



**Health Policy Highlights & COVID-19 Quick Reference Guide  
for Elementary Families**

**School Year 2021-2022**

Dear SELA Elementary Families,

Our “Health Policy Highlights & COVID-19 Quick Reference Guide for Elementary Families” has been created to help our families become acquainted with what we believe to be our most common and important health related policies to know and follow. Included in this handbook is our “SELA COVID-19 Quick Reference Guide” which details all our COVID-19 policies. We hope that this handbook will give our families a better understanding of what we are doing to maintain a healthy and safe learning environment for your children.

All of SELA’s Health Policies and Procedures, strictly and consistently adhere to laws, mandates, regulations, standards, resolutions, and guideline set forth by the following departments including, Early Education and Care (EEC), Department of Early and Secondary Education (DESE), Massachusetts Department of Public Health (MDPH) and the Center of Disease Control (CDC). These departments serve as the foundation for all our school’s policies, practices, and procedures. **Please know that due to the ever-evolving guidance’s given by the health and educational organizations as they relate to COVID-19, SELA reserves the right to revise these policies as needed for the overall health and safety of our SELA community.**

You can also access this handbook and other health related information, forms and links on our school website, at [suescuela.com](http://suescuela.com).

Please feel free to contact us with any questions or concerns that you may have. We look forward to getting to know you and your child this school year.

Sincerely,

Emily Colantoni  
Elementary School Nurse

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## **1. STUDENT HEALTH RECORDS**

**Mandatory Student Health Records must be submitted *prior* to a student's first day of school and are required to be updated annually.**

- **Student Physical Exam:** Dated within a year's time of the present date.
- **Student Immunization Records:** Current and up to date immunizations, including a lead screening must be listed.
- **Student Asthma/Allergy Action Plan** (if needed): Any student who is identified as having a Life-Threatening Medical Condition that requires them to have emergency medications at the school are required to have an Action Plan and Medication Consent Form to be on file *\*See Action Plans for more details.*

## **2. STUDENT MASK & HAND SANITIZER PERMISSIONS**

**Face masks are readily available for every teacher, and student. Face Masks are disposable and are provided by SELA.**

- All Elementary Students are required to wear a face mask while indoors only.
- Students who are unable to wear a face mask for medical or behavioral reasons must have a note on file stating the need for the exemption.
- Teachers are not permitted to force any child to wear a face mask and must remove the mask if it poses a safety risk.
- Face Masks will not be worn by students when outside.

**Hand Sanitizer (with at least 60% alcohol, not containing methanol) will be provided by SELA when handwashing is not immediately feasible. *\*Sanitizers from home are not permitted.***

- Teachers may offer hand sanitizer to students with parental consent only.
- Students will use hand sanitizer with adult supervision

## **3. STUDENT DAILY HEALTH SCREENING**

**Parents/Guardians must complete a Daily Health Screening for their child every morning prior to their child entering the building. The screening asks questions related to a student's overall health and possible exposure risks to COVID-19.**

- Students who do not have a completed screening, will be sent to the nurse's office until a parent can be contacted. No exceptions.
- If your child is taking the bus, the parent/guardian is required to complete their child's self-assessment screening before 8am each morning.

#### **4. COMMUNAL MEDICATION CONSENT FORM**

**Only the School Nurse and/or designated staff members who have completed the 5 rights of medication administration course and who currently possess a current Basic Life Support certificate may administer medications to a student. Universal precautions will be always upheld. Whenever possible School Nurse will administer medications.**

- Parents/Guardians are prompted via TADS during the admissions process to electronically complete SELA's "Communal Medication Consent Form."
- Parent/Guardians can choose which medications/treatments they consent their child to have. Parents may also choose to "opt out" of their child having any communal medication while at school.
- Communal Medications include the following
  - OVER THE COUNTER MEDICATIONS
    - Acetaminophen/Children's Tylenol liquid (Headache, toothache, menstrual cramps, fever >100 degrees F and pain as requested by parent. Dose will be weight appropriate.
    - Ibuprofen/Children's Advil liquid (Headache, toothache, menstrual cramps, fever >100 degrees F and pain) as requested by parent. Dose will be weight appropriate.
    - Benadryl liquid (Mild allergic reactions, hives, rash). Dose will be weight appropriate.
  - ADDITIONAL TREATMENTS
    - Hibiclens (Cleaning wounds and abrasions)
    - Caladryl Lotion (itching, rashes, insect bites, poison ivy)
    - Antibiotic Ointment (wounds and abrasions)
    - Petroleum Jelly/Vaseline (Dry lips or skin) Sterile Eye Drops (Irritated or itchy eyes)
    - Sterile Isotonic Eye Wash Solution (Eye irritation or foreign bodies)
    - Throat lozenge/Cough drop (Minor cough and throat irritation)
    - Hand Sanitizer (with at least 60% alcohol, not containing methanol) *\*with parental consent only*

#### **5. STUDENT PRESCRIPTION and NON-PRESCRIPTION MEDICATION CONSENT FORM**

**Any personal medication and/or treatment, prescription, non-prescription and or over the counter (OTC) that is to be administered or performed for a student while in school must be accompanied with a valid Medication Consent Form. This includes cough drops, supplements, inhalers, anti-itch cream etc.**

- Medication Consent Form must be completed fully and signed by parent/guardian and physician to be valid.
- Medication must be labeled with student's full name, be in its original container and be within the expiration date listed on the container.
- Parent/Guardian is to notify school nurse of the detail regarding why the medication is needed.

- The School Nurse will coordinate the date and time that the parent/guardian will “hand off” the medication to a member of administration.
- Medication should be brought in a clear zip lock bag with student’s name on it
- Medication will be kept in Health Clinic in a locked container.

## **6. ALLERGY/ASTHMA ACTION PLANS**

**Allergy and Asthma Action Plan Packet will be provided during the admission process if a parent/guardian states that their child has a life-threatening allergy that requires emergency medications. This packet will provide detailed instructions as to what forms are required to complete and signed. It also details how to send in your child's medication to the school safely.**

- Allergy/Asthma Actions Plan will dictate what medications a student will need in the event of a medical emergency. The indications for, signs and symptoms along with physician and parental/guardian consent are obtained via this form.
- Physician may use own Allergy/Asthma Action Form
- If there is any discrepancies parent should be notified as soon as possible to enable them to contact their doctor to clarify.
- During this time, the student cannot attend school until the discrepancy is made clear.
- Medications listed on the Action Plan must *each* be written on their own separate Medication Consent Form. They may not all be written on one form.

## **7. PEANUT TREE NUT FREE**

**Peanut and Tree-Nuts are not permitted inside the building for any reason. If a food item is suspected and/or confirmed to be peanut or tree nut based or made in a facility that manufactures peanut/tree nut products, it will be immediately removed and placed in a safe place away from students.**

- Parent/Guardian will be notified and if needed permission will be needed to offer the student a SELA provided snack (ie. goldfish, pretzels, apple sauce)

## **9. INJURY NOTIFICATION &REPORTS**

**All incidents/injuries will be assessed, treated, and documented. School nurse or administrative staff member will notify the students parent/guardian via email, phone or in person depending on the situation and injury.**

- Parents/guardians will not be notified for injuries determined by school nurse to be superficial or minor. Examples include, but are not limited to papercuts, bruising smaller than a quarter, and scrapes that do not require a band aid etc.
- Students will be sent home with an Injury Report within 24 hours of any health-related incident/ injury, that is determined to be moderate to severe. Examples include but are not limited to injuries that require first aid for risk of infection, injuries that are bleeding, any injury to the head, musculoskeletal injury or suspicion of, and swelling.

- Injury Reports are to be read, reviewed, signed by parent/guardian, and should return the injury report back in a timely manner. The signed injury report will be filed in the student’s medical chart once it is returned.

## **9. COMMON ILLNESSES THAT EXCLUDE STUDENTS FROM SCHOOL**

- **Exclusionary Symptoms: Due to COVID-19 the following symptoms are considered “exclusionary” and may require additional documentation to return to school. \*See SELA COVID-19 Quick Reference Guide for more details.**

- a. If a student displays one of the following, they will not be allowed to enter the building and will need a doctor's note or COVID-19 test to return to school.
  - i. **Major Symptoms:** Fever 100 F or greater, cough, sore throat, difficulty breathing, GI distress (nausea, vomiting, diarrhea), new loss of taste or smell, new muscle aches.
- b. If a student displays 2 or more of the following, they will not be allowed to enter the building and will need a doctor's note or COVID-19 test to return to school.
  - i. **Minor Symptoms:** Fatigue, headache, runny nose/congestion, other signs of illness.

*\*Students must also always be fever free for at least 24 hours, without the use of fever reducing medications and show either an absence of or a significant decrease of their symptoms.*

- **Contagious Illnesses/Infections: Any illness/infection that is suspected/determined to be contagious. Such examples include, but are not limited to, Strep Throat, Scarlet Fever, Hand Foot and Mouth Disease, Influenza, Conjunctivitis, or any type of Staph Infection.**

- a. If a student displays or is suspected to have a contagious illness/infection they will not be allowed to enter the building and will need one or more of the following to return to school
  - i. Doctor's note stating the date the student can return to school.
  - ii. If on antibiotics, student may return after being on antibiotics for 24 hours or more.
  - iii. If any blisters/sores are noted to be open, draining or otherwise not healed, students may not return to school. Band aids cannot be used to cover these blisters while at school.
  - iv. Student must be fever free for at least 24 hours without the use of fever reducing medications and present well with absent or diminished symptoms.
  - v. Student must be vomit and diarrhea free for at least 24 hours
  - vi. Student must present well with either absent or diminished symptoms.

- **Lice: This includes any active/live lice and evidence of nits. Students' privacy will be always upheld.**

- b. If a student is suspected to have lice while in school, the student will be discreetly referred to the school nurse for further assessment. Student may return to school after the follow has occurred.
  - i. Parent/Guardian submits in writing that lice and nits were properly removed.
  - ii. Upon arrival back to school, the nurse will recheck students prior to students returning to the class.

# COVID-19 QUICK REFERENCE GUIDE FOR SELA STUDENTS

## UPDATED 8.24.21

### 1. STUDENT MASK POLICY

1. **Students ages 2 and under:** Are not permitted to wear facial coverings of any kind due to the potential safety risks.
2. **Early Global Students above the age of 2:** Will be strongly encouraged to wear a facial covering (SELA provided) while indoors with parent/guardian permission only.
3. **Elementary Students ages 5 and above:** Are required to wear a face mask while indoors.
  - If an Elementary student is unable to wear a mask safely/appropriately parent will be notified and encouraged to enforce correct mask usage while in school.
  - If student is unable to wear a mask at school due to behavioral or medical reasons a doctor's note will be required.

#### Important Details

Teachers are not permitted to force any child to wear a facial covering for any reason, regardless of parental consent.

Students are no longer required to wear a facial covering while outside, due to studies reporting outside activities being a low exposure risk.

Home masks are not allowed.

### 2. TRAVEL POLICY

1. **All Domestic Travel:** No action required.
2. **International Travel:** Notify the school nurse in advance. Documentation will be required for all international travel depending on the level of risk. \*Click [HERE](#) for the most current travel recommendations.
  - A. **Travel to a level 1 or 2 risk area: School must receive the following documentation.**
    - Students aged 2 and up, must show proof of their required PCR test that was taken no more than 3 calendar days prior to their return to Massachusetts.
  - B. **Travel to a level 3 or 4 area: The school must receive the following documentation.**
    - Students aged 2 and up, must show proof of their required PCR test that was taken no more than 3 calendar days prior to their return to Massachusetts.  
AND
      - Student must remain at home post travel for minimum of 8 days. A PCR test should be taken on the 5th day of return to the United States. Student may return on the 8th with negative test results and no symptoms

#### Important Details

ONLY A PCR test will be acceptable! Please be sure that this is the test that you are receiving.

Students will not be permitted to enter the building until the above document(s) are received by the school.

### 3. STUDENT DISPLAYS EXCLUSIONARY SYMPTOMS

**Major Symptoms** (*any one symptom is cause for exclusion*) Fever (100.0° F or higher), feeling feverish, has chills, Cough, Sore Throat, Gastrointestinal symptoms (diarrhea, nausea, vomiting) Difficulty breathing, New loss of smell/taste, New muscle aches.

**Minor Symptoms** (*must be in combination with other symptoms to be cause for exclusion*): Headache, Runny Nose or Congestion, Any other signs of illness.

1. Student displays one COVID-19 like symptom while at the program or at home from a known cause (e.g., seasonal allergies): Student may attend school as usual ONLY if they have medical documentation on file at the school stating their pre-existing medical condition that could explain and/or excuse their symptom.
2. Student is symptomatic with one major and/or two or more minor symptoms of COVID-19 that is not related to a known cause: Student is not to attend school and parent/guardian is to notify the School Nurse for the reason for the absence.
  - A. Student may return with one of the following documents.
    - Negative COVID-19 Test Result AND after being symptom/fever free for at least 24 hours (without the use of fever reducing medications): Student must present well. Any symptoms that student previously demonstrated must be greatly diminished and or be absent.
    - Doctor's Note of Medical Clearance: Student may return due to an alternative diagnosis Symptoms must also be greatly diminished and or be absent. Student must also be fever free for at least 24 hours without the use of fever reducing medications. Doctors note MUST state that a COVID-19 test was not needed if one was not ordered.

#### Important Details

Students MUST be 24 hrs fever free (without the use of fever reducing medications) before returning to school no matter what the reason for the fever. *Please see "Common Illnesses that Exclude Students from School"*

If student was not seen by a physician and was not tested for COVID-19 and/or does not have a note of medical clearance, student must remain at home for a minimum of 10 days from symptom onset and be 24 hours fever free (without the use of fever reducing medications) and/or with symptom improvement before returning to school.

## 4. STUDENT IS A CLOSE CONTACT

Definition: Someone who has been within 6 ft of a confirmed COVID positive person for a cumulative total of 15 minutes or more over a 24-hr period within 2 days of the positive person symptoms onset or the date the test is administered (asymptomatic).

1. **Student has been determined a “close contact” to a COVID-19 positive individual:** Student may not to attend school and parent/guardian is to notify the School Nurse of the details of the potential exposure. *(See section below detailing “close contact exemptions”)*
  - A. **If student is a “close contact”, they may return to school with the following documents.**
    - **Proof of Negative COVID test result taken on day 5 or after:** Students can be released from their quarantine on day 8, with a negative COVID-19 Test Result that was taken on day 5 (or after). Student must also be symptom free.
    - **Letter of release from a public health authority (Board of Health, the Community Tracing Collaborative or Primary Care Physician):** If student is not tested, they must remain out of school for at least 10 days after their last exposure to positive person and may return with a letter of clearance from one of the above entities. This is required if a student does not have proof of a negative COVID test.

### Important Details

All close contact persons **MUST** continue to be monitored for a total of 14 days after their exposure. If a student is noted to display any symptoms (major or minor) during their 14 days post exposure, they should not attend school and parent/guardian should contact their healthcare provider. If any symptoms are noticed while the student is in school, student will be sent home.

**Students who are asymptomatic AND fully vaccinated or who have been diagnosed with COVID within the past 3 months are NOT considered to be close contacts and may enter the program space.** *(See section below detailing “close contact exemptions”)*

## 5. CLOSE CONTACT EXEMPTIONS

The following is a list of “close contacts” who are exempt from testing and quarantine.

1. **Asymptomatic, “Fully Vaccinated Close Contact”:** Individuals who are asymptomatic and fully vaccinated are exempt from testing and quarantine response protocols.
  - o Proof of full vaccination status must be on file with school nurse and or director
2. **Classroom “Close Contacts”:** Individuals who are exposed to a COVID-19 positive individual in the classroom setting while both individuals were masked, and spaced at least 3 feet apart, is exempt from testing and quarantine response protocols.
3. **Bus Close Contacts:** Individuals on buses must be masked according to federal requirements. As such, individuals who are masked on buses when windows are open are exempt from testing and quarantine response protocols.
4. **Close Contacts who have had COVID-19 within the past 90 days:** Individuals who have been previously diagnosed with COVID-19 and then becomes a close contact of someone with COVID-19 is exempt from testing and quarantine response protocols if:
  - o The exposure occurred within 90 days of the onset of their own illness AND the exposed individual is recovered and remains without COVID-19 symptoms.
  - o Documentation of previous COVID-19 diagnosis must be on file with the school

### Important Details

All close contact persons MUST continue to be monitored for a total of 14 days after their exposure, regardless of their vaccination status. If a student is noted to display any symptoms (major or minor) during their 14 days post exposure, they should not attend school and parent/guardian should contact their healthcare provider. If any symptoms are noticed while the student is in school, student will be sent home.

## 6. STUDENT HAS PENDING COVID TEST

Pending COVID tests include tests administered due to illness, travel, and possible exposure. It does not include routine testing for upcoming medical/dental procedures

1. **Student has a pending COVID test:** Student is NOT to attend school. and parent/guardian is to notify the School Nurse of the details of the test.

**A Student may return with negative tests results.**

- Parent/ Guardian MUST send in the negative test results prior to their child’s return to school

## 7. STUDENT/HOUSEHOLD MEMBER IS COVID-19 POSITIVE

1. **Student tests positive for COVID-19:** Student is not able to attend school and parent/guardian is to notify the School Nurse as soon as possible of the details. Parent/Guardian should contact their local Board of Health and or physician for guidance regarding any close contacts, quarantine, isolation, and your child's potential release date.
  - A. **Student may return after the minimum 10-days of isolation in addition to the following.**
    - Send school a copy of the positive test results.
    - Letter of release from a public health authority (Board of Health, the Community Tracing Collaborative or Primary Care Physician)
    - Must be 24 hrs fever free (without the use of fever reducing medications) and/or show a significant improvement of all other symptoms.
2. **Household member test positive for COVID-19:** Student is not to attend school and parent/guardian is to notify the School Nurse as soon as possible of the details. Parent/Guardian should contact their local Board of Health and or physician for guidance regarding any close contacts, quarantine, isolation, and household members potential release date.
  - ◆ See "*Student is a Close Contact*" for more details

### COVID-19 Testing Options:

1. **Abbott Binax NOW COVID-19 Antigen Self-Test:** It is a rapid-test kit that provides results in 15 minutes. It is currently the ONLY at home PCR test that is approved for travel testing. Each kit contains two tests, which should be administered twice over a three-day period, with at least 36 hours between tests. It is available at CVS pharmacies. Here is the link below. <https://www.cvs.com/shop/abbott-binaxnow-covid-19-antigen-self-test-2-tests-for-serial-testing-prodid-550147>
  - If using Abbott Binax NOW COVID-19 Antigen Self-Testing method, you must submit the following to the school for it to be valid. Please read directions for tests carefully!
    1. Save the copy of the receipt. The date of purchase must be visible
    2. Take a picture of Test #1 and Test #2 when both are complete
      - Both tests must be clearly labeled with the date and time tests 'were taken, along with student's name.
    3. Email a picture of both tests and the receipt to the school nurse.
2. **EEC Test Sites:** These sites are operated by Visit Healthcare and open to childcare affiliated individuals only, will provide no-cost PCR tests using a simple lower nose swab. Tests will be available to childcare affiliated individuals who are symptomatic, have been identified as close contacts, or who were possibly exposed, and results will be sent through an on-line portal in 48 hours or less.

To register, please logon onto [www.visit-healthcare.com](http://www.visit-healthcare.com) and click on "Sign up for your Visit" then click on your location (Massachusetts Childcare). You will then be brought to a page where you can view their testing site calendar. Also on this page you can, "Sign Up" to register. **To register you will need Su Escuela's EEC Provider Number, P-183059**

### 3. Local vaccination sites

More than 900 vaccination sites are available across the state and most accept walk-in appointments, including CVS and Walgreens pharmacies, pediatric primary care offices, and community health centers. As a reminder, the COVID vaccine is free for all, and no ID or insurance is needed to obtain the vaccine. More information on these sites, as well as safety information, and helpful Q&As are all available at [www.mass.gov/covidvaccine](http://www.mass.gov/covidvaccine).

## Symptom Help Guide for Parents

This guide is to be used as a tool to help parents decide whether or not to send their child to school. It is not to be used as a replacement for professional medical advice. **However, if you feel in any way that this symptom is different than usual, your child should not come to school.**

If you have determined that your child's symptom is not new/different because it is related to another known cause for your child (ie chronic cough, allergies, asthma, irritable bowel syndrome, etc), SELA must have documentation on file, stating that this is to be a consideration for your child by your child's PCP. SELA will not allow for a medical excuse for fevers.

Major Symptom(s)	Ask Yourself	Outcome
Fever greater than 100.0 F	<ul style="list-style-type: none"> <li>• Is the thermometer in good working order?</li> <li>• Is your child doing anything that could alter their temperature reading (i.e., crying, drinking something hot etc.)</li> </ul>	<p>Your child will be required to stay home, if a fever is confirmed. We cannot allow any child with a fever above 100.0F into the building. No exceptions.</p> <p>***A doctors note will not be acceptable for fevers.</p>
Cough	<ul style="list-style-type: none"> <li>• Is this cough new and different for your child and their body?</li> <li>• Is the cough dry, wet, barking, hacking, and/or loud?</li> <li>• Does the cough produce other symptoms such as mucus, vomiting, dizziness, sleeplessness, or sore throat?</li> <li>• How bad is the cough, does it interfere with daily activities?</li> </ul>	<p>If you have answered “yes”, to any of these questions your child should not come to school and you should contact your child's PCP.</p>

Sore Throat	<ul style="list-style-type: none"> <li>• Is this sore throat new and different for your child and their body?</li> <li>• Does their throat hurt when they talk, drink, or eat? If so, what does it feel like?</li> <li>• Does the inside of their mouth (lips, tongue, tonsils) appear to be redder than normal, have white patches, sores or otherwise look infected/different than normal?</li> </ul>	If you have answered “yes”, to any of these questions your child should not come to school.
<b><u>Difficulty Breathing: If you are having trouble breathing then you should seek emergency medical attention IMMEDIATELY!</u></b>	<p>Difficulty breathing can include the following signs: Feeling like you are not getting enough air in when you breathe which can cause dizziness, feeling faint or lightheaded, confused, anxious, scared, and tired.</p> <p>Physical signs can include bluish extremities, lips, looking pale and sweaty</p>	<b>Please seek medical attention immediately if you think your child is experiencing any of these signs/symptoms.</b>
Gastrointestinal Symptoms (nausea, vomiting, diarrhea)	<p>(First ask yourself is there a simple and direct cause for my child's GI symptoms” (i.e., ate too quickly, ingested spoiled food/drink etc.). If the answer is “no” ask yourself the follow up questions below)</p> <ul style="list-style-type: none"> <li>• Is your child experiencing nausea that is impacting their day negatively?</li> <li>• Has your child had one or more episodes of vomiting within the past 24 hours?</li> <li>• Has your child had 3 or more episodes of diarrhea or 1 episode of explosive diarrhea in the past 24 hrs?</li> </ul>	If you have answered “yes”, to any of the follow up questions, your child should not come to school
Loss of Taste or Smell	We ask that you contact your child's PCP if you think your child is experiencing a loss of taste and/or smell	Your child will be required to stay home, no matter what the reasoning might be. We cannot allow any child with a loss or taste or smell into the building. No exceptions
New Muscle Aches:	<p>(First ask yourself is there a simple and direct cause for my child's “muscle ache” (i.e., strenuous exercise, a recent injury that occurred etc.). If the answer is “no” ask yourself the follow up questions below)</p> <ul style="list-style-type: none"> <li>• Is this new and different for my child?</li> <li>• Does the pain/ache make it difficult/exhausting for your child to perform daily activities such as walking, or playing</li> </ul>	If you have answered “yes”, to any of the follow up questions, your child should not come to school.

For “Minor Symptoms” such as Fatigue, Headache, Runny Nose or Congestion, or any other signs of illness, parents should ask themselves if their child’s school day will be negatively impacted by their symptoms.

