



# Ursuline Academy Health Protocol Guide 2020-2021

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The partnership between Ursuline and our families is essential to helping our community stay healthy this year. More than ever, we encourage parents to help their daughters foster the sound habits of good nutrition, plenty of exercise, and ample sleep to best bolster their immune systems. Our emotional and mental well-being also affect our physical health, so we ask that students be especially mindful of fostering healthy relationships and managing stress. These are wonderful habits for our students to develop for life, and are especially beneficial as we weather the global pandemic together.

The following instructions have been prepared to help our families with some of the health challenges of our times. We will work together to protect the health of our community during the pandemic while continuing to educate your daughters in the Ursuline tradition.

The document reflects our understanding of DESE and DPH policies as of September 3, 2020, and may be revised as needed.

# To Minimize the Spread of COVID-19

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## A: KNOW THE SYMPTOMS

Some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it's one of these illnesses. **When in doubt, STAY HOME.** You will also be screening your daughter for COVID symptoms each day using the UA Wellness Check (see below).

The following, alone or in combination, may be symptoms of COVID-19:

- **Fever** (temperature of 100°F or higher), chills, or shaking chills
- **Cough** (not due to other known cause)
- **Difficulty breathing** or shortness of breath
- **New loss of taste or smell**
- **Sore throat**
- **Headache** when in combination with other symptoms
- **Muscle aches or body aches**
- **Nausea, vomiting, or diarrhea**
- **Fatigue**, when in combination with other symptoms
- **Nasal congestion or runny nose** (not due to other known causes such as allergies) when in combination with other symptoms

If your daughter has any of the above symptoms, please do not send her to school. In addition, if your daughter meets ANY of the following criteria, she should stay home from school and other activities:

- **Recent exposure** to a COVID-19 positive person
- **Positive test result** from a COVID-19 test
- **Travel** to/from an area outside of Massachusetts that is required to quarantine per the Massachusetts State travel guidelines

The CDC states that approximately two-thirds of COVID-19 transmissions in the U.S. come from people not showing symptoms. This is because the cases are either asymptomatic or pre-symptomatic. According to the CDC, this “underscores the importance of social distancing, including the avoidance of congregate settings, to reduce COVID-19 spread.”

## B: UTILIZE THE UA WELLNESS CHECK EACH DAY

The UA Wellness Check is designed to help families/students and all employees screen for COVID-related symptoms before coming to campus.



**Community members must complete the Ursuline Wellness Check before leaving for school each day.**

If your daughter is learning remotely on a given day, there is no need to complete the Wellness Check for that day. **The Wellness Check** can be accessed in the following ways:

- \* VIA THE WEB: [bit.ly/uawellcheck](https://bit.ly/uawellcheck)
- \* SCAN THE **QR CODE**

### \* INSTALL A SHORTCUT FROM AN IPHONE /IPAD

- Launch the Safari browser and navigate to the Wellness Check at [bit.ly/uawellcheck](https://bit.ly/uawellcheck)
- Tap the Share button (the rectangle with an arrow pointing upward) on the browser's toolbar. It's on the bar at the top of the screen on an iPad, and on the bar at the bottom of the screen on an iPhone.
- Scroll down and tap the 'Add to Home Screen' icon in the Share menu.

In addition to taking attendance when students are on campus, we will also check to be sure that the student was screened with the Wellness Check before coming to school. Students will be held at the front door until a parent can confirm that the student does not have symptoms.

### C: MAKE SURE YOUR DAUGHTER HAS MASKS



- All students, faculty, staff and visitors must wear a mask when on campus at all times. Masks should only be taken off during designated mask breaks.
- Bandanas, scarves, gaiters, or masks with a valve or vent are not permitted.
- Students are expected to wear a school appropriate mask without writing, characters or large logos. Masks may be any color, a mixture of colors, or have a pattern. All masks must cover both the nose and mouth all day.
- Ursuline will provide each student with two cloth masks, which they may wear if they choose.
- Students are asked to have a spare mask available in their backpack, and to launder masks at the end of each day.
- For information on how your daughter should wear/laundry her mask to maximize its effectiveness, you can visit the [CDC website](#).

### D: STAY SIX FEET APART



Remind your daughter of the importance of being six feet apart, one of the most effective ways to control the spread of the coronavirus. We recognize that this is difficult for our students, but ask that you help reinforce this message to your daughters frequently. Being physically distanced does not mean they need to be socially isolated; they can develop and maintain strong friendships at a safe distance. Faculty and staff will be enforcing social distancing for all students.

### E: KEEP HANDS CLEAN AND AWAY FROM THE FACE



Science has shown the effectiveness of handwashing in reducing the spread of disease. Emphasize to your daughter the importance of handwashing with soap and water for at least 20 seconds; if handwashing is not possible, utilize hand sanitizer and rub until dry for about 20 seconds. Have her carry a bottle of hand sanitizer in her backpack for those times that soap and water are not available. Please visit the [CDC website](#) for more information on the importance of handwashing.

## What to do if...

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The following section provides detailed information on what to do in various situations in which your daughter may feel ill or have been exposed to COVID-19. Please keep in mind that close contacts are defined as only those who have been within six feet of distance of the individual for at least fifteen minutes, while the person was infectious. The infectious period begins two days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin two days prior to the collection of their positive test. (Department of Public Health/Department of elementary and Secondary Education (DPH/DESE) joint memo of August 18, 2020.)

**If your daughter is at home following any of the protocol below and feels well enough, she is encouraged to participate in classes remotely.**

## When to stay home:

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**Has the student tested positive for COVID-19?**



**Has the student developed any symptoms of COVID-19?**



**Has the student been in close contact with someone who has tested positive for COVID-19?**



**Has the student traveled to/from an area outside of Massachusetts that is required to quarantine?**



**If the answer to any of these questions is yes, STAY HOME and follow the protocol on the following pages!**

# If your daughter develops COVID-19 symptoms at home:



## Do not send your daughter to school!



1. **CALL URSULINE** (781-801-1589) and inform us that your daughter is staying home due to symptoms (please be specific). If you leave a message, please be detailed and provide the best number at which you can be reached.

2. **CONTACT** your daughter's physician.



3. **GET TESTED.** Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. Your daughter should be tested at one of Massachusetts' test sites. If you elect not to have your daughter tested, she may return to school 10 days from the start of symptoms, as long as her symptoms have improved and she has been without fever for at least 24 hours prior to her return to school without the use of fever reducing medication. **Note:** In the event that you need to be tested for COVID, PCR testing is the only type of test accepted at Ursuline.



4. **ISOLATE** at home until test results are returned and refer to page 7 of this guide for further instructions.

## If your daughter feels ill while at school:



1. **VISIT NURSE.** Your daughter should inform the nearest faculty/staff member that she is feeling poorly and ask to go to the nurse.

2. **BE EVALUATED.** The nurse will evaluate her symptoms; if COVID symptoms are present, you will be notified and your daughter will be placed in Ursuline's Care and Comfort Room. This is a separate room in close proximity to the Health Office where she will be monitored until you arrive to pick her up. She will be wearing a surgical mask in this area and the school nurse will be wearing appropriate PPE.



3. **GO HOME ASAP.** Parents/guardians are asked to pick up their daughter asap and to wear a mask covering when picking up their daughter. Parents/guardians and their daughter should also wash their hands upon arriving at home and change their clothes as a precaution.



4. **CONTACT** your daughter's physician.

5. **GET TESTED.** Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. Your daughter should be tested at one of Massachusetts' test sites. If you elect not to have your daughter tested, she may return to school 10 days from the start of symptoms, as long as her symptoms have improved and she has been without fever for at least 24 hours prior to her return to school without the use of fever reducing medication. **Note:** In the event that you need to be tested for COVID, PCR testing is the only type of test accepted at Ursuline.



6. **ISOLATE** at home until test results are returned and refer to page 7 of this guide for further instructions.

# If your daughter is a close contact of someone who has tested positive for COVID-19:



Close contacts are defined as those **who have been within six feet of the individual for at least fifteen minutes, while the person was infectious.** The infectious period begins two days before symptom onset (or two days prior to the date of the positive test if asymptomatic) and includes up until the time the positive COVID-19 person was isolated. One can also be a close contact if they had direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.



If your daughter is identified as a close contact:

- **ISOLATE** your daughter at home and monitor her symptoms.
- **NOTIFY** Ursuline if the contact occurred outside of Ursuline.
- **TEST:** Ideally, four to five days after her last contact with the COVID-positive person, have your daughter tested. Because tests performed too early can be falsely negative, it is recommended that the test be performed no sooner than four to five days after the last contact with the person who tested positive. Close contacts should isolate at home prior to testing and while awaiting test results. If your daughter is not tested, she must quarantine for 14 days before returning to school.
- **ATTEND CLASSES ONLINE:** If your daughter is at home following any of the above protocol and feels well enough, she is encouraged to participate in classes remotely.



**If your daughter tests positive for COVID-19, please follow the steps outlined on page 7.**



**If your daughter tests negative after being in close contact with a COVID-positive person, she still must quarantine at home for 14 days and attend school remotely.**

**Note: In the event that you need to be tested for COVID, PCR testing is the only type of test accepted at Ursuline.**



## If your daughter tests **POSITIVE** for COVID-19:



**CALL URSULINE** to inform us of a positive test at 781-493-7721 (nurse's office). Your daughter must remain at home (except for medical care), monitor her symptoms, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or Massachusetts Community Tracing Collaborative.



**SELF-ISOLATE.** For most people who have relatively mild illness, they will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms.

Students who test positive can **RETURN** to in-person school **AFTER 10 DAYS** and once they have:



- Been fever-free for three days without taking fever-reducing medications like Tylenol; and



- Experienced improvement in other symptoms (for example, their cough has gotten much better); and



- Received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative) in documentation form; that is, a letter saying the student has been cleared to return to school.



## If your daughter tests **NEGATIVE** for COVID-19:

Students who test negative can **RETURN** to in-person school with the following:



**NEGATIVE TEST** result for COVID-19 with proper documentation for school nurse. Note: PCR testing is the only type of test accepted at Ursuline.



**IMPROVEMENT:** Have improvement in symptoms and have been **without fever for at least 24 hours** without the use of fever reducing medications.



**FOLLOW DOCTOR RECOMMENDATIONS:** If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis) and with proper documentation.

Questions? Please contact Heather Smart at 781-493-7721 or [nurse@ursulineacademy.net](mailto:nurse@ursulineacademy.net)