

**Springfield Public Schools
Control Plan – COVID-19
In-Person Learning**

March 25, 2021

Springfield Public Schools (“District”) is implementing these mandatory safety standards for employees’ safety and health as the District transitions to in-person learning. The District wants every employee to be assured that it is taking the concerns and well-being of employees seriously and will update these practices and procedures consistent with public health guidance.

Mitigation Strategies to Reduce Transmission of COVID-19 in Schools

Five key mitigation strategies are essential to the District’s ability to have in-person instruction and to mitigate COVID-19 transmission in schools:

- Physical distancing
- Universal and correct use of masks
- Handwashing and respiratory etiquette
- Cleaning facilities
- Contact tracing in combination with isolation and quarantine, in collaboration with Springfield Health and Human Services (“SHHS”)

PHYSICAL DISTANCING

- All staff, visitors, and vendors should remain **at least six feet apart** to the greatest extent possible, at all times both inside and outside of workplaces.¹
- Practice adequate physical distancing:
 - Don’t gather in groups;
 - Stay six feet apart from others to the greatest extent possible;
 - Don’t eat in groups, even if each person is six feet apart from the other;
 - Don’t shake hands or hug.
- In buildings in which directional arrows have been provided in hallways and stairwells, please follow signage in order to maintain physical distancing.
- As much as possible, limit use of a public bathroom to one person at a time.
- To the extent feasible, allow only one individual at a time in an elevator, unless staff can safely physically distance inside the elevator.

¹Teachers and staff should maintain six feet of distance from students and other staff when feasible. For short periods of time (.e.g., helping a student individually, walking between desks), teachers and other staff may be less than six feet away from students. Students will maintain physical distance in accordance with the District’s Plan for Returning to Schools for In-Person Learning.

- Signage for safe physical distancing has been placed throughout buildings across the District.
- To the extent feasible, have staff and students stay in cohorts through the school day to minimize exposure to other individuals across the school environment.

Meetings

- Virtual meetings are strongly encouraged over face-to-face meetings – critical situations requiring in-person discussion must follow physical distancing.
- To the extent possible, meetings should be done via conference calls or web meeting sites even when in the same building. Staff are encouraged to use cell phones or texting for smaller group conversations.
- Common areas remain closed or reconfigured.
- Workspaces have been assessed and redesigned to ensure physical distancing.
- School cafeterias are limited to use by Sodexo staff or as approved by the Principal. Cafeteria in Central Office remains closed.

Meals/Breaks

- Staff should eat lunch in a location that is not being used by other staff and where individuals can be spaced more than six feet from others.
- Lunch and break times should be staggered.

UNIVERSAL AND CORRECT USE OF FACE MASKS

- Except as provided in the District’s Face Mask Policy, a face mask that covers a person’s nose and mouth must be worn by all individuals in school buildings, school offices, on school grounds when school is in session, and on school transportation, even when physical distancing is observed. The face mask requirement applies to all District employees, students (except those students exempted from the face mask requirement under the District’s policy) and visitors who enter a District building.
- Face mask should:
 - cover the nose and mouth;
 - fit snugly but comfortably against the side of the face;
 - be secured with ties or ear loops;
 - include multiple layers of fabric;
 - allow for breathing without restriction; and
 - be able to be laundered and machine dried without damage or change to shape.

- Face masks should be worn even if staff are able to maintain six feet of physical distance from others.
- All staff should maintain more than six feet of physical distance while eating and put their masks back on as soon as they are done eating.
- When putting on face masks:
 - Wash hands with soap and water or use hand sanitizer to cleanse hands
 - Place face mask over nose and mouth
 - Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie)
 - If face mask has loops, hook them appropriately around ears
 - Secure mask under chin and fit it snugly against sides of face
 - Make sure able to breathe easily
- When putting on or taking off a mask, only touch the elastic that goes behind your ears if there is one. Do not touch the front of the mask. Store the mask in a clean paper bag when it is not being worn. Wash hands immediately.
- Staff will be provided with at least two per-day mask breaks of no more than 15 minutes.
- For more information on face masks, physical distancing and prevention, please visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/types-of-masks.html>
- <https://www.mass.gov/info-details/covid-19-prevention-and-treatment>

HANDWASHING AND RESPIRATORY ETIQUETTE

- Continue to wash your hands frequently. Hand washing stations are located throughout the workplace.
- Handwashing procedure:
 - Wet hands with running water (*warm or cold) and apply soap
 - Lather hands by rubbing them together with soap, lathering backs of hand, between fingers and under nails
 - Scrub hands for at least 20 seconds
 - Rinse hands well under running water
 - Dry hands using a clean towel
- When washing with water and soap is not possible, use hand sanitizer. Hand sanitizer is available throughout the workplace.

- At least twice a day sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms, will be done daily throughout the work site.
- Wash hands frequently, including after touching items or surfaces that may be frequently touched. For how and when to wash your hands see: <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Cover your mouth and nose with a tissue or your arm when coughing or sneezing. Throw the tissue away in the trash and wash your hands with soap and warm water for 20 seconds.
- Avoid touching your face with your hands and touching your eyes, nose and mouth.
- Do not use other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Avoid sharing use of office materials/equipment (e.g. telephones, copiers, desks), whenever possible.
- Hand sanitizer will be provided next to any shared equipment, which will be disinfected after use.
- Visible signage has been posted throughout the building to remind staff of the hygiene and safety protocols.

STAFFING AND OPERATIONS

Access to School Buildings - Schools, Central Office, PACE and the Adult Education Center (AEC)

- Each time entering a school building, all staff must swipe their ID Badge to acknowledge that they have no signs of COVID-19 symptoms, have not been in close contact with an individual diagnosed with COVID-19, have not been asked to self-isolate or quarantine for COVID-19 reasons, or have completed self-isolation or quarantine and have been advised by a health care provider or the local public health official to stop self-isolation or quarantine, and are in compliance with the state's travel order.
 - Exception: Staff who are nurses or certified nurse assistants can swipe their ID Badge and enter a school building if they have been in close contact with an individual diagnosed with COVID-19 so long as they wore appropriate PPE and do not have signs of COVID-19 and have not been asked by a health care provider to self-isolate or quarantine for COVID-19 reasons.
- With regard to occupancy limitations for Central Office, PACE, and the AEC, the District will follow the state's workplace specific safety standards for office spaces to address COVID-19. Consistent with the state's Sector Specific Workplace Specific Safety

Standards for Office Spaces to Address COVID-19, to the extent that Central Office, PACE and AEC are providing delivery of critical services for the students and parents of the Springfield Public Schools, Central Office, PACE and AEC are exempt from the maximum occupancy level.

- When in any SPS building, staff **MUST** wear face masks and physical distancing guidelines **MUST** be observed (keeping a distance of at least six feet between yourself and others), except for direct service personnel.
- Staff must observe appropriate hygiene protocols while in buildings. Those include frequent handwashing with warm water and soap for at least 20 seconds or use hand sanitizer when use of soap/water is not permissible.
- Staff will continue to be provided training regarding physical distancing, mask wearing, hygiene protocols, self-screening at home, importance of not coming to work if ill, and when to seek medical attention.
- Visitors are prohibited from entering Central Office, PACE or the Adult Education Center unless approved by the Department Head. Maintain visitor logs for at least 30 days to enable contact tracing.
- Visitors are prohibited from entered a school building unless approved by the Principal. Maintain visitor logs for at least 30 days to enable contact tracing.

Employees' Self-Screening at Home for Symptoms of COVID-19

All employees must self-screen at home for the following symptoms:

- Fever or 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 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

Employees with Emergency Warning Signs of COVID-19

Employees who have the following symptoms should seek emergency medical care:

- Trouble breathing
- Persistent pain or pressure in the chest

- New confusion
- Inability to wake or stay awake
- Pale, grey or blue colored skin, lips or nail beds depending on skin tone

This list is not all possible symptoms. Employees should call their healthcare provider for any other symptoms that are severe or concerning to them.

Health Certification

At the beginning of the workday, employees by swiping their ID Badge will self-certify that they:

- Have no signs of the following symptoms in the past 24 hours:
 - Fever or 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 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
- Have not had "close contact" with an individual diagnosed with COVID-19. Close contact is defined as:
 - Being less than six feet away for a cumulative total of 15 minutes or more over a 24-hour period from someone who tested positive for COVID-19 in the 48 hours before their test was taken or anytime in the 10 days after the test; or
 - Being within six feet of a COVID-19 positive person for a cumulative total of 15 minutes or more over a 24-hour period, while the person was symptomatic or within the 48 hours before symptom onset; or
 - Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Exception: Staff who are nurses or certified nurse assistants can swipe the ID Badge and enter a school building if they have been in close contact with an individual diagnosed with COVID-19 so long as they wore appropriate PPE and do not have signs of COVID-19 and have not been asked by a health care provider to self-isolate or quarantine for COVID-19 reasons.

- Have not been asked to self-isolate or quarantine by their doctor or a local public health official or have completed self-isolation or quarantine and have been advised by a health care provider or the local public health official to stop self-isolation or quarantine.
- Is in compliance with the Massachusetts COVID-19 Travel Advisory which advises to quarantine for 10 days upon return to the Commonwealth if traveler has been out of the state for 24 hours or more and does not meet any of the following exemptions:
 - o Travelers who have a negative COVID-19 test result that has been administered up to 72 hours prior to their arrival in Massachusetts.
 - o Travelers who are fully vaccinated (i.e. who have received two doses of either the Moderna or Pfizer COVID-19 vaccines OR who have received a single dose of the Johnson & Johnson vaccine, 14 days or more ago and who do not have symptoms).

The District is using staff badge swipes each morning to confirm the daily self-certification. Any time staff enters a SPS building, they must swipe their badges.

If not already completed, Staff must sign the Acknowledgement Form through the link in the e-mail previously sent to them.

Illness

- Employees who are displaying COVID-19-like symptoms must not report to work. For the safety of co-workers, employees who are sick must stay home.
- Staff who have the following symptoms must not enter a SPS building or assigned work location :
 - o a fever;
 - o a cough (not due to other known cause, such as chronic cough);
 - o shortness of breath;
 - o difficulty breathing;
 - o muscle or body aches;
 - o sore throat;
 - o headache, when in combination with other symptoms;
 - o new loss of taste or smell;
 - o nausea, vomiting, or diarrhea;
 - o fatigue, when in combination with other symptoms; or
 - o nasal congestion or runny nose (not due to other known causes, such as allergies), when in combination with other symptoms.
- Employees are encouraged to take their temperature before leaving for work each day and if an employee has a fever, employee should call the Supervisor and inform him/her that the employee is sick.
- If an employee is sick with COVID-19-like symptoms or sick with other symptoms (e.g. GI issues, stomach pain), employee should not come into work. If an employee is sick

with COVID-19 symptoms, employee should get tested and call their supervisor and health care provider.

- SPS staff are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to their supervisor.
- SPS staff who test positive for COVID-19 are strongly encouraged to disclose to their supervisor the positive test result for purposes of cleaning/disinfecting and contact tracing.
- If staff develop COVID-19-like symptoms while at work, staff must continue to wear face mask, notify supervisor by phone, isolate from others at work while arranging to go home, go home, and call a doctor. If employee has consented to the Abbott BinaxNOW rapid antigen test, employee will be tested at work.
- If notified of an employee's positive COVID-19 test, SPS will contact SHHS and assist as reasonably requested to advise likely contacts to isolate, self-quarantine or seek testing.

Return to Work Plan of Employees Who Have Been Out with COVID-19 Symptoms

- Employees with COVID-19-like symptoms who were directed to care for themselves at home may discontinue isolation and return to work under the following conditions:
 - At least 10 days have passed since symptoms first appeared;
 - At least 24 hours have passed since the fever resolved without the use of fever-reducing medicines; and
 - There has been improvement in respiratory symptoms (e.g. cough, shortness of breath). Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.
- Employee must notify supervisor by phone and HR by phone at 787-7100 ext. 55598 and/or HR email at: hrffcra@springfieldpublicschools.com the day before returning to work.
- Employees who test positive for COVID-19 but have no COVID-19 symptoms and were directed to care for themselves at home may discontinue isolation and return to work under the following conditions:
 - At least 10 days have passed since their first positive COVID-19 test; and
 - Subsequently have not developed symptoms since their positive test.
- Employee must notify supervisor by phone and HR by phone at 787-7100 ext. 55598 and/or HR email at: hrffcra@springfieldpublicschools.com the day before returning to work.
- An employee who developed symptoms after testing positive should follow the guidance for return to work for employees who exhibited COVID-19 symptoms.

Return to Work Plan of Employees Who Have Been Exposed to COVID-19

- Employees who are asymptomatic but have been in close contact with a person with COVID-19 should get tested and must quarantine. SPS will follow the recommendation of the SHHS regarding the length of the quarantine (which is to quarantine for 14 days if the District is in the red or 10 days if the District is in the yellow), even if the test result is negative.

Exception: Employees who are nurses or certified nurse assistants can enter a school building for work if they have been in close contact with an individual diagnosed with COVID-19 so long as they wore appropriate PPE and do not have signs of COVID-19 and have not been asked by a health care provider to self-isolate or quarantine for COVID-19 reasons.

Exception: Employees who are fully vaccinated (i.e. more than 2 weeks following receipt of the last dose in the vaccine series) do not have to quarantine if they are within 3 months following receipt of the last dose of the vaccine in the series and have remained asymptomatic since the current COVID-19 exposure, consistent with CDC guidance.

- An employee who develops symptoms and tests positive for COVID-19 during quarantine must discontinue quarantine and begin isolation, and the employee must follow the guidance for return to work for employees who exhibited COVID-19 symptoms.
- Employees who have been exposed to COVID-19 must call SHHS hotline at 750-3250 or your health care provider to determine if they need to self-quarantine. If required to self-quarantine, employees will need to provide a return to work note from a health care provider.
- SPS will collaborate with SHHS, to the extent allowable by privacy laws, to facilitate systematic contact tracing of infected staff and consistent implementation of isolation of cases and quarantine of contacts.

EXPOSURE AT WORK – CONTACT TRACING

- If there is an exposure of COVID-19 at work, the District will determine which employees may have been exposed to the virus at work and who may need to take additional precautions. The District will inform employees of their possible exposure to COVID-19 in the workplace but will maintain confidentiality.
- Employees who may have been exposed will be instructed to follow the protocols outlined in the Return to Work Plan set forth above. If possible, employees will be instructed to telework during quarantine.
- The District will work with SHHS to determine whether any additional action is to be taken.

TRAVEL

- The District's order in March 2020 to cancel all school-related travel for students and staff remains in effect.
- As to personal travel, employees should check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers. In addition, employees, including vaccinated employees, must comply with the Massachusetts COVID-19 Advisory which advises to quarantine for 10 days upon return to the Commonwealth if the traveler has been out of the state for 24 hours or more and does not meet any of the following exemptions:
 - Travelers who have a negative COVID-19 test result that has been administered up to 72 hours prior to their arrival in Massachusetts.
 - Travelers who are fully vaccinated (i.e. who have received two doses of either the Moderna or Pfizer COVID-19 vaccines OR who have received a single dose of the Johnson & Johnson vaccine, 14 days or more ago and who do not have symptoms). Order and are strongly discouraged from travel to non-lower-risk destinations.

POOL COVID-19 TESTING

- In order to reduce transmission of COVID-19 and to support in-person classroom instruction, SPS will regularly test staff and students for COVID-19 who have consented to testing as part of a pooled testing program. Pooled testing involves mixing several individuals' test samples together into one "pool" and then testing the pooled sample for COVID-19. Pool results typically will be received within 24 -48 hours. If the pool test is negative, then all individuals are presumed to not have COVID-19. If the result of the pool test is positive, then all individuals in the pool will be retested individually. Staff will only be notified of test results if follow-up testing is required.

SYMPTOMATIC COVID-19 TESTING

- If an employee has consented to the Abbott BinaxNOW rapid antigen test and has developed COVID-19 symptoms while at work, the employee will be tested at work.

VACCINATIONS

- Vaccines are one layer of mitigation and protection for staff. SPS will work with SHHS to support messaging for SPS staff regarding information on vaccines
- For information on vaccines, vaccine eligibility, and location sites. See the links below to the websites of the CDC and Massachusetts
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>
<https://www.mass.gov/info-details/trust-the-facts-get-the-vax>
<https://www.mass.gov/covid-19-vaccine>

- Consistent with CDC guidance, while at work, fully vaccinated employees must continue to wear masks, physically distance, wash hands, and follow the Massachusetts Travel Order and the other District safety protocols.

CLEANING AND DISINFECTING

- The District has established and maintains cleaning protocols.
- Disinfection of all common surfaces takes place at regular intervals and is documented in cleaning logs that include date, time, and scope of cleaning.
- Shared spaces (e.g. conference rooms) will be cleaned between use.
- If an employee is suspected or confirmed to have COVID-19 and has been in the building, the District will follow CDC guidance on cleaning and disinfecting the workplace.

3424756v3