

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT  
COVID-19 DECISION TREES AND PROTOCOL  
FOR STAFF AND FAMILIES



## DISTRICT CONTRACT INFORMATION

Superintendent of Schools, Steven Lamarche: [slamarche@dcrsd.org](mailto:slamarche@dcrsd.org) 508-943-6888

Assistant Superintendent of Schools, Brian Ackerman: [backerman@dcrsd.org](mailto:backerman@dcrsd.org) 508-943-6888

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Principal, Dudley Middle School, Christopher Starczewski: [cstarczewski@dcrsd.org](mailto:cstarczewski@dcrsd.org) 508-943-2224

Principal, Charlton Middle School, Dean Packard: [dpackard@dcrsd.org](mailto:dpackard@dcrsd.org) 508-248-1423

Principal, Dudley Elementary School, Kelly True: [ktrue@dcrsd.org](mailto:ktrue@dcrsd.org) -508-943-3351

Principal, Heritage School, Kathleen Pastore: [kpastore@dcrsd.org](mailto:kpastore@dcrsd.org) 508-28-4884

Principal, Mason Road School, Jennifer Desto: [jdesto@dcrsd.org](mailto:jdesto@dcrsd.org) 508-943-4312

Principal, Charlton Elementary School, Lori Pacheco: [lpacheco@dcrsd.org](mailto:lpacheco@dcrsd.org) 508-248-7774

## TOWN CONTACT INFORMATION

Charlton Town Health Director, James Philbrook: [Philbrook.James@townofcharlton.net](mailto:Philbrook.James@townofcharlton.net)

Dudley Health Agent: (Waiting to be hired)

Dudley Board of Health, Jennifer Cournoyer: [boh@dudleyma.gov](mailto:boh@dudleyma.gov)

## **School Nurses' Contact Information**

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1-508-943-3351

## In-School Tracking for Positive Covid Cases

Symptoms will be documented on a tracking system that each nurse has in isolation room.

### STUDENTS:

- Student initials along with symptoms, grade, time, date, course of action (ex: call to MD for testing, recommendation, stay home for x amount of days etc.) will be recorded.
- Call to parent and when picked up will be documented
- Building principal will be notified.

### STAFF:

- Staff initials along with symptoms, time, date and course of action (ex: call MD for testing, stay home for x amount of days etc) will be documented.
- Staff will be dismissed.
- Nurse will communicate with building principal regarding dismissal for symptoms and the recommended plan.

## Presence of Significant Number of New Cases in either Town

In the case of significant municipal outbreak, as determined by the local board of health or DPH, the superintendent and school leaders must consult with the local board of health to determine whether it is appropriate to close a specific school, schools, or the district.



**Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance. Contact:**

Russell Johnston, Senior Associate Commissioner, [Russell.Johnston@mass.gov](mailto:Russell.Johnston@mass.gov), 781-605-4958.

Erin McMahon, Senior Advisor to the Commissioner - Fall Reopening Implementation Lead, [Erin.K.Mcmahon@mass.gov](mailto:Erin.K.Mcmahon@mass.gov), 781-873-9023.

## Presence of Multiple Cases in the School or District

If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the superintendent should work with the local board of health to determine if it is likely that there is transmission happening in school.



For each individual case, FOLLOW STEPS UNDER: **Individual Tested Positive**  
**Note that when there is one isolated case, the student's close contacts will need to stay home and be tested, not the whole school.**



### Multiple Cases in one School

When there is suspected in-school transmission *beyond one cohort or a small number of cohorts*, school and district leaders must consult with the local board of health as to proposed next steps. These steps could include, **for example**, making a decision to a) close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) close the school partially or fully for the longer duration of a 14-day quarantine period.



### Multiple Cases in Multiple Schools

Should there be circumstances where there are multiple cases in multiple schools, school and district leaders must consult with the local board of health as to proposed next steps. These steps could include, **for example**, making a decision to a) shut down the district for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) shut down the district for the longer duration of a 14-day quarantine period.



**Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.**

#### Contact:

Russell Johnston, Senior Associate Commissioner, Russell.Johnston@mass.gov, 781-605-4958.

Erin McMahon, Senior Advisor to the Commissioner - Fall Reopening Implementation Lead, Erin.K.Mcmahon@mass.gov, 781-873-9023.

# Staff is Symptomatic at School

Staff should **self-certify** at home each morning for the most common symptoms of Covid-19 , and should not come to work if experiencing any symptoms.

If a staff member suspects any symptoms during the day, they should follow the school's protocols for getting another adult to cover their class mid-day, if needed, and see the school nurse to be evaluated for symptoms.

**If any symptom is present**

**Remain isolated and leave the building as soon as it is safe to do so. Nurse or staff member should inform the school building principal.**

## GET TESTED

Current MA DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not get tested should instead isolate for 10 days and until asymptomatic. Test sites may require pre-screening, a referral, and/or an appointment.

**ISOLATE** at home until test results are returned

## NEGATIVE TEST

Stays home until asymptomatic for 24 hours and may return to school upon guidance from their clinician and necessary management of other diagnosis.

## POSITIVE TEST

Do not return to work, monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self- isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms.

**Follow Protocols: Individual Tested Positive**

# Staff is Symptomatic at Home

Staff should **self-certify** at home each morning for the most common symptoms of Covid-19, and should not come to work if experiencing any symptoms.

If any symptom is present

**DO NOT COME TO WORK**- Report your absence through regularly established protocols.

## GET TESTED

Current MA DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not get tested should instead isolate for 10 days and until asymptomatic. Test sites may require pre-screening, a referral, and/or an appointment.

**ISOLATE** at home until test results are returned

## NEGATIVE TEST

Stays home until asymptomatic for 24 hours and may return to school upon guidance from their clinician and necessary management of other diagnosis.

Provide written medical documentation of test results to the school nurse prior for clearance to return. (All results will be stored in the HR personnel files.)

## POSITIVE TEST

Do not return to work, monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms.

**Follow Protocols: Individual Tested Positive**



# Student is Symptomatic at School

**Families** are the most important first line of defense for monitoring symptoms. Teachers and other school staff play an important role in referring possible symptomatic students to the school nurse.



**Teacher/support staff** calls the nurse to inform them that they have a possible case. Nurse or school medical point of contact comes to get the student from class.



**Nurse** should evaluate the student for symptoms

**No Symptoms**



**Send student to class**

**If any symptom is present**



**Staff places the student in the designated medical waiting room.** There is no specific capacity limit for the medical waiting room, but all students in the medical waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room. Nurse should notify other school nurses of any siblings the symptomatic student may have.



**Contact student's caregiver. CAREGIVER SHOULD BE NOTIFIED TO PICK UP STUDENT AND ANY SIBLINGS ASAP:** Student should wait to be picked up in the medical waiting room. Caregivers must wear a mask/face covering when picking up their student. **Students should not ride the school bus to get home.** Caregivers and students should wash their hands upon arriving at home and change their clothes, as a precaution.

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**GET TESTED**

Current MA DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not get tested should instead isolate for 10 days and until asymptomatic. Test sites may require pre-screening, a referral, and/or an appointment

**ISOLATE** at home until test results are returned

**NEGATIVE TEST**

Stays home until asymptomatic for 24 hours and may return to school upon guidance from their clinician and necessary management of other diagnosis.

**POSITIVE TEST**

Do not return to school, monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms.

**Follow Protocols: Individual Tested Positive**

## Student is Symptomatic on Bus

If symptoms are noticed while the student is on the bus, ensure student is masked and keeps mask on. Ensure other students keep their masks on. Ensure students keep required physical distancing from other students. **Do not stop the bus or lengthen the ride time unless there is a medical emergency.**



**Bus driver/monitor should** call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate cell phone numbers for school and district personnel. The dispatch should contact the school to inform the school nurse of a possible symptomatic child.



**School nurse** should meet the bus as it arrives, wearing a mask. As practical, student with possible symptoms should exit the bus first. School nurse follows other protocols in plan for assessing student.



**Bus will be cleaned and disinfected once all students disembark and before any future runs.**

# Student is Symptomatic at Home

Family should monitor students at home each morning for the most common symptoms of Covid-19 using the self-certify procedures in place.

No Symptoms

Send student to school

If any symptom is present

**DO NOT SEND THE STUDENT TO SCHOOL**

Call the school nurse to let them know the student is staying home due to Covid-19 symptoms.

**GET TESTED**

Current MA DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not get tested should instead isolate for 10 days and until asymptomatic. Test sites may require pre-screening, a referral, and/or an appointment. There are several listed on the District webpage [www.dcrsd.org](http://www.dcrsd.org)

**ISOLATE** at home until test results are returned

**NEGATIVE TEST**

Stays home until asymptomatic for 24 hours and may return to school upon guidance from their clinician and necessary management of other diagnosis.

Provide medical documentation of test results or other diagnosis.

**POSITIVE TEST**

Do not return to school, monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms.

**Follow Protocols: Individual Tested Positive**

## Student/Staff is Tested Positive:

**Positive test:** Do not return to school, monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms, based on recommendations of Dr. and/or local Board of Health.

**Determine** whether the student or staff was on the premises during the timeframe that started two days prior to a symptom onset (or testing positive if not symptomatic) until the time of isolation.

NO

Follow standard sanitation protocols.

YES

**Allow space to remain empty as long as is feasible to allow "droplets" to settle. Promptly clean and disinfect** classroom prior to staff/students return to that space. Defogger must have been sprayed a minimum of 10 min. prior to human re-entry.

**Promptly clean and disinfect** buses the student or staff member was on, if any, and if not already done.

**Promptly close off** areas visited by the Covid-19 positive individual until such areas can be cleaned and disinfected, if they have not been already. Principals re-assign students/staff to outside or another clean location.

**Principal sends the District letter** to identified close contacts that there has been a positive test without naming the individual student or staff who tested positive; and notifies Superintendent.

**If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:**

- Make sure students are wearing masks, including kindergarten and first grade. Extra masks as may be needed should be provided by the school. Enforce strict physical distancing. Require students to wash their hands.
  - The school should quickly identify the individuals who may be "close contacts" of the student/staff and notify students and their families.
  - Caregivers of students in the class or other close contacts will be asked to pick students up as soon as possible. Caregivers must wear a mask/face covering when picking up their student.
- Students who are close contacts and students with symptoms should not ride the bus home.** Caregivers and students, as well as staff, should wash their hands upon arriving home and change their clothes as a precaution.
- Close contacts cannot return to school until they have quarantined for 14 days, regardless of Covid testing. Covid testing is highly recommended after day 4.

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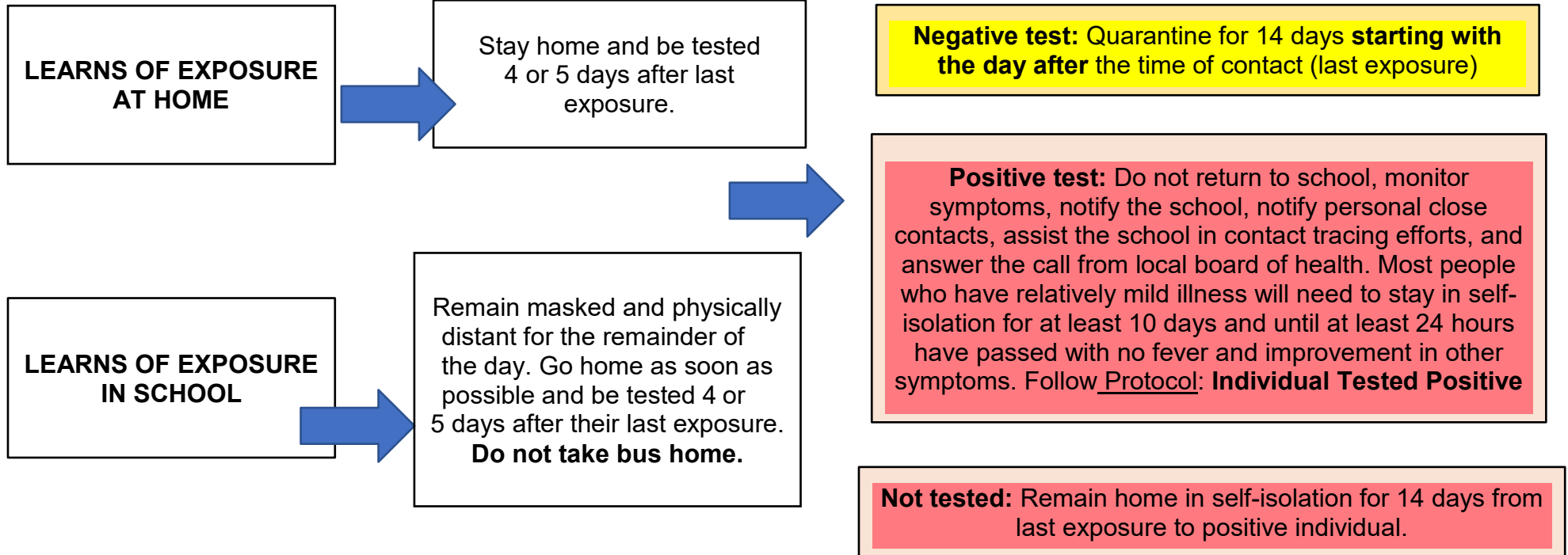
**As feasible to assist with contact tracing**, make a list including phone number and e-mail of any other close contacts the student or staff had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until individual was isolated. Instruct those students and/or staff members to get tested according to the same protocol as the student's cohort above.

**If others test positive**, perform all steps under this protocol for that person. Also follow:  
**Protocol: Presence of multiple cases in school**

**If no others test positive**, close contacts should follow "exposed to positive individual" protocol.

# Individual is Exposed to Covid-19 Positive Individual

**\*\*Current MA DPH guidance is that all close contacts of someone who has tested positive for Covid-19 should be tested\*\***



## If a Decision is Made to Close a School, Schools or the District



### If the decision is made to close for some number of days, the school and/or district should send clear information and instructions to families and staff:

- a. Informing them that it is possible COVID-19 is being transmitted in the school and/or district
- b. Noting that there may be more potential cases that are not yet symptomatic
- c. Recommending students quarantine and not have contact with others
- d. Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents)
- e. Reminding families of the list of COVID-19 symptoms for which to monitor
- f. Ensuring that remote learning is immediately provided to all students



### Before bringing students back to school:

- a. Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products); re-order replacement inventory
- b. Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing)
- c. Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school



## If Board of Health Learns of Dudley/Charlton Positive Cases

- Local Board of Health will receive an alert of positive case in MAVEN surveillance system
- Local Board of Health will reach out to parent of student, of positive staff member to discuss isolation and plan, etc.
- Local Board of Health will reach out to Board of Health members in the town where student lives if they are school choice; contact will continue between two towns until student is cleared from isolation
- Local Board of Health will reach out to school nurse and building principal by sending an email with initials of positive student and/or staff member
- Local Board of Health will reach out to principal by phone in order for him/her to facilitate with their custodial staff the proper cleaning and disinfecting of the classroom
- Building principal will notify Superintendent who will notify DESE
- First Student and Van Pool Bus lists will be provided to all District nurses to assist with determining contact tracing
- School nurse will reach out to any contacts of a positive case by phone. If not successful by phone, an attempt will be made by email, and lastly a district letter will be sent home