



Raising the Bar is Taking us Far



Health and Safety Protocols

August 28, 2020

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Health and Safety Protocols - Review Process

This document has been created in consultation with experts, and reviewed by a number of stakeholders and partners.

- **Bloomfield / West Hartford Department of Public Health**
- **District Medical Advisor**
- **Connecticut State Department of Education**
- **Bloomfield Board of Education**
- **Bloomfield Public Schools Nurses/Staff**

This Health and Safety Protocol document will evolve and change based upon public health conditions during the 2020-2021 school year. Our Steering Committee and subcommittees will continue to adapt and strengthen the protocol document. The Superintendent, Dr. James Thompson reserves the right to make changes to this document as necessary. Edits to this document will be reviewed by the Board of Education, posted online at www.bloomfieldschools.org and communicated to families and community members via electronic media.

Health and Safety Compliance Liaison

Adjusting to Public Health Data

Working in close partnership with the West Hartford / Bloomfield Health District, Bloomfield Officials, the CT State Department of Health, and the Governor's Office, we are prepared to monitor changing health conditions in our community in order to modify plans based on public health data. In the event that the spread of COVID-19 in CT worsens, this document contains our plans to respond accordingly.

In order to guide decisions on remote vs. in-person learning for Pre K-12 education, the Connecticut Department of Public Health and Department of Education have developed key metrics and considerations for informing local district decision-making. This information is provided in the CT State Department of Education [Addendum 4 to Adapt, Advance, Achieve Plan](#). CSDE and DPH recommend that decisions on in-person vs. remote learning should be based on indicators of the spread and prevalence of COVID-19 in the community; and on the physical and operational ability of schools to implement critical mitigation strategies. The CSDE and the DPH will be monitoring county data on a seven-day rolling calendar to advise districts if transition to full remote learning is required.

Health and Safety Compliance Liaison

The Bloomfield Public Schools has identified **Bloomfield's COVID-19 Health and Safety Compliance Liaison**. The Liaison is responsible for engaging with students, parents, faculty, staff, and administrators to answer questions or concerns about health and safety requirements regarding COVID-19 and communicating up-to-date policies and procedures to all families. The Liaison will work with district and building administrators to develop and meet expectations for frequency of communication and updates to the [district website](#).

The community will be informed of any critical information or significant changes to district protocols by the Liaison or the Superintendent through a combination of phone calls home, emails to every household, and postings on the [district website](#). Updating family contact information will be a priority for follow-up communications from each school.

Operations Plan

School Building Protocols

Maximizing Distance in Classrooms

All classrooms will be reconfigured to maximize space between students. Based upon the recommendation of the CDC, CT Department of Health, and Connecticut State Department of Education (CSDE) guidance, student workstations will be spaced to provide, when feasible, a distance of up to 6 feet separating students. Personal furniture, classroom carpets, fabric covered items, and extra district furniture will be removed.

Wherever possible teachers will have a designated presentation area that is more than 6 feet from students. Unless separated by a table divider, students will be facing in one direction.

Signs, Messages, and Training Protocols

Signs and messages explaining district protocols and expectations to stop the spread of disease will be posted throughout our schools. These signs are age-appropriate and in languages representative of our community. Staff members will all be provided with Personal Protective Equipment (PPE) supplies and will have in-service training for ensuring health and safety in the workplace. Weekly reminder emails and announcements will be provided.

- Signs will be posted in highly visible locations, such as school entrances and restrooms that describe how to stop the spread of germs (i.e. handwashing, face masks).
- Regular announcements will be made on reducing the spread of COVID-19 through the school's PA system.
- When communicating with families (school website, social media) messages will include health hygiene, mask wearing and social distancing habits to stop the spread of COVID-19.
- All signs and messages related to disease transmission will be accessible for students with disabilities and in languages appropriate for the school population.

Staff members will attend mandatory training in health and safety protocols before the start of school and the arrival of students. Staff will also participate in in-person orientation to distance learning, to support family and student orientations that will occur before the start of school and the arrival of students. All staff members, including substitutes, who are hired after this date will be required to complete training before their first day of work. Topics covered in the training will include social distancing, cleaning protocols and hygiene practices. Additional video training will be provided to students and families so they can practice before the start of school. In-person student instruction on new school protocols, will include topics regarding expectations in health and safety practices.

Ventilation Systems

- Inspect and test ventilation systems to confirm they operate properly and are in accordance with health recommendations.
- Maximize ventilation with outdoor air when temperature, humidity, and pollutant levels permit without impacting occupant health.
- Prohibit personal fans in classrooms.
- Promote the use outdoor instruction where safety conditions and physical space allow.

Bathroom Protocols and Cleaning

Social distancing will be maintained in communal bathrooms and may only be used by those who are healthy. The following bathroom protocols will be implemented:

- Per the Department of Public Health (DPH) protocols, all bathrooms will be cleaned and disinfected, twice daily.
- Specific bathrooms will be assigned to a cohort of students. Students should only use their assigned bathrooms to prevent cross-contamination with other groups.
- Bathroom occupancy will vary by each bathroom but 6-foot social distancing will be maintained.
- No personal items may be stored within the bathroom (including staff bathrooms).
- Paper towels will be available and all hand dryers will be shut off.
- Trash cans will be placed near the door and students and staff will be instructed to use a paper towel to prevent touching the handle with their hands.

Water systems

- Drinking fountains will be turned off.
- Water will be available upon request.
- Students and staff will be encouraged to bring their own water.

Cleaning Protocols

Bloomfield Public Schools will follow all DPH guidance for [cleaning and disinfecting schools](#).

- Routine cleaning of all schools will occur on a daily basis, with high touch areas, such as door handles, desks, tables, countertops, and other surfaces will be given special attention.
- Disinfectants effective against COVID-19 that meet all Federal and State standards will be used.
- School bathrooms will be cleaned and sanitized twice daily.
- Appropriate PPE will be worn during cleaning.
- Cleaning will be conducted during periods of lowest occupancy.
- In the PK setting guidelines will be followed according to the National Association of Educators of Young Children (NAEYC) and the CDC.

Other Considerations

- Supplies of soap, paper towels, and tissues will be available.
- Protective Plexiglass Guards will be installed at reception desks/food service lines.
- Personal refrigerators, microwave ovens, and coffee machines are prohibited from classrooms.
- Install no-touch entrances, exits, and bathroom fixtures when possible.

Daily Operations

Cohort groups

Cohorts are small groups of students and staff who spend the instructional day together. Cohorting is a long-established practice in public schooling, as students are traditionally assigned to classes with specific teachers. Cohort size will be determined by social distancing recommendations applied to classroom spaces.

According to the Centers for Disease Control (CDC), cohorting may help prevent the spread of COVID-19 by:

- decreasing opportunities for exposure or transmission of SARS-CoV-2,
- reducing contact with shared surfaces,
- facilitating more efficient contact tracing in the event of a positive case, and
- allowing for targeted testing, quarantine, and/or isolation of a single cohort instead of school-wide measures in the event of a positive case or cluster of cases.

“Implementation of this strategy varies, depending on setting and resources. For example:

- Schools may keep cohorts together in one classroom, and have teachers rotate between rooms.
- Schools may alternate cohorts by days or weeks, with cohorts assigned to specific days or weeks.
- Schools may adopt a hybrid approach, with some cohorts assigned to in-person learning and others assigned to online learning.”([CDC Resource](#)).

It is anticipated that the implementation of a smaller cohort model, in combination with sanitization, mask wearing, and effective hygiene habits, will minimize exposure and spread of the Coronavirus. Within the cohort group, students and adults will maintain all safety protocols.

Cohorting formats will vary by grade level and school. Cohort sizes will be shaped by classroom space, social distance recommendations, and individualized program requirements, in alignment with scheduling formats designed for different developmental stages. State of Connecticut guidelines will be followed regarding group size and are subject to change. Individual student needs will determine exact student to teacher ratios.

The hybrid model of instruction extends the cohorting practice for both group size and presence in schools. In the hybrid model, students will be assigned to cohorts. Cohort Group A will attend in-school instruction on Mondays and Tuesdays. Cohort Group B will attend in-school instruction on Thursdays and Fridays. School Buildings will be closed to students on Wednesdays for comprehensive cleaning between cohorts. Distance learning will be available to all students, Monday through Friday.

PK - Intermediate Grade 6: The primary cohort group for students in PK through Grade 6 is their classroom. Class groups will be as consistent as feasible, with the same class group remaining with the same staff for the day when practical. Mixing of groups will be limited to the greatest extent possible. Students will remain in their cohort group in their classrooms, as well as during unified arts instruction (Physical Education, Library, Art, Music), lunch and recess.

- These strategies apply to students and staff in the following schools: Wintonbury, Laurel, Metacomet, and Carmen Arace Intermediate.

Middle School Grades 7-8: Students will be grouped into classes by cohort and will transition between classes as a group. Movement within hallways will be staggered to further reduce potential exposure. Students and staff will wear masks in classrooms and hallways.

- These strategies apply to students and staff in the following school: Carmen Arace Middle School.

Secondary Grades 6-12: Due to the range of individualized course schedules and programs, students will not be grouped into cohorts for all classes. Students and staff will wear masks in classrooms and hallways.

- These strategies apply to students and staff in the following schools: Bloomfield High School, Global Experience Magnet School.

Communal Spaces: Communal spaces such as cafeterias, playgrounds, auditoriums, and libraries will be cleaned and disinfected as feasible between cohorts.

Outside Organizations: Use of the school facilities by outside organizations will not be permitted.

Child Nutrition

Meal Program Compliance

Breakfast and lunch, compliant with USDA guidelines, will continue to be available for all students. Eligibility for free and reduced-priced meals will be determined and meals will be made available to eligible students. Grab-and-go meals will be available for pick-up at Arace for distance learners.

All meals for breakfast and lunch will be pre-ordered and packed in “grab-and-go” containers.

Student Meals and Food Service

Plan for Full Distance Learning

The plan for complete distance learning will include pre-bagged cold meals which may be picked up by families.

Plan for In School Classes and Distance Learning

The plan for the hybrid model for in-person learning will include breakfast options and pre-bagged lunches. Pick-up of meals would be utilized on the day(s) that school is not in session and students are distance learning.

Plan for Student Food Allergies

The point of sale system will identify student food allergies for all students. Food Service Staff will review student food allergy listings in advance of meal service to ensure that appropriate substitute items are available. Plans for providing student's their alternative lunch choice is being developed for each school. Additional cleaning protocols will occur in classrooms where there are students with food allergies.

Transportation

Bus Transportation

When the DPH determines that transmission risk is low, buses may be filled to near capacity as necessary to transport all students to school. Students will not use the front seat of the bus to ensure the driver is at least 6 feet from the nearest seated student when possible.

Families are encouraged to drive their students to and from school whenever possible to enable increased social distancing on buses.

Families must provide a week's notice when requesting that a student be added to bus transportation.

Bus arrivals will remain consistent with bell times. Buses will discharge students one at a time to reduce the number of students entering the building at one time.

Bus Protocols

Bloomfield Public Schools, along with our transportation providers, will follow the State of Connecticut Bus Protocols during the COVID-19 pandemic. The following protocols will be maintained on all buses and transport vehicles:

For Safe and Low Transmission Risk:

- A bus monitor, employed by the school district, will ride on the bus at all times while it is transporting students to monitor proper seating and ensure the use of face coverings or masks.
- Students will be assigned a seat based on loading from the back of the bus moving forward.
- When reasonable, no more than one student seated per row, unless from the same household.
- Face coverings or masks are required for the all bus occupants. Disposable masks will be made available to any student boarding the bus without a mask.
- Bus drivers and bus monitors must wear face masks when there are students on the bus.
- Cleaning protocols, established by the transport companies, will adhere to [CDC standards for bus transit](#) and be communicated to all staff.

For Moderate Transmission Risk: (Includes items for Low Transmission Risk)

- Students will be seated no closer than every-other seat.
- Students will be seated in a diagonal formation; where if one student is seated on the right side of the bus, the next student is seated on the left side of the bus.
- All students, the driver, and the bus monitor will be required to wear masks when on the bus.
- Drivers will be provided with face shields.
- Families are expected to ensure students are wearing masks prior to entering the bus. Bus monitors will have disposable masks available for students who do not have one.

Health Practices and Protocols

Practices and Protocols

Standard Public Health, Hygiene Practices and Instruction

Standard Public Health, Hygiene Practices, and Instruction

Bloomfield Public Schools will promote health and hygiene practices which prioritize keeping our students and staff safe. District-created videos, [CDC videos](#), student-created PSAs, and posters, and classroom instruction will be used to educate students in our new health protocols. Families will be provided with videos and instruction prior to the start of school so they can begin to practice protocols at home and acclimate students to the concepts of social distancing, frequent hand washing, correct use of face coverings to completely cover nose and mouth, and respiratory and cough etiquette.

The following health and hygiene practices will be observed:

1. Hand Hygiene

- Teaching and reinforcement of hand washing with soap and water for at least 20 seconds.
- If soap and water are not readily available, alcohol-based hand sanitizer will be made available at school entrances and every classroom. Where children cannot safely use sanitizer without supervision, the alcohol-based hand sanitizer will be kept secured in classrooms.
- Hand washing breaks will be incorporated into all students' daily routines.

2. **Respiratory Hygiene:** All students and staff will be encouraged to cover coughs and sneezes with tissues or the corner of the elbow.

3. **Face Coverings:** All Students and staff, unless exempt by a medical professional, will be required to wear a face covering. Face covering breaks will be incorporated into all students' daily routines.

4. **Social Distancing:** Social distancing will be maximized to the greatest extent possible with the standard goal of 6 feet when feasible

5. **Enhanced Cleaning and Disinfection of Surfaces:** Staff members responsible for cleaning and disinfecting will be provided training on the appropriate and safe use of all provided cleaners and disinfectants.

6. Provide Adequate Supplies

- All bathrooms will be supplied with adequate amounts of soap and paper towels.

- Hand sanitizer will be provided to all classrooms and student areas that do not have hand-washing stations, and will be available at the entrance of all buildings.
- All areas will be equipped with either no touch or foot-pedal trash cans.
- All students and staff will be provided with a five-day supply of cloth face coverings and extra face covering or masks will be available if needed.
- Each classroom or office area will have a supply of disinfectant wipes.
- Facial tissues will be available in each classroom or office area.

Immunizations and Health Assessments

Connecticut State Department of Education Guidance:

- Guidance from the Department of Public Health was issued June, 17, 2020 emphasizing the importance of protecting students by staying up to date.
- Guidance from the CSDE was issued June 26, 2020 outlining the requirements for Health Assessments prior to students enrolling in school.

Required Health Assessments and Immunizations

Bloomfield Public Schools, along with the CSDE, understands that due to the COVID-19 pandemic, “well” child appointments with qualified healthcare practitioners have been subject to cancellation and limited availability prior to the start of the 2020-2021 school year. Connecticut General Statutes Section 10-206 require a health assessment (routine physical) for each pupil enrolled in a public school prior to school enrollment, as well as in grade six or seven, and again in grade nine or ten. CSDE has encouraged keeping students in school where possible, as being in the classroom is especially important this year. At the start of the 2020-2021 school year, Bloomfield Public Schools will work with parents and guardians to have an appointment scheduled as soon as possible rather than deny attendance. Bloomfield Public Schools will work with newly enrolled students to ensure that the most recent health assessment information is obtained to ensure a healthy and safe school-learning environment.

The State of Connecticut DPH continues to recommend that all students be up to date on their immunizations when school starts in the fall of 2020. Bloomfield Public Schools will notify all parents or guardians if their student is not adequately immunized and will work with parents and guardians in obtaining the required vaccines prior to the start of school. Parents or caregivers of students who are in need of vaccines are encouraged to contact their primary care physician, community health center, or the West Hartford/Bloomfield Health District to schedule an appointment for vaccines.

In addition to required vaccines, the DPH also recommends influenza vaccine and is encouraging health practitioners to begin vaccinating as soon as possible. Infectious disease experts have expressed concern regarding COVID-19 and influenza circulating simultaneously this winter, and the influenza vaccine will help minimize the impact of this threat. The State Immunization Program will be providing the influenza vaccine to all children at no cost regardless of insurance status through the age of 18. Parents and guardians are encouraged to contact their healthcare provider to obtain the influenza vaccine.

Reporting Illnesses and Addressing Vulnerable Populations

Stay at Home Guidelines During the COVID-19 Pandemic

Bloomfield Public Schools understands that determining when a child or staff member is too sick to go to school or work can be a difficult decision. When trying to decide, use the guidelines below and seek the advice of your health care provider. [COVID-19](#) is an illness caused by a virus that can spread person to person. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. The virus is transmitted through respiratory droplets when an infected person talks, coughs or sneezes. The virus may also be transmitted by touching a surface or object that has the virus on it, and then touching your mouth, nose or eyes. Anyone with COVID-19 symptoms or COVID-19 exposure must not attend school or work and should inform the school if they are sick with COVID-19 related symptoms or if they have had known contact with someone diagnosed with COVID-19.

1. COVID-19 symptoms can vary, but symptoms may include:

- Fever above 100.4 degrees
- Cough
- New loss of taste or smell
- Sore throat
- Muscle aches/pain
- Chills
- Shortness of breath or difficulty breathing
- Nausea, vomiting or diarrhea

If a student or staff member experiences any of the above symptoms, they should stay home and contact their health care provider for further instruction. They must also notify the school of their absence and any COVID-19 symptoms.

2. **COVID-19 exposure:** If a student or staff member has had [close contact](#) with someone with a confirmed or suspected case of COVID-19, the student or staff member must remain home for 14 days and [self monitor](#). Arrangements will be made for students who are absent for an extended time.

Bloomfield Public Schools will continue to support students or staff with acute or chronic health issues. Long-term absences may be evaluated if criteria are appropriate for medical leave or other potential medical accommodations under IDEA or Americans with Disabilities Act (ADA) guidelines.

COVID-19 Daily Health Screening Questions

Bloomfield Public Schools asks that all employees and students (or their parents or guardians) to perform a self-assessment prior to leaving for school to identify fever or other COVID-19 symptoms. If the answer to any of these questions is YES, employees and students must remain home and notify the school of the absence.

<input type="radio"/> YES <input type="radio"/> NO	1. Do you have a fever (100.4 degrees or higher or feel feverish if no thermometer) without having taken fever-reducing medicine?
<input type="radio"/> YES <input type="radio"/> NO	2. Do you have a cough ?
<input type="radio"/> YES <input type="radio"/> NO	3. Do you have a new loss of taste or smell ?
<input type="radio"/> YES <input type="radio"/> NO	4. Do you have a sore throat ?
<input type="radio"/> YES <input type="radio"/> NO	5. Do you have muscle aches ?
<input type="radio"/> YES <input type="radio"/> NO	6. Do you have chills ?
<input type="radio"/> YES <input type="radio"/> NO	7. Do you have shortness of breath ?
<input type="radio"/> YES <input type="radio"/> NO	8. Do you have a new or unusual headache ?
<input type="radio"/> YES <input type="radio"/> NO	9. Have you experienced new onset of gastrointestinal symptoms , such as nausea, vomiting, diarrhea, or loss of appetite?
<input type="radio"/> YES <input type="radio"/> NO	10. Have you, or anyone you have been in close contact with, been diagnosed with Covid-19 or placed in quarantine for possible exposure to Covid-19 within the last two weeks?
<input type="radio"/> YES <input type="radio"/> NO	11. Have you been asked to self-isolate or quarantine by a medical professional or a local public health official within the last two weeks?
<input type="radio"/> YES <input type="radio"/> NO	12. Have you travelled within the last 14 days to a location which requires a 14 day self- quarantine according to Executive Order No. 7BBB?

If you answered YES to any of these questions, you must stay home and notify the school

Social Distancing

Social Distancing

Bloomfield Public Schools will follow CDC and CSDE Adapt, Advance, Achieve social distancing guidelines. If social distancing guidelines change due to shifting public health data or evolving understanding of COVID-19 disease, Bloomfield Public Schools is prepared to adjust their approach to maintain adherence to CDC or CSDE approved social distancing protocols.

Social distancing will be maximized to the greatest extent possible, with the standard goal of six feet. Other mitigating factors may be used when social distancing is not feasible, such as face masks and clear plastic or solid surface barriers that can be cleaned and sanitized often. When social distancing and barrier use is not possible, as in the case of providing direct specialized care, health or educational assessments, or assisting a student who is not wearing a face covering (such as during lunch), staff will utilize the appropriate PPE, including, but not limited to a medical grade procedure mask and face shield and gowns when appropriate.

Material Sharing

Connecticut State Department of Education Guidance

Develop protocols to minimize the need to have multiple students sharing high touch materials to the extent possible. These materials include, but are not limited to books, computers, calculators, writing utensils, computer keyboards/headphones, and art supplies.

Shared Materials

Each school will develop protocols that minimize the need to have multiple students sharing high touch materials to the greatest extent possible. In doing so, the sharing of educational materials between students will be restricted. These materials include, but are not limited to: books, computers, calculators, writing utensils, computer keyboards/headphones, hall passes, art supplies, and learning aids. Each school will try to supply each student with their own materials when feasible, but if school materials must be used by a student, no two individuals may use the same materials on a given day without being cleaned and disinfected between use. Additionally, all school materials used by students will be disinfected at the end of the school day. If a student is assigned a specific cubby to store his or her personal belongings, it can only be accessed while socially distant and within their cohort. Cubbies may not be shared.

Use of Face Coverings, Masks, and Face Shields

General Expectations

Face Coverings and Personal Protection

Bloomfield Public Schools will require all students and employees, while on school property and on a school bus, to wear a face covering and follow the district's [face covering protocol](#), unless otherwise exempt. This includes parents who are dropping off or picking up children. Bloomfield Public Schools will provide a face covering or mask to any student or employee who does not have one.

Face Covering - A face covering may be a cloth face covering or a face mask. Masks must fit securely over nose and under chin and not gap on the sides. Face masks may not have a valve. Instructions for the [use of face covering](#) or masks are available from the CDC. The following individuals are exempt from this requirement per the CDC guidelines.

- Anyone for whom use of a face covering would be contrary to his or her health or safety because of a medical condition. All students who are medically exempt must have written documentation provided from their physician on file with the school nurse. A Student Mask Exemption Plan will be created and on file.
- A child whose parent, guardian or person responsible for the child is unable to place the face mask safely on their face.
- Educators that can maintain six-foot distance with students and determine that removing their face mask is critical for instruction, can consider removing their face covering.

Other times face coverings may be removed:

- When students or staff are eating, participating in outdoor recess, physical education or during scheduled face covering breaks. Students receiving specialized services, such as medical treatments or Speech and Language Therapy may remove their face coverings, but may be asked to wear a clear face shield during services. Social distancing will be strictly enforced during these times.

Face Masks: Surgical or procedure masks will be reserved for healthcare professionals (HCP), or for staff providing direct support to students with special healthcare needs or disabilities and who cannot socially distance.

N95 Respirators: N95 respirators will be worn by school nurses who may be involved in aerosol-generating procedures, such as suctioning, providing oxygen via high-flow nasal cannula, and nebulizer treatments. N95 respirators will also be worn when caring for a student who is suspected of having COVID-19 symptoms. Staff members must be properly fitted to the N95 respirator according to the written Respiratory Protection Plan.

Face Shields: Face shields protect the eyes, nose and mouth from contamination from respiratory droplets, along with masks and respirators. Face shields will be used by staff that is involved in aerosol-generating procedures, by staff who support students with special healthcare needs and are not able to wear a face covering, by staff assisting students who are not able to

socially distance, and by staff assisting with the temperature screenings or isolation room monitoring. Students may also wear face shields during speech and language exercises when face masks are not appropriate for the activity.

Clear Plastic Barriers: A clear plastic or solid surface barrier that may be sanitized often may be used in areas where it may be difficult for individuals to remain six feet apart. (e.g. reception desks or workstations)

Protective gowns: Disposable protective gowns must be worn by staff providing aerosol-generating procedures. A protective gown may be worn by staff who support students with special healthcare needs or when there is likelihood of coming in contact with respiratory secretions or other body fluid.

Gloves: Standard Precautions will be followed by all staff with the use of disposable single use gloves when there is possible blood or body fluid contact. This includes, but is not limited to, during healthcare procedures, toileting students, assisting with meals, temperature screening, or any other instance there may be contact with a body fluid, including respiratory secretions. Gloves are not recommended unless [specific responsibilities](#) require it.

All staff will attend an in-service training on the use of face coverings and PPE.

Health Monitoring Plan

Health Monitoring and Health Office Guidance

Communicable Disease Monitoring- Bloomfield Public Schools employs a Registered Nurse at each school who will manage positive and suspected cases of student and staff COVID-19 as they pertain to school attendance. Each school nurse will collaborate with the Administrative Assistants/Attendance office to record and track symptoms and diagnosis when students/staff are called in for sick days. SNAP nursing software will be utilized for tracking purposes, and all health information will remain confidential. The School Nurse will monitor school illness symptoms and disease trends. If an unusual number of the student body or staff should call out sick for similar symptoms the school nurse will contact the West Hartford/Bloomfield Health District.

Daily Health Self-Assessment: At this time, [Adapt, Advance, Achieve](#) and the [CDC](#) do not recommend daily temperature checks and screening questions be conducted at school. The current recommendation is for all students and staff to perform a daily self-check prior to leaving home. All Bloomfield staff and students (with help of their parent/guardian) will be asked to complete the COVID-19 Daily Self-Assessment Screening Questions prior to leaving for school each day. If any staff or student answers YES to any question, they must remain at home and notify their school. If the state or local health departments determine that daily screenings by school are required, the district is prepared to provide these screenings.

Illness at School- Any student or staff member who becomes ill at school with questionable COVID-19 symptoms will be evaluated by the school nurse. If COVID-19 symptoms are exhibited, the student or staff must be excluded from school immediately. Students or staff will be asked to wait in the isolation room until picked up by parent/guardian, responsible person, or released to another health care facility. Students will not be left unattended in the isolation room.

Isolation Room- Each school will identify an isolation room, separate from the health office, where students and staff will wait until picked up by parent/guardian or transferred to a healthcare facility. All students in the isolation room will be supervised by a staff member. The staff member will be provided with a surgical mask, face shield, disposable isolation gown and gloves. Social distancing of six feet or greater will be maintained in the isolation room. A log will be maintained by the school nurse of all persons that enter the isolation room. A separate bathroom will be designated for use by anyone utilizing the isolation room.

Isolation and Personal Protective Equipment (PPE) Standards in the Health Office

- Uniform and close-toed shoes are recommended for Health Office Staff
 - Appropriate PPE must be utilized in conjunction with standard precautions and proper hand hygiene.
1. Hand hygiene is required before and after each office encounter and after each intervention

2. Soap and water scrubbing for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol is also acceptable
3. Soap and water hand washing must be used in the case of gross soiling.
4. Reusable PPE will be cleaned daily. PPE should be discarded after gross contamination, at least weekly and more frequently per RN discretion.

PPE for Non-Respiratory Condition

- 1) Abdominal Pain or Nausea/Vomiting
 - Direct student to a separated sick zone in the case of active emesis.
 - Use standard precautions including mask and protective eyewear in the case of active or impending emesis.
- 2) Integumentary
 - Use Standard precautions dependent on clinical picture. (i.e. draining wounds, potential exposure to blood borne pathogens)
- 3) Miscellaneous Headache, Sore throat, muscle aches, etc.
 - Evaluate if they have been exposed to someone with positive or presumed positive COVID-19
 - Evaluate temperature
 - a) Direct student to a separated sick zone PRN
 - b) Use Standard precautions including mask and face shield/goggles

All students and staff will have their temperature and COVID-19 risk factors screened upon arrival to the Health Office. School nurse will wear face mask and face shield/goggles for all screenings.

PPE for Respiratory Condition and Afebrile

- 1) Triage if acute respiratory illness or chronic condition exacerbation.
 - Allergy and asthma symptoms are NOT acute respiratory illnesses. Use Standard precautions including mask and face shield/goggles
- 2) Evaluate if the individual has been exposed to someone with positive or presumed positive COVID-19.
 - Per CDC, Patients with even mild symptoms that might be consistent with COVID-19 (e.g. cough, sore throat, shortness of breath, muscle aches) should be cared for by HCP wearing protective gown, gloves, N95 mask (if not available use face mask and face shield) and eye protection.

PPE for Respiratory Condition and Febrile

- Don gown, gloves, N95 mask (if not available use face mask and face shield) and eye protection
- Direct student to isolation room. Make sure student is wearing face mask

- Evaluate if the individual has been exposed to a person with positive or presumed positive COVID-19

PPE for Febrile with/without Acute or Comorbid Condition

- Don jacket, gloves, N95 mask and eye protection
- Direct student to isolation room
- Apply face mask to patient if not already wearing, if tolerated and developmentally appropriate
- Evaluate if the individual has been exposed to a person with positive or presumed positive COVID-19.

Health Office Guidance - In order to prevent potential exposure to infectious diseases for vulnerable students receiving other medical treatments, all student [visits to the Health Office](#) will be triaged. All students and staff will have their temperature and COVID-19 risk factors screened upon arrival to the Health Office.

- Staff will be asked to email, call or radio the Health Office with a request for an ill student visit.
- School nurse will prioritize the student for a visit and direct them to a “well” or “sick” zone based on symptoms.
- Student will independently ambulate to health office unless one or more of the following symptoms are present:
 1. Confusion/ disorientation
 2. Decreased level of consciousness
 3. Shortness of Breath/Respiratory Distress
 4. Dizziness/Lightheadedness
 5. Spinal Cord Injury/Head Injury complaining of neck pain-DO NOT MOVE THE STUDENT
 6. Vision impairment
 7. Diabetic low blood sugar - hypoglycemia
 8. Life Threatening Bleeding

Possible fractured bone

If any of the above-mentioned criteria are met, or per staff/nurse best judgment, students will stay in place for in-person evaluation

Students and Staff are encouraged to follow the below guidelines for common situations before presenting to the Health Office:

1. Minor paper cuts, small abrasions, picked scabs
 - Wash hands and wound with soap and water
 - Apply bandage

2. Minor headaches and/or fatigue and student does not act ill in the classroom, especially immediately after lunch or recess
 - Encourage snack or drink water
 - Apply cool water to the face and neck
 - Rest 30 minutes
 - If worsening, contact the nurse for an office visit

3. Mild indigestion and/or upset stomach especially immediately after lunch or recess
 - Allow to use the restroom
 - Drink water.
 - Rest 30 minutes.
 - If worsening, contact the nurse for an office visit.

4. Localized bug bite
 - Wash bug bite with soap and water
 - Apply cool paper towel

5. Clothing or Glasses repair
 - Email or call the health office to determine what supplies are needed

6. Soiled underwear or clothing
 - Encourage parents to keep supplies and multiple changes of clothing in all student backpacks
 - Students may be directed to self-clean up and place fecal contaminated clothing in a double bag by teacher or paraprofessional
 - If the student needs to be sent home for hygiene, the parent/guardian may be contacted by the teacher, staff or health office

First Aid supplies will be distributed to teachers and playground attendants at the start of school. Replacements can be obtained from the health office.

Aerosol Generating Procedures

1. **Inhalers**-Asthma treatments using inhalers with spacers are preferred over nebulizer treatments whenever possible. Based on limited data, use of asthma inhalers is **not** considered an aerosol-generating procedure. The school nurse is required to wear a face mask and face shield or goggles.

2. **Nebulizer Treatments and Peak Flow Meters**- Nebulizer Treatments and Peak Flow Meters- When medically appropriate, nurses should substitute use of metered dose inhalers and spacers for students with respiratory issues. Routine nebulizer treatments will not be administered during school. Guidelines for inhaler use will follow Easy Breathing for Schools. Use of peak flow meters includes forceful exhalation. Forceful exhalation is not considered an aerosol-generating procedure associated with increased risk of transmitting the virus that causes COVID-19. However, for some people with asthma, using a peak flow meter can trigger a cough.

- The school nurse will wear N95 respirator (or face mask and face shield), protective gown, and gloves
- The number of people present in the room should be limited to the student and the school nurse administering the peak flow meter.

After the nebulizer treatment or use of peak flow meter, this room should undergo routine cleaning and disinfection per CDC guidelines

Containment Plan

Containment of Illness

Visitors and Vendors

During the COVID-19 pandemic, Bloomfield Public Schools will limit visitors at school and office facilities. School buildings will only allow outside professional services if required by law, or otherwise required by a student's individualized education plan. Outside vendors will only be allowed if their service is necessary to the operational procedures of the school facility or district operations. Visitors and vendors will adhere to the following protocols:

- All visitors and vendors are required to wear a face covering or face mask. The school will provide a face mask if the visitor or vendor does not have one.
- All visitors and vendors will be screened using the district Daily Health Screening Questions and a temperature check prior to entering the facility.
- Visitors or vendors with COVID-19 symptoms or temperature greater than 100.4 degrees will not be allowed to enter the building.
- All visitors and vendors will maintain 6-foot social distancing.

Illness at School

If a student or staff member becomes ill at school, the School Nurse will evaluate them. If an ill person displays symptoms of COVID-19, they must be excluded from school or work immediately. An ill student or staff member with a fever of 100.4 degrees or higher will also be excluded from school immediately. A designated isolation room and separate bathroom will be utilized by anyone with COVID-19 symptoms until arrangements can be made for the parent/guardian pick up or discharge to a healthcare facility.

Ill Student: Parent/guardian will be requested to pick up their student within one hour. All students will be monitored while in the isolation room at all times. Parents/guardians should seek medical advice for the ill student and schedule a COVID-19 test. The parent/guardian must notify the school nurse when test results are known.

Ill staff: An ill staff member will leave work immediately, unless needing more urgent care and then they will be placed in the isolation room while waiting for transfer to a health care facility. The staff member should seek medical advice, schedule a COVID-19 test as needed, and notify their employer when the test results are known.

Confirmed COVID-19 Positive Student or Staff

If a student or staff member, who has been present in school, has a confirmed diagnosis of COVID-19, the West Hartford/Bloomfield Health District (WHBHD) will be notified immediately by the school nurse. In addition, those in contact with the student or staff member will be notified of the exposure by school administration and instructed on current [CDC recommendations](#) related to exposure. Confidentiality of the ill individual will be maintained in accordance to FERPA, privacy expectations and the ADA. All communication will follow the Districts COVID-19 Response and Communication Protocols.

In the event of a COVID-19 positive case in a school building, the Superintendent may implement a short-term building closure of 2-5 days to allow for WHBHD to investigate the COVID-19 situation impacting the school and for recommended CDC cleaning. During this time students and staff will implement a distanced learning model for the duration of the closure. Further recommendations on the scope of school closure (multiple schools or district) and duration will be made during this time. All extracurricular group activities and school-based afterschool programs at the affected school(s) will also be cancelled. The Bloomfield Public Schools will communicate all dismissal, school closure or transitions to Enhanced Distance Learning decisions and possible COVID-19 exposure with all staff, families, students and stakeholders.

The Superintendent will decide, in consultation with the WHBHD, if any staff will be allowed in the building during school closure and when students and staff can safely return to in-school learning.

DPH Chart for Responding to COVID-19 Scenarios:

Event	Location of Event	Testing Result	Isolation/Quarantine*
Individual has COVID-19 Symptoms ¹ but has NOT had close contact ² to a person diagnosed with COVID-19	<p>If at home: stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.</p> <p>If at school: students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), stay in the isolation room (with adult supervision), and until picked up to go home, consult a healthcare provider, and be tested. If symptoms arise on the bus, students should remain masked and follow the remaining measures listed above upon arrival to school. They must not be sent home on the bus.</p> <p>If at school: staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district protocols), go home, consult a healthcare provider, and get tested. If a staff or student is ill enough to require transport to a healthcare facility, notify EMS that COVID-19 is a concern.</p>	Individual tests ³ negative	Return to school once there are no symptoms for 24 hours.
		Individual tests positive	Remain home (except to get medical care), monitor symptoms, notify the school immediately, notify personal close contacts, assist the school in contact tracing efforts ⁴ , and answer phone calls from public health officials/ contact tracing staff. Stay in self-isolation ⁵ for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever ⁶ (without fever-reducing medications) and with improvement in other COVID-19 symptoms.
		Individual is not tested	Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms. Can return to school earlier if obtains note from healthcare provider with alternate diagnosis.
Event	Location of Event	Testing Result	Isolation/Quarantine*
Individual has COVID-19 symptoms ¹ AND had close contact ² to a person diagnosed with COVID-19	<p>If at home: stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.</p> <p>If at school: students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), stay in the isolation room (with adult supervision), until picked up to go home, consult a healthcare provider, and get tested. If symptoms arise on the bus, students should remain masked and follow the remaining measures listed above upon arrival to school. They must not be sent home on the bus.</p> <p>If at school: staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district</p>	Individual tests ³ negative	Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.
		Individual tests positive	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist public health and the school in contact tracing efforts. Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.

	protocols), go home, consult a healthcare provider, and get tested. If a staff or student is ill enough to require transport to a healthcare facility, notify EMS that COVID-19 is a concern.	Individual is not tested	Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms.
Event	Location of Event	Testing Result	Isolation/Quarantine*
Individual does not have COVID-19 symptoms BUT had close contact ² to someone diagnosed with COVID-19	<p>If at home: stay home, notify the school immediately (do not wait until the beginning of the next school day), and get tested.</p> <p>If at school: students should remain masked, adhere to strict physical distancing, be assessed by the school nurse or school medical advisor (if available), be picked up to go home, consult a health care provider, and get tested. Students who do not have symptoms may remain in the health room until they are picked up, they do not have to be sent to the isolation room. They must not be sent home on the bus.</p> <p>If at school: staff members should remain masked, adhere to strict physical distancing, immediately contact leadership (per district protocols), go home, consult a healthcare provider, and get tested.</p>	Individual tests negative	Remain home in self-quarantine ⁷ for 14 days from last exposure to the person diagnosed with COVID-19.
		Individual tests positive	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist public health and the school in contact tracing efforts. Stay home until 10 days have passed since date of the positive COVID-19 test.
		Individual is not tested	Remain home in self-quarantine for 14 days from last exposure to the person diagnosed with COVID-19.

*Isolation = when you are experiencing symptoms or have a confirmed diagnosis of COVID-19
Quarantine = when you have been exposed but you are not experiencing symptoms

End-notes

- ¹ **Key COVID-19 signs and symptoms are:** feeling feverish, measured temp 100.4 F or more, chills, uncontrolled new cough, shortness of breath, difficulty breathing, loss of taste or smell. There are other more nonspecific signs and symptoms. For a full list, see CDC Web page at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- ² **Close contact:** Spending at least 15 minutes within 6 feet of a person with confirmed COVID-19, or a direct exposure to possibly infected droplets of saliva or nasal mucus (e.g., begin sneezed or coughed on in the face). See CDC web page at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- ³ **COVID-19 test for school/work attendance:** This is a viral test, NOT an antibody test. (see CDC information on COVID-19 tests at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>)

⁴ **Contact tracing:** A public health intervention in which the contacts of a person with a communicable disease are identified, and possibly tested, quarantined or isolated to interrupt the transmission of the virus in a population. <https://portal.ct.gov/Coronavirus/ContaCT>

⁵ **Self- Isolation:** Individual with signs or symptoms of COVID-19, or a positive test, stays home until no longer infectious for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other COVID-19 symptoms. See CDC web page at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

⁶ **Fever:** Measured temperature of 100.4 F or higher

⁷ **Self-Quarantine:** Individual without symptoms stays home for 14 days since last exposure to someone who was diagnosed with COVID-19 (the incubation period of the virus). See CDC web page https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine-isolation.html

COVID-19 Response Teams and Responsibilities

School Response Team to COVID-19 Illness

The school nurse will;

- Evaluate students or staff if they become ill at school and will immediately dismiss if COVID-19 symptoms are present
- Monitor illness trends of student and staff absences
- Notify local health department of suspected or confirmed cases of COVID-19 and will collaborate with local health department regarding contact tracing and any other mitigation or containment procedure as directed
- Notify building and district stakeholders as per Communication Tree procedure regarding suspected or confirmed COVID-19 illness

The attendance monitor will;

- Notify the school nurse daily of student or staff absences that include suspected or confirmed COVID-19 diagnosis or any symptom of COVID-19
- Assure confidentiality of all medical information of student or staff member

The school principal will;

- Notify close contacts of students or staff with COVID-19 exposure upon directions of local health department while maintaining confidentiality
- Manage school dismissal if necessary and notification of next-steps to school community
- Assure confidentiality of all medical information of student or staff member

The school custodian will:

- Ensure the area utilized by the ill student or staff member is cleaned and disinfected by the custodial staff, under the direction of Facilities Director and/or School Principal, following district and DPH protocol.

The social worker and/or guidance counselor will;

- provide support to the student and family regarding concerns arising from COVID-19 diagnosis or exposure

District Response Team to COVID-19 Illness

The COVID-19 Liaison will:

- Assure that the school and district response team have followed protocols, the communication tree has been followed and responsibilities completed.
- Will be available to students, staff and family or community members to answer questions and provide guidance.

The Superintendent will;

- In collaboration with the Local Health District, determine school dismissal and closure
- In response to closure, will implement Enhanced Distant Learning Model
- Notify the school community and district stakeholders of a positive COVID-19 illness in the school system
- Notify the CSDE regarding school(s) closure and of distant learning implementation

The Director of Facilities will;

- Communicate with the building custodians regarding cleaning and disinfecting protocols consistent with CDC, State and District protocols

Human Resources will:

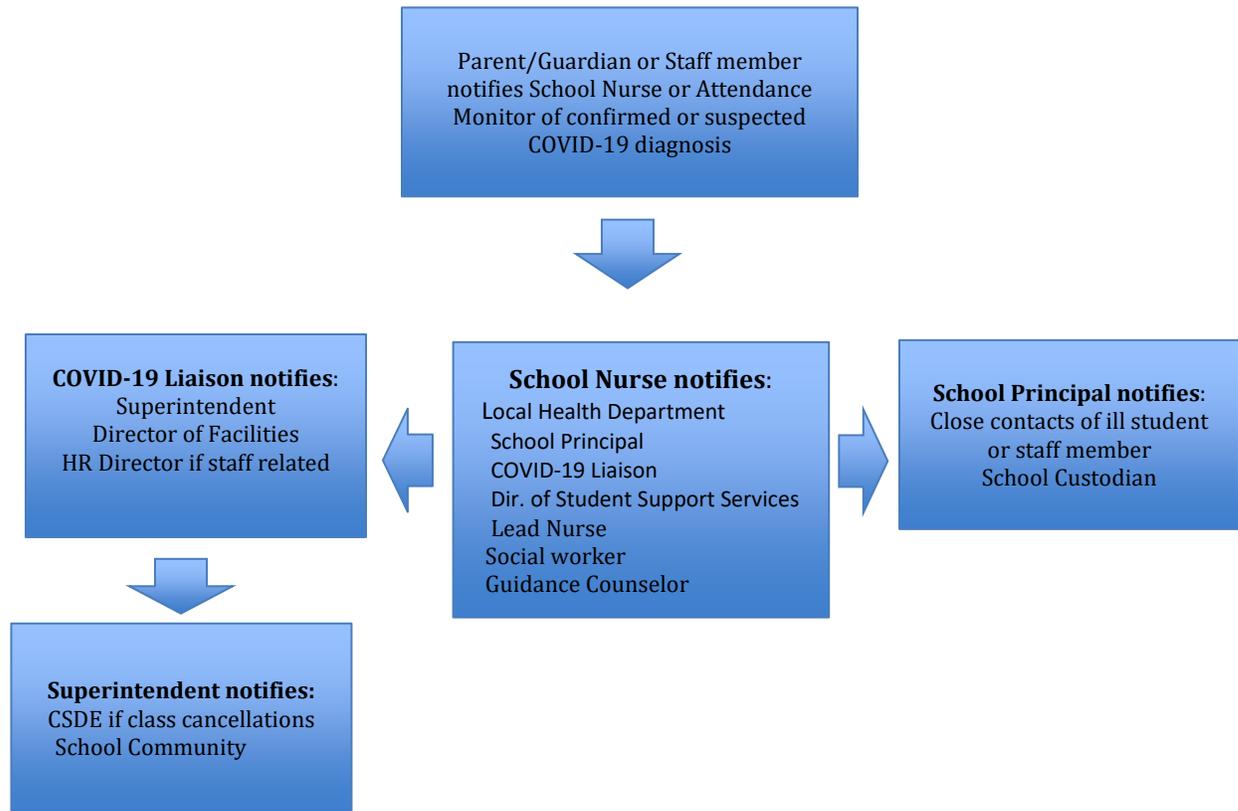
- Provide guidance and information to an employee regarding medical leave due to illness or exposure
- Communicate substitute staff needs with Kelly Services.

The Lead Nurse will:

- Assist the school nurse and the health district with contact tracing
- Assist the school principal with notifications to students and families
- Monitor the health trends in all district schools and report to the district COVID-19 Liaison and the Health Department

Bloomfield Public Schools realizes that an employee may be responsible for more than one position.

COVID-19 Illness in School Communication Tree



Return to School or Work after COVID-19 Diagnosis, COVID-19 Symptoms or COVID-19 Exposure

Bloomfield Public Schools requires all students or staff returning from any illness or COVID-19 exposure to adhere to following guidelines. All students and staff will need clearance from the school nurse after safely isolating or quarantining to return to school.

Positive COVID-19 Diagnosis

If diagnosed with COVID-19, with or without symptoms, the following [CDC Protocol](#) will be followed for returning to school or work.

- COVID-19 with symptoms** - person may return when the following are met:
 - 10 days have passed since the first symptoms
 - 24 hours of no fever without using fever reducing medications
 - Symptoms such as cough and shortness of breath have improved
- COVID-19 with NO symptoms** - person may return when the following is met:
 - 10 days from the test date

COVID-19 Symptoms with NO testing

- 1. COVID-19 symptoms but has NOT had close contact to a person diagnosed with COVID-19** - person may return when the following are met:
 - 10 days from when symptoms appeared
 - 24 hours of no fever without using fever reducing medications
 - Can return to school earlier if obtains note from healthcare provider with alternate diagnosis
- 2. COVID-19 symptoms and close contact to a person diagnosed with COVID-19 (within 6 feet > 15 minutes or direct exposure to respiratory droplets)** - person may return when the following is met:
 - 10 days from when symptoms appeared
 - 24 hours of no fever without using fever reducing medications
 - Symptoms such as cough and shortness of breath have improved

COVID-19 Exposure

- 1. Individual does not have COVID-19 symptoms BUT had close contact to someone diagnosed with COVID-19-** person may return when the following are met:
 - After quarantine at home for 14 days from last exposure to positive COVID-19 case
 - If individual is tested or becomes symptomatic, must follow above guideline for COVID-19 symptoms

Connecticut Interscholastic Athletic Conference Sports (CIAC)

All CIAC sports will follow the [Resocialization of Athletics and Activities Programs Guidelines](#) developed by the CIAC and with strong considerations from the Department of Public Health and Connecticut State Department of Education.