



**SELA Health and Safety Policies for Elementary Families
COVID-19 Policies and Quick Reference Guide**

School Year 2022-2023

*Please know that all of SELA' Health Policies and Procedures, strictly and consistently adhere to laws, mandates, regulations, standards, resolutions, and guidelines set forth by the Massachusetts Department of Public Health (MDPH) and the Massachusetts Department of Elementary and Secondary Education. These departments serve as the foundation for all of our school's policies, practices, and procedures. **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.***

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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
- **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.*

Health Screenings

SELA does not offer routine health screenings for vision, hearing, or other physical defects. Parents and Guardians wanting their child to have a routine screening for vision, hearing or posture should contact their child's health care provider to arrange an appointment. Additionally, under Massachusetts law, pupils attending private schools may receive screenings for vision, hearing, and other physical defects through the local school committee or board of health at the request of the parent or guardian. *Mass. Gen. Laws c. 71, §57*

2. STUDENT MASK & HAND SANITIZER POLICY

Mask Use

Mask Use is not required under most circumstances for SELA staff or students. Those wanting to wear a mask will be supported in their choice and a disposable mask will be provided if requested by the student, parent or guardian of a student or a SELA staff member.

For a student or staff member exposed to COVID-19, mask use will be required unless contraindicated due to a medical condition documented by the individual's health care provider.

For a student or staff member recovering from COVID-19, mask use will be required through day 10. For those unable to wear a mask, a negative COVID test taken on or after day 5 must be provided.

Anyone experiencing symptoms of COVID-19, regardless of a negative test, will be strongly encouraged to wear a mask while symptoms persist.

Masks will be removed when outdoors and while eating.

Hand Sanitizer

Hand Sanitizer containing at least 60% alcohol will be provided by SELA when hand washing is not feasible.

3. STUDENT MEDICATION POLICIES

Over-the-Counter Medications

SELA keeps the following medications and treatment items on hand to be used as needed by students throughout the school year. Parental permission is obtained during enrollment each year. Medication will not be administered to any child who does not have parental consent on file.

Children's Acetaminophen (headache, tooth ache, pain, fever over 100.4 degrees) liquid or tabs. Dose will be weight appropriate.

Children's Ibuprofen (headache, tooth ache, pain, fever over 100.4 degrees) liquid or tabs. Dose will be weight appropriate.

Children's Benadryl (mild allergic reactions) liquid. Dose will be weight appropriate.

Throat Lozenge/Cough Drop (minor cough or throat irritation)

Sterile Lubricating Eye Drops (irritated or itchy eyes)

Sterile Isotonic Eye Wash Solution (eye irritation or foreign bodies)

Petroleum Jelly/Vaseline/Aquaphor (dry lips or dry skin)

Caladryl Lotion (itching, rash, insect bites, poison ivy)

Hibiclens (cleaning wounds and abrasions)

Antibiotic Ointment (wounds and abrasions)

Please Note: Students are not allowed to self-administer any medication, prescription or over the counter without a signed doctors order on file allowing the child to self-administer. Parents are asked to not send their child to school with medication. Parents wanting to provide medication for the student while at school are asked to contact the school nurse to arrange for the delivery of the medication to the school.

Prescription Medication

Whenever possible, students should receive prescription medication outside of school hours. When this is not possible or feasible and the student requires prescription medication during school hours, the following will be required:

1. Signed doctors order or medication consent form. This form must be signed by the doctor as well as the student's parent or guardian. *Note for prescription medications lasting 10 days or less, the prescription label on the medication can serve as the doctor's order. A medication consent form signed by the parent or guardian will still be required.
2. Medication must be delivered to the school in the original prescription box/bottle with the child's name and prescription information clearly written on the box/bottle.
3. Any controlled substances being sent into the school for a student must be hand delivered to the nurse. The nurse will verify the count of the medication with the parent or guardian and will require signature of receipt of medication, verifying count is correct.
4. Parents or Guardians will be contacted and asked to pick up expired or unused student medication. Medication can not be sent home in a student's bag. Medication not picked up after 14 days will be discarded.

4. COMMUNICABLE DISEASE POLICY AND EXCLUSION FROM SCHOOL

Listed below are some common childhood illnesses and SELA policy for exclusion and return to school. For questions regarding an illness that is not listed below, please contact the school nurse for further guidance. **Refer to COVID-19 policy for details on when a COVID test is required due to illness.*

Upper Respiratory Illness (cold, croup, RSV, Flu)

Student must remain at home until symptoms have improved, the child has been fever-free for 24-hours without the use of fever reducing medication, the child is eating, drinking, and is able to participate in the school day activities. *Refer to COVID-19 policy for details on when a COVID test is required due to illness.*

Fever (100.4 degrees F and above)

Student must remain at home until they have been 24-hours fever free without the use of fever reducing medication. *Refer to COVID-19 policy for details on when a COVID test is required due to illness.*

Any student presenting with a fever of 100.4 degrees or higher while at the program will have parent/guardian contacted and the child will be sent home.

Vomiting

Student must remain at home until 24-hours have passed since the last vomiting episode. Student should be able to hold down food and liquids.

Any student who vomits 1 time while at school will have parent/guardian contacted and the child will be sent home. **Please note this does not include vomiting from a known cause, such as acid reflux. Documentation must be on file with SELA to inform of underlying conditions which may predispose a child to vomiting.*

Diarrhea

Student must remain at home until 24-hours have passed since the last episode of diarrhea.

Any student who has 3 or more loose, watery stools while at school will have parent/guardian contacted and the child will be sent home.

Any student who has 1 or more episodes of loose, watery stool that contains blood or mucous, is accompanied by abdominal pain, fever, nausea and/or vomiting, or causes the child to be incontinent will have parent/guardian contacted and the child will be sent home.

Conjunctivitis (Pinkeye)

Student must remain at home until they have been on antibiotics for 24-hours.

If the child's pediatrician determines that the child does not have bacterial conjunctivitis and antibiotics are not prescribed, a doctor's note stating as such will be required for a child to return to school.

Any student who presents during the school day with symptoms of conjunctivitis such as yellow or green drainage from the eye, crusting of the eyelids, redness to the sclera (whites) of the eyes, swelling and/or pain to the eye will have parent or guardian contacted and the child will be sent home. The child will need to be seen by his or her doctor and if the doctor determines the child does not have bacterial conjunctivitis, the child may return with a physician's note. If the physician prescribes antibiotics, the child must stay home until 24-hours have passed while on the antibiotics.

Skin Infection, Staph Infection, Impetigo

Student must remain home until they have been on antibiotics for 24-hours.

Any open areas and or lesions must be dried or scabbed over. Band aids may not be used to cover weeping and/or open lesions.

Strep-Throat

Student must remain at home until they have been on antibiotics for 24-hours.

Any student presenting at school with symptoms of strep throat will have parent/guardian contacted and the child will be sent home.

Coxsackievirus (Hand, Foot, and Mouth)

Student must remain at home until they have been fever free for 24-hours without the use of fever reducing medications. **In addition to being fever free, the child must not have any blisters or open areas on the face or hands. All areas on the face or hands must be dried up and scabbed over.** Band-aids may not be used to cover areas on the hands and face. If the child still has areas/blisters on the arms, torso, buttocks, legs, or feet the child may attend school **if** they are able to remain dressed in clothing covering the affected areas mentioned above.

5. INJURIES WHILE AT SCHOOL

SELA staff members are all trained in CPR and First Aid. Only those who hold a current, valid CPR and First Aid certification will provide first aid to a child.

Classroom teachers carry with them a first aid bag at all times both inside and outside of the classroom. Classroom teachers certified in First Aid and CPR will respond to minor student injuries and provide first aid. Injuries occurring to the head or face that cause swelling, cuts, lacerations, bleeding, or bruising will be assessed by the nurse and the child's parent or guardian will be notified via email or phone depending upon the severity of the injury. Injuries that cause the child significant pain, swelling, bleeding, appear deep, large or occur on more than one area of the body will be assessed by the nurse and the child's parent or guardian will be notified via email or phone depending upon the severity of the injury. Depending upon the severity of the injury, an injury report will be completed by the supervising teacher and sent home for the parent to review or sign. Injury reports will not be completed for minor injuries occurring while at school.

Any student experiencing dizziness, altered mental status, brief loss of consciousness, severe headache or other concerning signs following an injury to the head will have parent or guardian contacted to pick up the child from school and have the child seen by the child's doctor.

In an emergency situation, 911 will be contacted and the school nurse or other designated staff member familiar with the student will ride with the student in the ambulance to the hospital and will remain with the student until the child's parent or guardian arrives.

6. ASTHMA AND ALLERGY POLICY AND ACTION PLAN REQUIREMENTS

Allergy and Asthma Action Plan Packets will be provided during the admission process if a parent/guardian states that their child has a life-threatening allergy that requires emergency medications or asthma. This packet will provide detailed instructions as to what forms are required to be completed 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 will 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.
- Emergency Medication (Epi-Pens, Inhalers) must be delivered to SELA in their original prescription box with the child's name on the prescription. Additionally:
 - Medications must not be expired
 - Epi-Pens **MUST** be in the two-pack they came in in the original prescription box.
- Benadryl and other over-the-counter medication must be in a new, sealed package and the child's name must be written on the box.
- Students will be unable to attend school until all of the above documents are received by the school.

7. PEANUT TREE NUT FREE

Peanut and Tree-Nuts are not permitted inside the building for any reason due to life-threatening nut allergies within the school. 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.

NO:

- **Food items listed as containing peanuts or tree nuts**
- **Food items listed as “may contain traces of peanuts or tree nuts”**
- **Food items listed as “made or manufactured in a facility that processes peanuts or tree nuts”.**

In the event a student is found to have a prohibited food item containing or possibly containing traces of peanuts and tree nuts the food item will be removed from the classroom and returned to the child at the end of the day to be enjoyed at home. Parent or guardian will be notified via email. In the event the student does not have enough food, the student’s parent or guardian will be contacted and asked to deliver and alternate food item or snack to the school for the student.

8. WEATHER POLICY

It is recommended by the American Academy of Pediatrics that children aged 6 and over receive at least 60 minutes of physical activity each day. Whenever possible, that activity will occur outdoors while at school.

Each day, the local temperature will be checked and shared with teachers. The apparent temperatures, or the “feels like” temperature which takes into account the heat index or wind chill shall be the determining temperature.

Hot Weather

Temperatures up to 89 degrees children will be allowed to play or eat outside without time constraints if properly dressed and with access to fresh drinking water.

Temperatures between 90-99 degrees children will be allowed to play or eat outside for 20 minutes at a time if properly dressed and with access to fresh drinking water and shade.

Temperatures 100 degrees and above children will remain indoors.

Cold Weather

Temperatures 30 degrees and above children will be allowed to play or eat outside without time constraints if properly dressed.

Temperatures between 20-29 degrees children will be allowed to play outside for no more than 20 minutes at a time if properly dressed and actively moving.

Temperatures between 10-19 degrees children will be allowed to play outside for no more than 10 minutes at a time if properly dressed and actively moving.

Temperatures below 10 degrees children will remain indoors.

Students must have the appropriate outerwear to go outside in cold weather. This includes coats/jackets that fully button or zip, hat, gloves, and insulated boots. Students without the appropriate outerwear will remain indoors.

9. HEALTH AND WELLNESS EDUCATION TOPICS

Periodically throughout the school year, the students will receive short lessons or discussions on a variety of age-appropriate health and wellness topics. Topics may include handwashing, nutrition, preventing the spread of germs and illness, dental hygiene, physical exercise, bullying and more. Parents will always be notified one month prior of the educational topic that will be discussed and what, if any, learning materials will be utilized in the lesson(s) in the monthly newsletter. Parents wanting their child to opt-out of any lesson or lesson component are asked to contact the school nurse at selanurse@suescuola.com.

10. EMERGENCY RESPONSE POLICIES

All SELA staff undergo annual training for responding to emergencies within the school. In the event a situation arises in which a child requires immediate medical attention, 911 will be called to request an ambulance. The staff member contacting 911 will provide the dispatcher with the address of the school, the nature of the emergency, and the location within the school of the emergency. The staff member will

remain on the phone with the 911 operator until emergency help arrives. A second staff member will stand guard at the front door of the building to guide the emergency responders to the site of the emergency. While emergency services are being notified, all available staff trained in CPR and First Aid will respond to the site of the emergency. Whenever possible, the school nurse and/or director will take the lead in providing first aid and emergency care as well as delegating additional roles to nearby staff. The other nearby students will be taken by a teacher or qualified staff member to a separate area of the building and will be supervised. An administrator, familiar with the child, will accompany the child to the hospital. The child's file will accompany the child in the ambulance. An administrator will contact the child's parent(s) or legal guardian(s) and inform them of the nature of the emergency and asked to meet the ambulance at South Shore Hospital. The administrator accompanying the child to the hospital will remain with the child until the child's parent or guardian has arrived.

Field Trip and Emergency Procedures:

Parents/Guardians will be notified in advance of a field trip and a first aid and emergency medical care, and consent form will be provided with the permission form. This form, along with a first aid kit, a list of students with allergies or asthma and any emergency medication will be brought on the field trip. An administrator with a cell phone will be on-site. Whenever possible, the school nurse will accompany the students on a field trip.

School Visitors

All exterior doors leading directly into the school are kept locked at all times outside of student arrival and dismissal. Visitors arriving to the school are required to show identification before entering into the building. Visitors are required to wear a visitor pass at all times while inside the building. SELA families are asked to never hold the door for a visitor entering after you and/or open a door for a visitor.

Fire Safety

Fire extinguishers are placed strategically throughout the school and all SELA staff are trained in their use. Fire extinguishers are serviced and inspected annually.

Routine Fire Drills are practiced monthly throughout the school year.

Evacuation maps are posted in every classroom, office, and common area within the school.

Smoke alarms and carbon monoxide detectors are placed throughout the school and are checked routinely.

Lockdown Procedure

In the event SELA is notified or becomes aware of violence in or around the school and/or an intruder a school-wide lockdown procedure will be initiated. Inside the classroom:

Classroom doors will be closed and secured, shades/blinds will be drawn closed, lights will be turned off and students will be brought to an area of the classroom out of sight of windows and doors and will wait quietly with the classroom teacher.

Teachers will wait with students and maintain lockdown procedure until further directions are given from administration and/or law enforcement.

During an active school-wide lockdown, no visitors will be allowed into the school.

Alternate Shelter

In the event of an evacuation to an alternate shelter, teachers will walk students to the Bridges of Epoch nursing facility located next door to SELA. Parents or Guardians will be contacted and instructed to pick up their student at this location.

11. INFECTION CONTROL AND CLEANING POLICIES

SELA employs a full-time housekeeper for the Elementary program. The housekeeper works throughout the day to keep the school clean and sanitary. This is accomplished through routine cleaning and disinfecting of classrooms, cafeteria, bathrooms, doorknobs and other high touch surfaces and common areas throughout the day.

Classrooms are equipped with the appropriate cleaning supplies, including soap and water, paper towels, and a disinfecting agent. Student desks and chairs will be cleaned with soap and water after each use and before use by another child. Surfaces used for eating will be cleaned with soap and water followed by a disinfectant.

All classrooms undergo a deep cleaning and disinfection at the end of each school day once the students have gone home.

SELA students and staff are required to perform frequent hand hygiene throughout the day. This includes upon arrival to school each day and before going home, before and after

eating, after using the bathroom, after contact with any bodily fluids, after returning from park or gym, and whenever visibly soiled. Sinks with soap and water are readily available throughout the school. Hand sanitizer is available when hand washing is not immediately available or feasible.

12. COVID-19 POLICY AND QUICK REFERENCE GUIDE

1. STUDENT MASK POLICY

Mask Use is not required under most circumstances for SELA staff or students. Those wanting to wear a mask will be supported in their choice and a disposable mask will be provided if requested by the student, parent or guardian of a student or a SELA staff member.

For a student or staff member exposed to COVID-19, mask use will be required unless contraindicated due to a medical condition documented by the individual's health care provider.

For a student or staff member recovering from COVID-19, mask use will be required through day 10. For those unable to wear a mask, a negative COVID test taken on or after day 5 must be provided. Anyone experiencing symptoms of COVID-19, regardless of a negative test, will be strongly encouraged to wear a mask while symptoms persist.

Masks will be removed when outdoors and while eating.

2. STUDENT DISPLAYS EXCLUSIONARY SYMPTOMS

COVID-19 Symptoms List:

- **Fever (100.4 Fahrenheit or higher), chills, or shaking chills**
- **Difficulty breathing or shortness of breath**
- **New loss of taste or smell**
- **Muscle aches or body aches**
- Cough (not due to other known cause, such as chronic cough) *when in combination with other symptoms*
- Sore throat, *when in combination with other symptoms*
- Nausea, vomiting*, or diarrhea* *when in combination with other symptoms*
- Headache, *when in combination with other symptoms*
- 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*

1. Any student **experiencing any one of the symptoms highlighted in bold** should not attend school and follow the testing protocols listed in protocol A to return to school.
2. Any student experiencing a combination of the symptoms (2 or more) not bolded should not attend school and follow the testing protocols listed in protocol A to return to school.

**If your child experiences vomiting and/or diarrhea, they should remain out of school for 24-hours from their last episode regardless of the need to have a COVID test or not. This is a standard health policy.*

3. STUDENT IS A CLOSE CONTACT

The policy below **applies to both vaccinated and unvaccinated individuals** that are exposed to an individual with COVID-19:

1. **Student has been determined a “close contact” to a COVID-19 positive individual:** Student may attend school as normal as long as they remain asymptomatic.
2. **Parent must conduct active monitoring for symptoms through day 10.** If the student develops symptoms, they must stay home and follow the testing protocols in protocol A for symptomatic individuals listed below.
3. **Student must wear a mask while in school for 10 days, unless contraindicated due to a medical condition documented by the child’s health care provider.** **Masks will be removed when outdoors or while eating.*
4. **Student must be tested on day 6 in the morning prior to attending school.** *Results of the student’s test must be sent to your child’s school prior to the child being dropped off at school.*

4. STUDENT HAS A PENDING PCR COVID TEST

1. **Student has a pending PCR COVID test for a routine medical appointment or procedure:** Student may attend school as normal.
2. **Student has a pending PCR COVID test due to illness or exposure to COVID-19:** Student must remain at home until test results are received.

5. PROTOCOL A FOR SYMPTOMATIC INDIVIDUALS

Students displaying any one major symptom, or a combination (2 or more) minor symptoms are required to remain at home and be tested. Test results must be received by SELA prior to the student attending school.

Students presenting in school with any one major symptom, or a combination (2 or more) minor symptoms will be sent home and a negative covid test will be required for the student to return to school. *Symptomatic individuals can remain in school if they have mild symptoms, are tested immediately on site (with parental consent on file) and that test is negative. Those who are able to mask will be strongly encouraged to do so until symptoms are resolved.

For symptomatic individuals, a second test will be required within 48-hours if the initial test is negative and symptoms persist.

A rapid antigen test, such as a self-test, is preferred to a PCR in most situations.

*See instructions on submitting a photo of an at-home antigen test

6. PROTOCOL B: STUDENT TESTS POSITIVE FOR COVID-19

1. Inform the school nurse or director as soon as possible, within 24-hours of the positive test.
2. Student is required to remain at home and isolate through day 5.
3. The date of the positive test for asymptomatic individuals or the start of symptoms for symptomatic individuals is counted as day 0.

Returning to School:

1. Student may return to school on day 6 if they are asymptomatic or symptoms are resolving, they have been fever free without the use of fever reducing medication for 24-hours, and they are able to reliably wear a mask through day 10.
2. Students that are able to reliably wear a mask consistently and correctly are able to return on day 6 without the need of providing a negative COVID test.
3. Any student who is unable or unwilling to wear a mask and/or parent does not want child to wear a mask may return to school on day 6 with proof of a negative test taken on day 5 or later.
4. If a student continues to test positive, they may return to school once they received a negative test or have completed 10 full days of isolation, whichever comes first.

7. SUBMITTING AN AT HOME ANTIGEN TEST TO THE SCHOOL

1. Child's full name must be clearly written directly on the test itself.
2. Date and Time test administered must be clearly written on the test itself
3. Take a photo of the test. Photo must be clear and have adequate lighting.
4. Email the photo to covidtestresults@suescuola.com

*note if unable to write directly on the test due to the design of the test, please write the above information on a piece of paper and include in the photograph of the test.