of health to determine whether it is appropriate to close a specific school, schools, or an entire district.
2. Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.

Protocol: State-wide regression to a previous reopening phase

1. Massachusetts is tracking its overall statewide reopening in phases according to the [Reopening Massachusetts](#) plan. Currently, Massachusetts is in Phase 3 of reopening, where even more businesses can resume operations with specific guidance.
2. If Massachusetts moves back into a prior phase, DESE (in consultation with the Massachusetts COVID-19 Command Center) will communicate with school districts and schools to determine whether in-person school should continue.

Frequently Asked Questions (FAQs)

Q1: What happens if a student in school has COVID?

- *Follow: Protocol: Student is symptomatic at school.*

Q2: What happens if a staff member in school has COVID?

- *Follow: Protocol: Staff is symptomatic at school.*

Q3: What happens if someone in school gets COVID? Is the whole school quarantined?

- *We are working on scheduling so that students and teachers are in cohorts (basically remaining with the same people throughout the day). If the cohort was quarantined, students/teachers at home would be able to use distance learning while quarantined unless they were sick.*

Q4: Will I have to wear a mask all the time?

- *Yes; with the following exceptions: When seated at your desk or in you individual work area AND you are at least 6 feet apart from other individual. Teachers are encouraged to provide mask breaks throughout the day including taking their class outside for a break.*

Q5: What if my classroom doesn't have a window—how do we get fresh air?

- *During the recent school renovation, all ventilation was upgraded. We replaced all our filters and we are able to bring in 100% fresh outside air change in every room every fifteen minutes. Additionally, we encourage counselors, administrators, and other one-on-one staff to use some of the outside areas when possible as alternate meeting spaces.*

Q6: I have a small office space and six foot social distancing is impossible in my office?

- *We are constructing desk separation units that you can use when meeting with students.*
- *During the recent school renovation, all ventilation was upgraded. Additionally, we encourage counselors, administrators, and other staff to use some of the outside areas when possible as alternate meeting spaces. Finally, we are designating other larger areas as meeting spaces where you can meet with students. Whenever possible, all parental meetings should be conducted remotely.*

Q7: How will the District identify the status of high risk staff/students?

- *Staff should monitor themselves and their household for symptoms of COVID. **Refer to Protocol: Staff is symptomatic at home.** Staff members who consider themselves as high risk due to age,*

a pre-existing medical condition, or another circumstance should review their return to work and leave options with the HR Department.

- *Students with a pre-existing medical condition, or another circumstance should contact the Guidance Office for support.*

Q8: What is the plan for cleaning and disinfecting high traffic surfaces including items shared between students in vocational classrooms and in the academic classrooms?

- *The custodial department is responsible for cleaning and disinfecting all high traffic areas and surfaces on a daily basis. Refer to the section “**cleaning and disinfecting procedures**”. Additional safety precautions are also detailed throughout this guide including individual responsibilities for staff and students including protocols and expectations for staff and students on the bus, in classrooms, and in the halls.*
- *Vocational teachers should familiarize themselves with the [Massachusetts reopening mandatory safety standards for workplaces](#) and model their teaching space and safety practices according to industry standards in order to prepare students for entry into the workforce.*

Q9: What is the plan for school supplies for masks?

- *Students are required to supply masks while in school. Southeastern has purchased and will provide washable and disposable masks for staff and students for use during clinical activities. Individuals can wear their own masks as long as they completely cover the mouth and nose and are school-appropriate.*

Q10: What is the plan for someone refusing to wear a mask?

- ***All staff and students are required to wear masks** as detailed in this guide unless they have a special medical or other clearance which will be coordinated with the School Nurse. A list will be provided.*
- ***Staff** not wearing a mask will be sent home and referred to the HR Department.*
- ***Students** refusing to wear a mask will be referred to the Director of the Technical Institute for possible disciplinary action.*

Q11: I have some concerns about physically coming into school, can I attend school/work remotely?

- ***Students:** Full remote learning is only available during a Level 3: Remote Learning Situation. While in Level 1: In-person Learning or Level 2: Hybrid Learning students are expected to attend school on their designated days. Exceptions will be made for students being quarantined (refer to Protocols Section), medical and other situations requiring a student to be absent from school. Students and parents should work with the guidance department concerning these special circumstances.*

- **Staff:** Full remote learning is only available during a Level 3: Remote Learning Situations. While in Level 1: In-person Learning or Level 2: Hybrid Learning all staff are expected to perform in-school work obligations unless instructed otherwise by the District. Staff who are unable to, or feel uncomfortable returning to work in-person should consult with the Human Resources Department to discuss their options.

Q12: If there are single or multiple cases of COVID in the school or school community, what actions will the District take to ensure everyone’s safety?

- We are constantly monitoring the COVID situation at the local, state, and national levels. Decisions are made to ensure the safety of students and staff along while still providing a complete education for our students. Please refer to “Protocols for potential school closure (partial or full) or district closure.” For more detailed information.

Q13: How will student attendance be taken during Remote Days?

- On remote days student attendance will be entered into Populi as it is entered in during in person days.
- Each teacher will determine their method of taking attendance for remote days. Some examples include, participation in schedule remote meetings, class postings, commenting on postings, submitting work required during remote learning.

Q14: Why is my room still hot or cold, if we updated the entire HVAC system?

- Temperature in rooms is controlled with thermostats. Conversely, the fresh air ventilation system, which brings in clean outside air is controlled by Carbon Dioxide sensors in rooms that can sense human activity and adjust the amount of fresh air needed. Since we are over-riding the system, we are constantly bringing in filtered outside air which means that our air conditioning or heating systems are working overtime to compensate for the outside temperature which might result in hotter or colder classrooms. To illustrate, in order to keep everyone safe, we are effectively running the air conditioning while at the same time keeping all the windows open.

Q15: Can I wear a face shield instead of a mask?

- No, according to the medical experts, a face shield is not a substitute for a mask unless you have a pre-existing medical or other condition, in which staff should contact Human Resources and students need to contact the Director of the Technical Institute.

Q16: Can I use a fan in my classroom?

- No, the use of a fan is not permitted due to the fact that they may distribute airborne particles

Q24: What is the protocol for students or staff that travel to a state that is in the mandatory 14-day quarantine order?

- *Students and staff are urged not to travel to a state or country that is the mandatory 14-day quarantine order unless absolutely necessary.*
- *Students or staff that travel to a state that is in the mandatory 14-day quarantine order will not be allowed to participate in-person for 14 days.*
- *Students will need to make up missed work during that time period but can still participate on remote learning days during their quarantine period.*
- *Grade and Attendance may be adversely affected for Students who voluntarily travel to a mandatory quarantine order state or country.*
- *Staff are urged not to travel to a state or country that is in the mandatory 14-day quarantine order unless absolutely necessary. Staff should consult with the HR Department about their leave options during the mandatory 14-day quarantine period with the understanding that voluntary travel may limit their leave options.*

Q99: I have another question or concern which I do not see addressed in this guide, who can I contact?

- *Please email Patricia Illsley, Director of the Technical Institute at pillsley@sersd.org or Superintendent Lopes at llopes@sersd.org with any further questions.*

Appendix A

Individual Program Plans will be included here.