



**Boston College High School  
COVID-19 Response Plan**

**FALL 2020**

1863

## **\*Important Guideline Update - January 8, 2021\***

The Centers for Disease Control and Prevention (CDC) has made recent changes to their guidelines, particularly in relation to quarantine. As a result, we have adjusted our internal protocols at BC High to reflect these guidelines as follows:

If you are identified as a close contact, you will still be required to quarantine for a period of 14 days. If you remain asymptomatic, you may take a PCR test starting on the 5th day of quarantine. Provided the test returns a negative result, this then permits you to exit strict quarantine after the 7th full day and return to socially distanced activities starting with day 8. This is entirely dependent on the fact that you are asymptomatic. You must continue to monitor yourself for any symptoms for the remaining 6 days and return to strict quarantine if even the mildest of symptoms develop.

Additionally, the 14 day quarantine without testing option has been shortened to 10 days if you are asymptomatic and able to monitor yourself for any symptoms for the remaining 4 days. You must return to strict quarantine if even the mildest of symptoms develop at any time in the 14 days. You are only able to return following consultation with our nurses. The recommendations for isolation for positive cases have not changed.

We have also adjusted the following BC High protocols to align with Massachusetts State travel restrictions:

If you travel out of state, the period of quarantine on your return is now 10 days, reduced from 14. The following BC High mandate remains in place should you wish to avoid quarantining following travel out of state: you will be required to provide evidence of a negative PCR test which was taken no earlier than 72 hours after your return to Massachusetts.

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## Academic Plan and Teaching and Learning Schedule

We naturally want to reopen the school in September in person while prioritizing safety, which is what we have been working towards and will continue to do so. This was also the strong sentiment shared in the survey we conducted among students, faculty and staff, and parents / guardians. As a Jesuit school, relationships are at the heart of our education. We know that these relationships are best cultivated when we are onsite together, where our faculty and staff are positioned to truly accompany our students in their formation. Of course, our first priority is always the safety of all members of our community.

The Massachusetts Department of Elementary and Secondary Education (DESE) <http://www.doe.mass.edu/covid19/return-to-school/> guidelines discuss three scenarios for September:

- In-person learning (all students return in person);
- Hybrid learning (students learn both in-person and remotely), and;
- Remote learning (learning takes place fully from home for all students).

Based on the guidelines, we plan to open in September under a hybrid learning model, where we will have 50% of our students onsite on any given day. This would enable us to have the best possible scenario for in-person learning, while maximizing safety through complying with the guidelines. We will work off an alternating Week A / Week B schedule where groups would be onsite for one week and Zoom in from home in the alternate week.

Under our hybrid learning model, students onsite and offsite will engage with their learning in the classroom synchronously. Extensive work has been conducted in terms of upgrading technology in the classrooms to ensure that students not physically onsite during the class will remain as fully engaged as possible. We will also use alternative spaces in the school for learning so we can safely accommodate up to 700 students onsite at any given time. We understand from survey feedback and direct contact that some parents are not comfortable with their sons' return to school under any scenario. Students are not required to return in person and will be able to learn fully from home.

We are cognizant that the likelihood is at some point over the course of the next academic year we may have to revert to fully online learning for a period of time. There is a schedule below for if and when this situation arises, in addition to the schedule for the hybrid and fully on site in-person models. As always, the main priorities of each of these models is to keep our community connected, sustain relationships, and ensure continuity of learning. We also want to create every opportunity for our new students to become immersed in our community and build relationships. The models are designed to ensure that this occurs.

### Hybrid / Fully Onsite Academic Program

<b>Week A</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Period 1 8:20 - 9:05</b>	A	G	Fac. Collaboration 8:20 - 9:10	F 8:20 - 9:40	F
<b>Period 2 9:10 - 9:55</b>	B	A	C 9:15 - 10:35		Break
<b>Period 3 10:00 - 10:45</b>	C	B	MMP 10:40 - 11:10	G 9:50 - 11:10	A
<b>Period 4 10:50 - 11:35</b>	D	C	B 11:15 - 1:10 Lunch		E 11:15 - 1:10 Lunch
<b>Period 5 / Lunch 11:40 - 1:00</b>	E	D			C
<b>Period 6 1:05 - 1:50</b>	F	E	Break A 1:20 - 2:40	Break D 1:20 - 2:40	D
<b>Period 7 1:55 - 2:40</b>	G	F			

## Completely Online Academic Program

<b>Week A</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	
<b>Period 1</b> 8:20 - 8:50	<b>A</b>	<b>G</b>	<b>Fac. Collaboration</b> 8:20 - 9:10	<b>F 8:20 - 9:20</b>	<b>F</b>	
<b>Period 2</b> 9:00 - 9:30	<b>B</b>	<b>A</b>	<b>C 9:15 - 10:15</b>		<b>G</b>	
<b>Community</b> 9:40 - 10:00	<b>Community</b>	<b>Community</b>			<b>Community</b>	
<b>Period 3</b> 10:10 - 10:40	<b>C</b>	<b>B</b>	<b>Community</b> 10:25 - 11:10	<b>Community</b> 10:40 - 11:10	<b>A</b>	
<b>Period 4</b> 10:50 - 11:20	<b>D</b>	<b>C</b>				<b>B</b>
<b>Lunch</b> 11:20 - 12:20	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b> 11:10 - 12:10	<b>Lunch</b> 11:10 - 12:10	<b>Lunch</b>	
<b>Period 5</b> 12:20 - 12:50	<b>E</b>	<b>D</b>	<b>B 12:10 - 1:10</b>	<b>E 12:10 - 1:10</b>	<b>C</b>	
<b>Period 6</b> 1:00 - 1:30	<b>F</b>	<b>E</b>				<b>D</b>
<b>Period 7</b> 1:40 - 2:10	<b>G</b>	<b>F</b>			<b>A 1:20 - 2:20</b>	<b>D 1:20 - 2:20</b>

**Hybrid Academic Program  
Arrupe**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Homeroom 8:20-8:30	Homeroom 8:20-8:30	Faculty Collaboration 8:20 - 9:10	Homeroom 8:20-8:30	Homeroom 8:20-8:30
A Block 8:35:9:15	G Block: Music, PE, Flex 8:35:9:15	Homeroom 9:10-9:20	F Block 8:35 - 9:50	F Block 8:35:9:15
B Block 9:20-10:00	A Block 9:20-10:00	C Block 9:25-10:40		G Block 9:20-10:00
C Block 10:05 - 10:45	B Block 10:05 - 10:45	Lunch 10:40 - 11:15	Lunch 10:35-11:10	A Block 10:05 - 10:45
Lunch 10:45-11:20	Lunch 10:45-11:20	11:15 – 11:40 -- HR/Study Hall/extra help/Guidance/Clubs	G Block 2 – Music, PE, Flex: 11:10- 11:50 –	Lunch 10:45-11:20
D Block 11:20 – 12:00	C Block 11:20 – 12:00	B Block 11:45-1:00	E Block 11:55 – 1:10	B Block 11:20 – 12:00
E Block 12:05-12:45	D Block 12:05-12:45			C Block 12:05-12:45
F Block 12:50 – 1:30	E Block 12:50 – 1:30	Break 1:00 – 1:20	Break 1:10-1:20	D Block 12:50 – 1:30
Break 1:30-1:50	Break 1:30-1:50	1:20 - 2:35 A Block	1:20 - 2:35 D Block	Break 1:30-1:50
G Block Assembly or Advisory 1:50 - 2:30	F Block 1:50 - 2:30			E Block 1:50 - 2:30

**Completely Onsite Academic Program  
Arrupe**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Homeroom 8:20-8:30	Homeroom 8:20-8:30	Faculty Collaboration 8:20 - 9:10	Homeroom 8:20-8:30	Homeroom 8:20-8:30
A Block 8:35:9:15	G Block: Music, PE, Flex 8:35:9:15	Homeroom 9:10-9:20	F Block 8:35 - 9:50	F Block 8:35:9:15
B Block 9:20-10:00	A Block 9:20-10:00	C Block 9:25-10:40	G Block 1 -- Music, PE, Flex: 9:55- 10:35	G Block 9:20-10:00
C Block 10:05 - 10:45	B Block 10:05 - 10:45	Lunch 10:40 - 11:15	Lunch 10:35-11:10	A Block 10:05 - 10:45
Lunch 10:45-11:20	Lunch 10:45-11:20	11:15 – 11:40 -- HR/Study Hall/extra help/Guidance/Clubs	G Block 2 – Music, PE, Flex: 11:10- 11:50 –	Lunch 10:45-11:20
D Block 11:20 – 12:00	C Block 11:20 – 12:00	B Block 11:45-1:00	E Block 11:55 – 1:10	B Block 11:20 – 12:00
E Block 12:05-12:45	D Block 12:05-12:45			C Block 12:05-12:45
F Block 12:50 – 1:30	E Block 12:50 – 1:30	Break 1:00 – 1:20	Break 1:10-1:20	D Block 12:50 – 1:30
Break 1:30-1:50	Break 1:30-1:50	1:20 - 2:35 A Block	1:20 - 2:35 D Block	Break 1:30-1:50
G Block Assembly or Advisory 1:50 - 2:30	F Block 1:50 - 2:30			E Block 1:50 - 2:30

Completely Online Academic Program  
Arrupe

Week A	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8:20 - 8:50	A Block	G Block	Fac. Collaboration 8:20 - 9:10	F Block 8:20 - 9:20	F Block
Period 2 9:00 - 9:30	B Block	A Block	C Block 9:15 - 10:15	G Block 1 – 9:30 - 10:00 <hr/> G Block 2 – 10:05- 10:35	G Block
9:40 - 10:00	Community Time	Community Time			Community Time
Period 3 10:10 - 10:40	C Block	B Block			Activity 10:25 - 11:10
Period 4 10:50 - 11:20	D Block	C Block			B Block
Lunch 11:20 - 12:20	Lunch	Lunch	Lunch 11:10 - 12:10	Lunch 11:10 - 12:10	Lunch
Period 5 12:20 - 12:50	E Block	D Block	B Block 12:10 - 1:10	E Block 12:10 - 1:10	C Block
Period 6 1:00 - 1:30	F Block	E Block			
Period 7 1:40 - 2:10	G Block	F Block	A Block 1:20 - 2:20	D Block 1:20 - 2:20	E Block

## BC High Differentiators: Compliance Best Practices That Meet or Exceed

### Minimum Guidelines & Requirements

As Boston College High School prepares to re-open the campus for the Fall 2020 semester, the School has prepared the following guidelines and requirements for *students, parents, and employees* to help better understand how the School will operate in the COVID-19 environment.

- Purchased face shields for teachers
- Boosted the internet bandwidth in the building from 1GB to 3GB
- Investing \$1M for technology upgrades in 75 classrooms. These upgrades will allow students learning at home to have access to the physical classroom and see and hear the instructors and their classmates. This will allow students learning at home to participate in class as if they were in the classroom physically. Specifically:
  - 50 of the 75 classrooms will have 2 screens and will allow faculty to synchronously teach students at BC High or remotely from campus or while at home. Students at home will be projected on the rear screen and content on the instructor's screen and/or board activity will be shared with all students. All students will be able to interact with each other and the teacher.
  - 25 of the classrooms will have 1 screen to project students learning remotely over Zoom and/or the content on the board. All students will be able to interact with each other and the teacher.
  - Science labs will have cameras directly over lab demonstration tables for remote students
- Providing 50 hot spots for students without Wi-Fi access at home
- Installed a second dedicated fiber line to serve as an internet backup for the school
- Added four new Wi-Fi access points to McNeice Pavilion and the Hyde Conference Room
- Upgraded the capacity of two Wi-Fi access points in Cadigan Gym
- Will provide a Canvas Kickstarter training to support faculty with remote learning best practices.
- Created a daily self-checklist for all employees and students to complete when deciding to come to school.
- Providing Social Emotional support and guidance (Melville 2020 and PD Guidance)
- Implemented Inspirit Virtual Labs for remote science lab instruction

In addition, to help facilitate the learning in the school in the most socially distant manner possible, we have implemented the following policies and procedures:

- Separated student dining into two locations: 1) Hajjar Dining Hall and 2) the Cadigan Gym.
- Students will be required to order their lunch via an app in the morning. Payment for lunch will be automatically deducted from their Eagle Card. These two steps will reduce wait times in lines as well as the need to stop at the register.
- Clear plexiglass dividers have been installed at lunch tables, library tables, and at academic/student service-related workstations.
- Additional signage has been placed throughout the campus to remind students, employees, and visitors to wear face coverings, wash hands with soap and water, and to keep socially distant by 6ft.
- 80 touchless water faucets have been installed in all restrooms.
- Water bottle refill stations have been added to replace the existing water fountains.
- In addition to increased cleaning protocols throughout the day and at night, the following measures have been implemented:
  - Placed a bottle of wipes in every office so employees on site can also wipe down high touch areas in their office during the day.
  - Installed additional hand sanitizing stations throughout the school.
  - Placed free standing sanitized wipe stations with a disposal container throughout the school.
- Purchased 100,000 disposable 3-ply face coverings for students, employees, and visitors, if needed, as face masks are now mandatory for entry into the school.
- Designated certain stairwells as up only or down only to assist with social distancing.
- Require staff in positions that are not direct student service positions to continue to work remotely to enhance our ability for students and faculty to social distance as needed.
- Cleaned all univents and roof top units (HVAC)
- Replaced HEPA filters and upgraded pleated filters to MERV 13 (HVAC)
- Secured PPE related supplies including, infrared thermometers, full face shields for faculty, thermal scanners, wipe stands, disinfecting wet wipes, alcohol wipes, hand sanitizer stations, surgical masks, disposable gowns, surgical masks, shoe booties, safety goggles, disposable gloves, air purifiers, foot pedal trash cans, desk and area dividers.
- Created a daily COVID-19 self-checklist, consistent with CDC and State guidelines, for all employees and vendors to complete when deciding to come to work or campus.

## While at BC High: Arriving, Face Coverings, and Lunch

### Arriving at BC High

When students arrive each morning to BC High, there will be three entrances that students can use to enter the building. One is the main entrance off of Morrissey Boulevard. The second is the side entrance by the Student Affairs Office and the third entrance is in Walsh Hall, by the Arrupe Division. These are the only three entrances that will be available to ensure that students are wearing face coverings. In addition, there will be hand sanitizing stations at these entrances and extra face coverings, if needed.

### Face Coverings

All members of the BC High community who are sanctioned to be on campus or in the school (e.g., students, faculty, staff, parents, visitors, and contractors/vendors) must wear face coverings that cover the wearer's mouth and nose. Face coverings are to be worn at all times in lobbies, hallways, elevators, stairwells, common areas, classrooms, restrooms and anytime you are around other people. Individuals may only remove their face coverings when in the school in the following circumstances:

- When they are working alone in single-occupancy spaces;
- When they are eating or drinking (they must maintain physical distancing while doing so);
- If they need an accommodation that precludes their wearing of a face covering;
- When there is a scheduled "mask break" which will be at a designated time and place ideally outdoors or where windows can be opened and where social distancing is possible and can be both monitored and enforced.

Again, face coverings are to be worn at all times in lobbies, hallways, elevators, stairwells, common areas, classrooms, restrooms and anytime you are around other people.

### Type of Face Coverings Allowed

We will provide two reusable face coverings and one disposable face covering to all students, faculty, and staff for free (one gray with BC High logo, one gray with no logo and one disposable). The image below is the face covering that will be provided for students, faculty, and staff which is available for purchase via the school's apparel website.

[https://teamlocker.squadlocker.com/#/lockers/bc-high-school-spirit-wear?\\_k=2tm1n2](https://teamlocker.squadlocker.com/#/lockers/bc-high-school-spirit-wear?_k=2tm1n2) Students can choose to purchase their own face covering but it must meet the following requirements: be minimum of 2-ply, blank gray, cover the nose and chin, and have ear straps. No other design, logo, color, or words are allowed on the face covering. As the face covering is part of the student's uniform, there will be appropriate sanctions for any violations of this policy.



### **On the BC High Campus -- Outside**

Face coverings must be worn at all times while in the school. Face coverings should also be worn outside unless directed by a teacher or athletic coach that it is safe to remove the face covering.

### **Availability of Face Coverings**

Students, faculty/staff, and visitors must have a face covering in order to enter the BC High campus. All face coverings must be clean and not visibly spoiled.

If an individual does not have a face covering, face coverings are available from BC High, as needed. If you do not have a face covering, we will provide you with one, prior to letting you in to the school at either the Main Office entrance, the Student Affairs entrance, or the Arrupe entrance at Walsh Hall.

### **Lunch**

Students will order their lunch in the morning via an online app. At lunch, students will be assigned to either Cadigan Gym or the café. Students will pick up their respective lunch at their assigned location. When the student orders their lunch in the morning, the cost will automatically be deducted via their Eagle Card, limiting wait time in lines.

## HYGIENE, CLEANING & DISINFECTING PROTOCOLS

Posters have been installed throughout the school that remind individuals to wash their hands periodically and/or use hand sanitizer. Restrooms have been fully equipped with soap and hand sanitizers. Additional hand sanitizers have been placed throughout the school. The school has also replaced all the faucets in restrooms with touchless water faucets. The school has disabled all the manual water fountains around campus and installed additional water bottle re-filling stations.

BC High has supplied employees in offices with adequate cleaning products (e.g., sanitizer, disinfecting wipes) for use during the day to supplement the nightly cleaning of their work spaces.

The school has re-assigned facilities staff to conduct additional daily high touch cleaning of door handles, restrooms, handrails, elevator buttons, vending machines and other high touch areas, including the lunch area, during the day. Along with the additional cleaning of the BC High Facilities staff, the night-time cleaning company will be conducting intensive cleaning regimens, including chlorine spraying each evening. The school will keep logs that include the date, time, and scope of such cleaning.

In the event of a positive case, we may need to shut down the campus for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance and DESE guidelines.

### **COVID-19 Related Isolation Space**

- We have designated a COVID-19 related isolation space that is separate from the Nurse's Office. A student who shows COVID-19 symptoms during the school day will be moved to that specific room for medical-related isolation until they can be picked up by a family member.

### **Health and Safety/PPE supplies:**

- We have an inventory of standard healthcare supplies (e.g. masks and gloves), and the use of additional protections may be optional based on type of tasks performed

## Reopening Massachusetts & Mandatory Safety Standards for Workplaces

In collaboration with the BC High COVID-19 Response Team, the Internal BC High Pandemic Task Force, the President's Cabinet and the Finance Committee, and with counsel of risk assessment industry experts, we have constructed return to work and school reopening protocols for BC High. Such requirements are in compliance with the standards set by the State. In some instances, we implemented measures that exceeded those requirements and standards.

On March 23, 2020 Governor Baker issued an executive order closing all non-essential businesses across the Commonwealth. On April 21, 2020, Massachusetts' K-12 school buildings were ordered to close through the end of the 2019-20 school year, with remote teaching and learning in place. Schools were allowed to continue to offer essential non-educational services to their communities. e.g. take-out and food delivery to students and families. Businesses operating to provide Essential Services, as defined in the Governor's March 23, 2020 Executive Order, updated on March 31, April 28 and May 15, were allowed to remain open and had until May 25, 2020 to comply with Mandatory Workplace Safety Standards for reopening. All businesses and activities, as they reopened, were and are required to meet new minimum safety standards in the areas of social distancing, hygiene protocols, staffing and operations, and cleaning and disinfecting.

On June 25, 2020, MA DESE issued Initial Fall School Reopening Guidance.

On July 17, 2020, MA DESE issued Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings. These policies have been reviewed and incorporated as applicable into this plan.

In order to reopen, we were required to develop a written COVID-19 Control Plan, outlining how we would prevent the spread of COVID-19. This plan will be retained on the premises to be available to Mass DPH, Boston Public Health, CDC, DESE and other agencies upon request if a campus inspection is conducted. We also had to sign off on a compliance attestation folder, attesting that we have completed a COVID-19 control plan and posted it in an area within the premises that is visible to employees and visitors. We were also required to post signs and posters describing the rules for maintaining social distancing, hygiene protocols, cleaning, and disinfecting.

Furthermore, we were required to establish and communicate a worksite specific COVID-19 Prevention Plan. The Prevention Plan includes contact information for local health authorities, including the MA Department of Public Health, and our local/municipal Health Authority, a process to regularly evaluate all workspaces to ensure compliance with all Federal, State and local guidelines, and an isolation, contact tracing, and communication plan for if a worker is diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19. We were also required to develop and implement training for workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission.

Specifically, and per MA reopening guidelines, no activity in office spaces can occur without meeting the sector specific COVID-19 workplace safety standards listed below. These standards apply to all businesses and other organizations operating in general use office space until rescinded or amended by the State. The ERMTEF, oversaw the execution of plans to meet said requirements, as well as other best practices or measures that exceed the standard requirements.

## I. Social Distancing

- Each office must monitor customer and worker entries and exits and limit occupancy at all times to the greater of the following:
- Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace minimum requirements only and are not exclusive or exhaustive. The public health data and matrix for disease prevention upon which these guidelines are based can and does change frequently, and the operator of the office space is accountable for adhering to all local, state and federal requirements. The operator of the office space is also responsible for staying abreast of any updates to these requirements.
- We aim for 6 feet of distance between individuals, where feasible, in classroom settings, consistent with CDC guidelines and measures outlined in MA DESE’s list of safety requirements.
- **Distancing requirements:** As reviewed and advised by the Massachusetts COVID-19 Command Center Medical Advisory Group, BC High aims for a physical distance of 6 feet when feasible. We seek to maximize physical distance among individuals within their physical and operational constraints.
- **Classroom and facility configuration:** To the extent possible, we aim for desks to be spaced 6 feet apart and facing the same direction. Again, we seek to maximize physical distance between desks within their physical and operational constraints.
- Alternative spaces in the school (e.g., cafeteria, library, and auditorium) are being repurposed to increase the amount of available space to accommodate the maximum distance possible. By utilizing these larger spaces, we can establish consistent cohorts/classes with separation between the cohorts/classes which provide another option to maximize these spaces safely.
- **Additional safety precautions are required for school nurses and/or any staff supporting students with disabilities in close proximity, when distance is not possible:** These precautions shall include eye protection (e.g., face shield or goggles) and a mask/face covering. Precautions may also include gloves and disposable gowns or washable outer layer of clothing depending on duration of contact and especially if the individual may come into close contact with bodily fluids.  
**Cohorts/Assigned Seating:** Classroom seating will be assigned. Students organized in groups/classrooms and other cohorts help mitigate transmission of the virus. Assigned seating is important because it effectively creates even smaller groups within cohorts which minimize transmission. Assigned seats can also assist with contact tracing. Wherever possible, seats should be assigned (including classroom and meals).

- We will close or reconfigure worker common spaces and high-density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing, and will redesign workstations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
- Cafeterias must practice physical distancing and appropriate hygiene measures and may allow indoor and /or outdoor seating according to and in compliance with the State's Restaurant guidance.
- Physical partitions separating workstations must be installed for areas that cannot be spaced out. Physical partitions must be at least 6 feet in height.
- Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies).
- Mark rooms and hallways to indicate 6 feet separation.
- Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers.
- Stagger work schedules and improve ventilation for enclosed spaces where possible (e.g., open doors and windows).
- Limit meeting sizes, ensure 6 feet of social distancing, and encourage remote participation.
- Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing.
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; individuals in such spaces at the same time are required to wear face coverings.
- Encourage car to classroom transport to and from campus.

## II. Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative.
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes).
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols.
- Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for workers.
- Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms.
- Avoid sharing office materials / equipment or disinfect equipment between use (e.g. telephones, fax machines).

### III. Staffing and Operations

- Provide training to workers on up-to-date safety information and precautions such as hygiene and other measures aimed at reducing disease transmission, including:
  - Social distancing, handwashing, proper use of face coverings.
  - Self-screening at home, including temperature and symptom checks that cover the importance of not coming to work if ill.
  - When to seek medical attention if symptoms become severe.
  - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus.
- Facilities must screen workers before they arrive on campus (e.g., require such workers to self-certify using the same self-check as students and employees) and then again before each shift when they arrive on campus by ensuring the following:
  - Worker is not experiencing any symptoms such as fever (99.5 and above) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea.
  - Worker has not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
  - Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official.
  - Workers who fail to meet the above criteria must be sent home.
- Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points.
- Maintain a log of workers and customers to support contact tracing (name, date, time, contact information) if needed.
- Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability
- Workers shall be responsible for self-temperature checks and reporting temperatures above 99.5 degrees.
- Employers are encouraged to have workers continue to telework if feasible; external meetings should be remote to reduce density in the office.
- Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival/departure) to minimize contact across workers and reduce congestion at entry points.
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas.
- For guidance on business sponsored travel, we will refer to the Commonwealth's current
- Workers must stay home if feeling ill.
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer.

- Require workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing. When the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH.
- Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth’s Mandatory Safety Standards for Workplace.
- Offices should maintain operating hours that allow for on-going off-hour sanitation and cleaning.
- Allow water fountains to be used as touchless refill stations only, provided that social distancing can be maintained. Workers should bring their own water bottles.
- Additional on-site amenities and services may only open and operate when those amenities or services would otherwise be authorized to operate under the Commonwealth’s Phased Reopening Plan and then must adhere to all sector-specific safety protocols, available on the Reopening Plan website, applicable to the amenity or service. Examples include:  
Cafeterias: Must follow the latest restaurant guidance.

#### **IV. Cleaning and Disinfecting**

- Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines.
- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible).
- Keep cleaning logs that include date, time, and scope of cleaning.
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g. sanitizer, disinfecting wipes).
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance.
- Open windows and doors to increase airflow where possible.

**We established planning and implementation teams that worked intensively over the summer on all issues related to school reopening in the fall. Such teams will cover the following essential domains:**

- Teaching and learning, including plans for in-person learning, hybrid learning, and remote learning, including technology needs and training.
- Student supports, including addressing mental health and trauma.
- Personnel and staffing, including managing staff assignments, supporting staff with high risk medical conditions, addressing the need for possible additional staff to assist with

instruction, possible additional needs for tutors, and ways to provide additional support including recruitment of volunteers as needed.

- Facilities and operations, including cleaning and sanitation, classroom and building set-up and flow, and food services.
- Transportation, including bus transportation capacity and safety protocols, management of increased traffic flow from families who decide to drop off/pick up their children and promotion of alternatives

## **Communication Plans and Structures**

We have developed and begun to implement a plan for communicating more intensively with students, families, staff, and the community. This plan includes both two-way proactive communication (e.g., providing information and receiving feedback) and emergency communication. We will ensure translation of any information published by the school into the primary language spoken by the parent/guardian and make interpretation services available for two-way communication.

We have established connections and a process to work with local boards of health so that all parties are up to date on various statewide and local guidance and plans (e.g., health and safety updates, COVID-19 testing availability, availability of flu vaccines, etc.).

## **Planning for Training**

We have built in time in the fall calendar for training sessions for staff, students, and families. Training will include health and safety topics (such as the use of safety supplies/PPE, visual screening for symptoms, and health and hygiene practices) and educational topics (such as strengthening remote learning).

## Additional Information for Employees

### Additional Return To Work Guidelines for Employees (effective 6-1-20)

Employees should continue to work from home until further notice and may access the school as needed with their manager's approval, provided they follow these guidelines when in the school and outside the school. The guidelines are based on mandatory requirements for employee safety and BC High safety protocols.

The return to work procedures for employees contained herein addresses the following topics:

- Staffing Decisions
- Workplace Expectations and Guidelines
- Facilities, Work Areas, and Use of BC High Equipment and Property

### Staffing Decisions

#### Phased Staffing

As the need to meet physical distancing requirements will continue for the foreseeable future, Boston College High School will phase in a return of staff and faculty in a coordinated process, consistent with the [Commonwealth's requirements on building occupancy](#) and the City of Boston's requirements on building occupancy. The school will prioritize, to the extent practicable, the return of employees who are less able to perform their essential functions remotely.

Between June 1, 2020 and August 15, 2020, expanded staffing decisions will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of our community, and will only be approved and communicated through the respective Principal or Vice President. BC High reserves the right to limit or discontinue on site work in the event that an assessment of factors such as the availability of personal protective equipment (PPE) and/or COVID-19 spread determines that the School feels it is warranted to close the school and revert to remote work. After August 15, 2020, the school will continue to ask managers to work with staff and have as many staff as possible continue to work remotely. Only staff that are critically needed to directly support students during the day will be asked to be physically on site. Staff in support roles will continue to be asked to work remotely from home.

#### Staffing Options

There are several options managers of departments should consider in order to maintain required physical distancing measures.

##### 1. Remote Work

In order to safeguard the students and faculty working in the building, the school will limit, as much as possible, the number of staff in the building. Staff who can fulfill their work obligations, either fully or partially, from off school grounds, should continue to work remotely if feasible. Continued remote work arrangements may be conducted on a full or

partial day/week schedule and must be approved by the respective manager, or Principal/Vice President.

## 2. Staggered Start Times and End Times

Consistent with physical distancing requirements, departments should stagger reporting and departure times where appropriate.

## Employee Expectations and Guidelines in Returning to the Workplace

### Workplace Expectations and Guidelines

All staff and faculty who work on campus are expected to fully comply with the protocols and guidelines outlined in this document.

### Daily Attendance Protocols

#### 1. Symptom Monitoring

Staff and faculty who work on campus must conduct symptom monitoring by utilizing the [COVID-19 Daily Checklist self-checklist](#) prior to reporting to work. Staff and faculty must be free of ANY symptoms potentially related to COVID-19 to be eligible to return to work.

At this time, symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (99.5 degrees Fahrenheit or higher)
- Chills
- Repeated shaking with chills
- Runny nose with new sinus congestion
- Muscle aches
- Fatigue
- Sore throat
- Headache
- New gastrointestinal (GI) symptoms
- New loss of taste or smell

Staff and faculty who have any of the symptoms listed above must inform their manager, Principal, or Vice President, who will then call the Manager of People and Culture and Sue will be in touch with you. The employee should self-isolate at home and call their primary care physician's office for further direction.

#### 2. Positive COVID-19 Cases

Staff and faculty who test positive for COVID-19 must notify Sue Glover and isolate at home until cleared to return to work by their physician. Moreover, staff and faculty who come in close contact (within 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19, are required to quarantine for fourteen (14) days prior to returning to work.

Those who test positive for COVID-19 should use accumulated sick leave to cover their absence while in isolation. Those faculty and staff who are required to quarantine because of exposure to COVID-19 will be granted up to 14 days of leave with pay in accordance with the Families First Coronavirus Response Act (FFCRA).

To the extent possible, self-quarantined employees whose roles are conducive to working remotely will be expected to do so as long as they are able, provided they obtain the permission of their manager.

### Reasonable Accommodation Process

Staff and faculty instructed to return to work on campus who are at a higher risk for COVID-19 infection, are pregnant, or claim mental health issues resulting from a return to work may engage the special Reasonable Accommodation process by speaking with Sue Glover, Manager of People and Culture.

According to the CDC, individuals aged 65 and older, or those with certain medical conditions may be at a higher risk for COVID-19 infection. Medical conditions may include:

- People with HIV
- Asthma (moderate to severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Compromised immunity

## Facilities, Work Areas, and Use of BC High Equipment and Property

### Facilities

#### 1. Entry and exits

A Boston College High School identification card is required for entry into the school. Employees will use the main entrance off of Morrissey Blvd or the Arrupe entrance in Walsh Hall. If you have mis-placed your identification card or did not receive a new one during the last year, please contact Joe Giblin in IT to arrange for a new card. For purposes of contact tracing, all employees will be required to swipe their ID card upon entry to the school each day. Employees will no longer be required to sign in, but visitors will be required, and visitors need to be accompanied by an employee.

#### 2. Restrooms

Use of public restrooms will be limited, based on size, to ensure at least 6 feet of physical distance between individuals. It may be necessary for the school to close certain stalls or urinals in order to create adequate distance. In all cases, when using a public restroom, faculty and staff should wear a mask or appropriate face covering and wash their hands as noted above.

#### 3. Elevators

Elevator use will be limited to facilitate physical distancing. Please follow the posted signs and adhere to the school's procedure of one person at a time in an elevator. People are encouraged to use stairs when possible. If using an elevator, staff and faculty are reminded to wear a mask or face covering, and wash hands or use the recommended hand sanitizer upon departing the elevator.

#### 4. Frequent Deep Cleaning

Boston College High School will follow the CDC's cleaning and disinfecting guidelines, scheduling frequent, deep cleaning of the school, especially high-traffic areas.

### Conducting Work and Work Areas

#### 1. Meetings

All Boston College High School business meetings both on and off campus should be conducted electronically/virtually whenever possible. If a meeting cannot be conducted virtually, participants must be limited to 5 or fewer, all participants must wear a mask or face covering and the meeting room needs to be large enough to accommodate physical distancing of at least 6 feet as required above.

#### 2. Laboratory Work

Specific criteria have been developed for faculty and staff working in laboratory environments. Information will be provided here when finalized.

#### 3. Open Office Suites/Environments

Open and shared office environments may be reconfigured to ensure required physical distancing. Generally, departments will assess open work environments and meeting rooms to institute measures to physically separate and increase physical distance between coworkers and customers. In addition to the redesign of space, departments may institute measures such as:

- Placing visual cues including signs or tape to indicate to faculty/staff/students where to stand when waiting in line
- Placing one-way directional signage for large, open workspaces to increase distance between employees moving in and out of the work area.
- Employees may be asked to stagger their work schedules so as not be in the same suite of desks at the same time.

#### 4. Customer Service Areas

Departments may consider the efficacy of installing glass or plexiglass barriers at customer service desks/counters. Facilities is working on installing these barriers and managers should build schedules around this work.

#### 5. Meals and Break Rooms

When eating meals on campus, staff and faculty are encouraged to take food back to their office area or eat outside if possible. Whether eating at the tables in the café or the faculty/staff dining room or an office break room, individuals should wear a face mask or face covering until ready to eat, maintain at least 6 feet of physical distancing, refrain from facing other diners, and use disposable plates and utensils. Eating and gathering is prohibited in break rooms that cannot be reconfigured to accommodate physical distancing requirements.

Staff and faculty are reminded to wash their hands before and after eating, and to disinfect table surfaces, refrigerator handles, coffee makers, and microwaves when done using a common area.

#### 6. Shared Items

Shared items such as printers, copiers, shared workstations, shared kitchen equipment, etc. should be cleaned before and after use by employees using provided cleaning materials.

## Use of BC High Equipment and Property

### 1. BC High Equipment

Equipment assigned to individual staff and faculty should not be shared with others. Equipment includes, but is not limited to, keyboards, computers, tablets, iPads, phones, and tools.

### 2. BC High Vehicles

Whenever possible, school vehicles will be limited to one occupant at a time. In situations where that is not possible, all occupants are to wear masks or face coverings while in the vehicle. Upon exiting, all occupants should wash their hands or use hand sanitizer. Before and after each use, regardless of the number of occupants, surfaces should be wiped down with disinfectant wipes provided by the school.

## Frequently Asked Questions: Students

### **How will I enter the school building?**

Students are asked to enter the school through three entrances. The main entrance on Morrissey Blvd, the Student Affairs entrance or the Arrupe entrance in Walsh Hall. Each of these entrances will be stocked with face coverings should you forget yours, as well as hand sanitizer. These are the only entrances that you can use to gain entry to the school.

### **How will BC High limit the density of students at school?**

The school will only have 50% of the students on site in any given week, with the other 50% of the students in remote learning. The school has invested over \$1M in upgrading all the technology in the classrooms so that, when a student is in remote learning, he will be in a synchronous environment learning with the students in the classroom at the same time. The school has also taken steps to serve lunch in the Cadigan gym and the student café, in order to maintain 6 feet of social distancing at lunch.

### **Will testing be available for students?**

No. We based this decision on our research and in consultation with medical experts.

### **Will students be asked to use a contact tracing application?**

No. We based this decision on our research and in consultation with medical experts.

### **How will BC High practice physical distancing in classrooms?**

We aim for desks to be spaced 6 feet apart and facing the same direction.ii We seek to maximize physical distance between desks within their physical and operational constraints.

### **Will warnings or JUGS be issued to students who do not wear a face covering?**

Yes. The face covering is part of the school uniform.

### **Who is allowed on campus?**

Students, faculty, and staff members are permitted to be on campus. Visitors may include parents and necessary vendors.

### **Do I have to use Zoom?**

Yes. BC High classes and meetings are restricted to authorized users. Therefore, all BC High employees and students are required to access/login to Zoom using their official BC High Zoom account. If you have questions about Zoom, please contact the IT team at [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu).

### **I cannot access Zoom, who do I call?**

Please email [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu) for assistance.

### **Can I record Zoom meetings?**

If and when you are recording a videoconference meeting, webinar, or conference call, you are required to inform all participants prior to recording. No one may secretly record a videoconference, webinar, telephone or conference call. Zoom will always notify meeting participants that a meeting is being recorded. It is not possible to disable this notification. For participants joining by computer or mobile device, the screen will display a recording notification. For participants who joined audio by phone, they will hear an audio prompt when they first join the meeting if it is already being recorded or at the time that recording is started.

### **Does BC High have policies that protect the privacy and security of confidential information?**

Yes. In connection with the School's Written Information Security Plan (WISP), the School has developed certain policies regarding the privacy and security of confidential information. Every employee is expected to become familiar with the Student Records Disclosure Policy, in addition to the information security policy(ies) that apply to his or her department. In addition, every employee is expected to adhere to the School's Document Retention and Destruction Policy. A failure to adhere to these policies is grounds for corrective action, up to and including termination. Policies can be found in the bottom right corner of the [Faculty and Staff Resources Page](#).

### **Is BC High re-evaluating financial aid for families whose financial situation changed because of COVID-19?**

Families are encouraged to contact Ousman Geraldo ([ogeraldo@bchigh.edu](mailto:ogeraldo@bchigh.edu)) in the Finance Office to discuss financial issues and flexible payment plan arrangements. Additionally, BC High has established an Emergency Financial Aid fund and families can confidentially apply at <https://www.bchigh.edu/covid-19-emergency-temporary-financial-assistance>

### **What happened to the balance on my Eagle Card?**

Graduating seniors have had any remaining Eagle Card balances returned to them. All balances remain on Eagle Cards and can be used upon a return to school. Families may contact Ousman Geraldo ([ogeraldo@bchigh.edu](mailto:ogeraldo@bchigh.edu)) to request a refund of an Eagle Card balance. Families may also wish to review their Eagle Card account settings to make adjustments to any scheduled Eagle Card deposits. The Eagle Card sign-in is here: <https://bch-sp.transactcampus.com/eaccounts/AnonymousHome.aspx>

### **What will lunch service be like in the Fall?**

BC High and Rebecca's are in active discussions to plan for fall service. Students should expect that meals will be premade, individually wrapped and portioned, and all safety precautions taken. Students will be assigned to eat either in Cadigan Gym or the Hajjar Dining Hall. Students will order lunch in the morning via an app and the ordered items will be ready at lunchtime. The cost of lunch will be automatically deducted from the students Eagle card, thus limiting further wait in lines and contact with individuals.

**Will the Hyde Center offer travel programs in the Fall? In the Spring?**

International travel is under discussion; however, it is unlikely that Fall travel will occur. More information will be posted as it becomes available.

**Will there still be Kairos trips?**

Student trips are under discussion; however, it is unlikely that Fall travel will occur. More information will be posted as it becomes available.

## Frequently Asked Questions: Faculty and Staff

### **Do I need to wear a face covering?**

Yes. All employees are required to wear a face covering, consistent with the requirements of those provided by the School, that covers the nose, mouth and chin and fits securely around the face. Face shields are available if you would like to wear one in addition to your required face covering. If an employee is in a room by themselves, they may remove the face covering. Please refer to the face covering section under “While at BC High” for more information.

### **Where do I get coffee/tea/soda in the morning/afternoon?**

Employees can walk up to the snack window in the main café and ask for coffee, tea, and/or soda. The faculty/staff dining room is open for employees to sit at a table, social distancing, but there will not be beverage or food service in the room, due to restrictions on self-serve beverage and food service.

### **Where do I get lunch?**

Employees will order lunch the same way students order lunch, via the Blackboard app, each morning. At lunch time employees will walk up to the snack window to retrieve their lunch. The faculty/staff dining room is open for employees to sit at a table, social distancing, but there will not be beverage or food service in the room, due to restrictions on self-serve beverage and food service.

### **Do I need an updated ID badge?**

Yes. Please see IT for an updated ID badge. All employees are being asked to enter the school using their ID badge and should have their badge visible so that students have a better way to identify faculty/staff.

### **How do I find out about time off in the event I become ill or my family member becomes ill?**

Contact Sue Glover, and review the “Employee Rights under the Families First Coronavirus Response Act (FFCRA)” poster on My BC High Faculty and Staff Resources and the employee bulletin board on Loyola 1.

### **What about my privacy if I am sick or test positive?**

The privacy of your health care information is important to us. We will only share with employees, students, parents, or vendors that someone has tested positive, but not who tested positive.

### **What happens if an employee becomes sick during the day?**

You should contact your manager and Sue Glover, even if your symptoms are mild and you should leave for the day. If symptoms persist, you should follow up with your provider.

### **What if I’m uncomfortable about coming back to the office?**

We understand that returning to the building can bring on anxiety. If your job allows you to work from home, you may be able to continue that arrangement. Speak to your manager. However, if

your job requires you to return to the building and you have no medical reason or other compelling Covid-related reason to stay home, you are expected to return to work.

### **I'm over 60, do I have to return to the office?**

For those 60 years of age or over whose job requires them to work in the building, unless there is a medical reason or another compelling Covid-related reason to stay home, you are expected to return to work.

### **What if my daycare isn't open?**

BC High will be as flexible and accommodating as possible for those with daycare or eldercare issues, however, if your job requires you to work in the building and there are no other medical or special circumstances, you are expected to return to work.

### **Do I need to self-quarantine?**

If you live with or have been directly exposed to someone who has tested positive for Covid-19, yes, you are expected to self-quarantine for a period of 2 weeks. In addition, as of August 1, 2020, if you have travelled back to Massachusetts from a location with a high incidence of Covid-19, you are required to quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts.

### **If an employee is required to self-quarantine, will they be paid?**

BC High will follow the Department of Labor's guidelines under FFCRA. You can review these guidelines on My BC High's Faculty/Staff Resources Page or contact Sue Glover. If your job allows you to telework while under self-quarantine, you may be working full time and you may not need a leave of absence during the self-quarantine period.

## **Telecommuting, Data Protection and Privacy, Canvas, and Zoom**

### **Telecommuting:**

#### **Are there guidelines for telecommuting?**

Yes. BC High has implemented a telecommuting/work from home policy and guidelines intended to assist departments and employees in interpreting and implementing the School's Telecommuting Policy. You can access the policy [here](#). (add link)

#### **Will BC High provide office supplies necessary to complete my work assignments?**

Yes. Office supplies necessary to complete work assignments should be obtained during the teleworker's in-office days. The teleworker will not be reimbursed for supplies normally available in the office. The employee must have prior approval from their manager for the purchase of any supplies that cannot be obtained through normal supply channels. Without prior approval, such purchases will not be reimbursed. Any School materials taken home should be kept in the designated work area at home and not be made accessible to others.

As a general rule, confidential and/or proprietary information may not leave the School premises. Confidential materials shall not be taken from the School without advance notice from your department manager. If it is necessary for data to be downloaded or transported to be used off-site,

employees must have the approval of their manager and inform them of the methods being used to safeguard the information.

### **Does the clean desk policy apply to telecommuting?**

Yes. Employees are prohibited from leaving papers, notes, post-its or any other documents that contain Personally Identified Information (PII), sensitive information, and/or log-in credentials (usernames and passwords) to accounts that contain access to sensitive or personal information unattended and/or out in the open and in plain view on their desk, keyboard, work area, and/or in a common workspace, copier, and/or printer. This applies while telecommuting as well.

### **What is Personally Identifiable Information (PII) and sensitive information?**

Massachusetts law requires that anyone storing personally identifiable information (PII) on a desktop, laptop, thumb drive or other media (including paper) take special precaution to protect this information.

PII is a specific category of particularly sensitive data defined as follows:

Information that includes a Massachusetts resident's first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such resident:

- Social Security number (SSN).
- Financial account numbers such as bank account numbers, student loan records, credit card number, or debit card number with or without any required security code, access code, or password such as expiration date or the individual's mother's maiden name that could permit access to an individual's financial account.
- Driver's license number or state-issued / government issued identification number.
- Medical information (any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis provided by a licensed health care professional).
- Health insurance information (an individual's health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual, or any information in an individual's application and claims history, including any appeals records).
- Student education records (including grades and disciplinary records).

More information regarding Massachusetts Standards for the Protection of Personal Information of Residents of the Commonwealth is available [here](#).

### **How do I check my laptop for malware?**

Every endpoint has Sophos Advanced and Intercept X installed on their device. All employees are responsible for keeping their Sophos software up to date and when asked, must respond quickly to requests from the IT Department to take action on their machine. If you have any questions or concerns, you can contact the IT Team at [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu).

### **Do I need to secure my home Wi-Fi network?**

Yes. Your router controls access to your home Wi-Fi network and subsequently access to all devices that are connected to it. If someone gains access to your router, they may be able to compromise your devices, including your BC High owned device and the data stored inside.

### **How can I secure my home Wi-Fi network?**

Below is a “step-by-step” guide for securing your home Wi-Fi network. If you have any issues in following these steps, please contact our IT team at [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu) for further assistance.

- Change the password required to access your router settings, as many people just leave the defaults in place, leaving your router open to reconfiguration. Every wireless router is delivered out of the box [with a default username and password](#), which is needed to install and connect your router. This makes it easy for hackers to guess it, especially if they know the manufacturer. The router or admin password is used to log in to the router’s web-based setup page for configuration or verification purposes.
- Change the default SSID (service set identifier) or “network name.” (at school it’s called BCHigh) This makes it harder for attackers to know what type of router you have. If a hacker knows the manufacturer’s name of your router, they will know what vulnerabilities that model has and may try to exploit them.
- Use a WPA2 (Wi-Fi Protected Access II) secured password to guard against unauthorized access to your home Wi-Fi network. This configuration is made at the router level under security.
- Use a **strong** WPA2 wireless password (also known as a network security key). A wireless password is different from the router or admin password. The wireless password is used to connect wireless devices to your Wi-Fi/wireless home network. A good wireless password should be at least 20 characters long and include numbers, letters, and various symbols.
- Require all devices to submit a password in order to connect to your network.
- Change your wireless password on a regular basis
- If you need help, your internet service provider (ISP) is the best place to start. Here are links to [Xfinity](#) and [Verizon](#) and recommendations from [CISA and the Department of Homeland Security](#).

### **Can I use free or unsecured Wi-Fi to access the internet from my work computer?**

No. Security and confidentiality shall be maintained as it would while on site. All work should be conducted using your secured home network. If you find yourself in need of Wi-Fi outside of your secured home network, in an emergency, it is safest to use your mobile phone as a hot spot. If you have any questions, please contact our IT team at [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu) for further assistance.

### **What are IoT devices and how do I secure them?**

Internet of Thing (IoT) devices, or any of the many things in the internet of things, are nonstandard computing devices that connect wirelessly to a network and have the ability to transmit data. Examples include printers, smart TVs, smart speakers, toys, wearables, smart appliances, smart air conditioning, smart thermostats, smart lighting, smart security, cars, pacemakers etc. IoT devices can be hacked and used to gain entry to your network and other devices on it, including your BC High laptop.

For security purposes, you should change the default password on all printers, and IoT devices in your home to unique and strong passwords. Check the manufacturers website for firmware updates. Research what types of data these devices collect, how it's stored and protected, if it is shared with third parties, and the policies or protections regarding data breaches. Use Google to search your make and model. If you have any further questions regarding IoT devices and how to secure same, please contact our IT team at [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu) for assistance.

### **Can I print work documents from my home printer?**

Yes. You can print documents from your work laptop to your home printer. For security purposes, however, you must change the default password on your printer and check the manufacturers website for firmware updates and upload those updates when needed.

Of important note, any printed documents that contain PII or sensitive information should be guarded against unauthorized access, consistent with our policy regarding such materials and Massachusetts law.

### **Do I need to use to use a virtual private network (VPN) to access my work documents remotely?**

Yes. A remote access VPN allows users to establish a secure connection with a remote computer network. BC High uses a VPN to allow Windows users access our network/file server from home or remotely, as if they were plugged directly into our network's servers and/or connected to our Wi-Fi. Only Windows users that need to access the file server need to access to the VPN. Once we have finished our deployment of Box, all files will be stored there in place of the file server, so VPN access will no longer be necessary. If you are a Windows user and need help with the VPN, please contact [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu).

## **Data Protection and Privacy:**

### **Does BC High have policies in place that protect the privacy and security of confidential information?**

Yes. In connection with the School's Written Information Security Plan (WISP), the School has developed certain policies regarding the privacy and security of confidential information. Every employee is expected to become familiar with the Student Records Disclosure Policy, in addition to the information security policy(ies) that apply to his or her department. In addition, every employee is expected to adhere to the School's Document Retention and Destruction Policy. A failure to adhere to these policies is grounds for corrective action, up to and including termination. Policies can be found in the bottom right corner of the [Faculty and Staff Resources Page](#).

### **Are there technical safeguards that I need to adhere to and participate in?**

Yes. Per our WISP, the school is required to implement technical safeguards. As an employee of the school you are required to

- Adhere to our password policy and use and retain multifactor authentication on your OneLogin and O365 account.
- Use Box and share work related and confidential files appropriately.
- Work with and respond quickly to requests from the IT Department to take action on your machine regarding:

- encrypting your devices
- keeping Sophos software up to date
- applying OS and application updates
- scanning for malware
- reporting phishing email to @reportphishing and alerting the IT Department when you interact with a suspicious link, attachment or website
- reporting changes in your devices performance or signs of malware or ransomware infestation to the IT Department e.g. slow computer, blue screen, pop ups, programs opening and closing automatically, you may be sending out SPAM, locked browser or desktop with a message about how to pay, new file extensions or names

### **How do I send personal (PII) or sensitive information in an email?**

Sharing of documents that contain PII or sensitive information internally, should be done using Box. Please contact the IT Team at [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu) if you need help creating a shared folder.

If your role requires you to share PII or sensitive information externally over email, that communication must be encrypted. To encrypt an email, type the word ‘encrypt’ in the subject line of the email. Please contact the IT Team at [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu) with questions.

### **Is it ok to text PII from my cell phone?**

No. Box, fax and encrypted email are the only methods allowed to transmit PII or sensitive information.

### **Can I use my work email to conduct personal business?**

Messages sent via voice mail or electronic mail (“e-mail”), and the use of telephones, voice mail, computers and software provided by the School should be primarily for work-related purposes. The School permits some personal use of its IT systems, so long as this does not occur during working time and does not otherwise interfere with the Employee’s productivity or School operations. Employees who do use technology provided by the School for personal purposes should be aware that information stored on the School’s voice mail, e-mail and computer systems can be retrieved and even subpoenaed for court cases. Personal or other non-approved software should not be loaded or used on School computer systems. The unauthorized downloading, copying or transmission of software, files or materials found on the Internet is prohibited. The School reserves the right to access or monitor all mediums of technology provided to employees by the School, including e-mail, voicemail, or computer, with or without notice. **Employees may not store any personally identifiable data (for example, social security numbers, drivers’ license numbers, passport numbers or copies, bank account information and health information) in their email accounts, even if that data was job related and authorized at the time it was sent or received. Please note that all employees are prohibited from forwarding School e-mails to their personal e-mail accounts.** All faculty and staff distribution lists must be used solely for School-related correspondence, and may not be used to sell items, or solicit donations for one’s self or family members. Examples include fundraisers for a child’s school or the sale of sports or theater tickets.

### **Do I need to use multifactor authentication on my school email account?**

Yes. Per our [Confidential Information Security Policy for all Faculty, Staff and Administration](#), all employees must use and retain multifactor authentication on their OneLogin and O365 accounts. If you have any questions or concerns, you can contact the IT Team at [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu).

### **When meeting with students, whether in person, on the phone, or virtually, do I need to be concerned about privacy?**

Yes. All School personnel should guard against being overheard when communicating about confidential matters, should not discuss such matters in public areas, and should avoid discussing Confidential Information with others unless necessary.

### **Canvas:**

#### **What is Canvas?**

**Canvas** is a **Learning Management System (LMS)** designed to help faculty and students share ideas, collaborate on assignments, discuss course reading and materials, submit assignments, and much more - all online. Faculty can upload files, share feedback, engage in online discussions, or hold open office hours.

#### **Can I assign students homework via email?**

No. All assignments must be created in Canvas and, if necessary, submitted electronically into Canvas. When asking students for an electronic submission, please make the submission type clear e.g. Google Doc, Word Doc, PDF, ppt etc.

#### **Do faculty have access to G Suite and Gmail?**

Yes. Faculty are given Gmail accounts and access to the suite of Google apps upon request. As such, if teachers are working with students while using Google apps, they must use an official BC High Gmail account. Faculty can contact the IT Team at [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu) to obtain a Google account.

### **Zoom:**

#### **What is Zoom?**

Zoom is our remote learning platform, used to deliver synchronous in class and remote instruction to students.

#### **How do I set up a secure Zoom meeting?**

To protect against “Zoom bombings” and other cyber-attacks, all BC High classes and meetings should be restricted to authorized users only. Authorized users have an official BC High Zoom account created with a BC High email (ending either in @bchigh.edu or @students.bchigh.edu). Hosts can choose one of the authentication methods when scheduling a meeting. Meeting Authentication Options include: both bchigh.edu and students.bchigh.edu (Default), bchigh.edu, or students.bchigh.edu. **Class meetings should use the default setting.**

Therefore, all BC High employees and students are required to access/login to Zoom using their official BC High Zoom account. All meetings, by default, have the waiting room enabled and require the host to admit participants individually. It also disables the setting for allowing participants to join before host. By default, a passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are

not included. By default, passcodes will be embedded in invite links for one-click join, without having to enter the passcode. By default, A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated. If you have questions about Zoom, please email [ITDepartment@bchigh.edu](mailto:ITDepartment@bchigh.edu).

### **Do teachers use Zoom analytics?**

Yes. We want to make sure that students are active in class.

### **Can I record Zoom meetings?**

If and when you are recording a videoconference meeting, webinar, or conference call, you are required to inform all participants prior to recording. No one may secretly record a videoconference, webinar, telephone or conference call. Zoom will always notify meeting participants that a meeting is being recorded. It is not possible to disable this notification. For participants joining by computer or mobile device, the screen will display a recording notification. For participants who joined audio by phone, they will hear an audio prompt when they first join the meeting if it is already being recorded or at the time that recording is started.

Individual meetings with students should not be recorded. If you feel that you need to record a one on one meeting with a student, you will require the permission of the school principal.

### **Can I record classes in Zoom?**

Yes. Classes can be recorded for student use only. Class recordings can be stored in Canvas only to be shared with students that missed class due to illness and only if specifically requested.

### **What do I do with my old Zoom recordings?**

Zoom recordings will be automatically deleted after 7 days, unless you notify IT and ask for an extension.

### **How do I enable Polling in Zoom?**

- To use polling in Zoom, you will need to verify that polling is activated in the settings for your meetings. You will then need to create the polls you want to use before the Zoom session. Once in the session, there will be a **Polling** option in the Zoom menu bar, and you can choose which poll to launch. See [Polling for Meetings](#) for details on setting up polling for your meetings and creating new polls.

### **Why can't I see the Q&A feature on Zoom?**

- The Q&A feature is available only for Zoom webinars not Zoom meetings. Zoom Meetings are intended specifically for presenter and participant interaction, whereas Zoom Webinars are view only.

When you facilitate a discussion session in a Zoom Meeting, you can pose a question and have students use the **Raise Hand tool** to participate. The Raise Hand tool will alert you that a student has a response. More information on the Raise Hand feature is available [here](#).

### How do I present a PowerPoint on Zoom?

- Refer to the following instructions for presenting a [PowerPoint on Zoom](#).

### How can I keep my slide presentation visible to students while they are in a Zoom breakout room?

- When you move to a breakout room you won't see the shared screen anymore. One option is to post a pdf of "reference slides" before class. Then students can look at the pdf when they are in the breakout room. One person in each breakout room could even share their pdf viewer window.

### How do I present a Keynote on Zoom?

- Refer to the following instructions for presenting a [Keynote](#).

### Can I use a Whiteboard on Zoom?

- You can have up to 20 whiteboards per session and toggle between them. Refer to [Sharing a Whiteboard](#) for more information.

### Can I allow participants to share their screen on Zoom?

- You can allow your participants to share their screen from the Share menu in the Zoom window. More information is available [here](#).

### How do I set up breakout groups on Zoom?

- You can create up to 50 breakout groups per session. The limit for participants per Zoom meeting is 300 so you can distribute them all across 50 breakout groups. Refer to the [Enabling Breakout Groups](#) instructions for more information.

### How do I set up and use pre-assigned breakout rooms?

- Zoom allows meeting hosts the option of automatically or manually assigning meeting participants to breakout rooms. In a large class, manually assigning students to breakout rooms would take up too much class time. To save time, students can be pre-assigned to breakout rooms when you set up the meeting. More information is available [here](#).

### Can I use the same breakout groups multiple times within the same session?

- Yes. Whether pre-assigned or assigned during a meeting, breakout room enrollment can be maintained. If you change enrollment in breakout groups, you will only be able to return users to their original groups if you had pre-assigned groups.

### How do I record my Zoom sessions?

- When scheduling a Zoom session, you can choose to **Record the meeting automatically** either **on the local computer** or **in the cloud**. We recommend recording to the cloud

unless you will need to edit the recording. Automatic recordings can be stopped or paused during a meeting. [Learn about automatic recording](#)  
If automatic recording was not set up, you can manually start a recording by clicking the **Record** button in the Zoom menu of the meeting. [Learn how to start recording manually](#)

\*Note: Local recordings will follow the host into breakout rooms, while cloud recordings will only record the main Zoom meeting room.

### **Can I edit my Zoom recordings?**

- Editing of Zoom recordings through Zoom is limited to trimming the beginning and ending of a recording, directly in the player.

## Protocols for responding to COVID-19 scenarios in school or in community settings

As a supplement to DESE's Initial Fall School Reopening Guidance, we are providing districts and schools with additional information on protocols for responding to specific COVID-19 scenarios this fall. Protocols from the Centers for Disease Control (CDC) related to this topic may be released in the coming weeks and this guidance may be updated accordingly. We will also be providing additional clarifying information through our FAQ process.

### **This guidance provides more information and protocols to answer the following questions:**

- What should a district do if there is a symptomatic individual – at home, on the bus, or at school?
- What should a district do if someone in the school community tests positive for COVID-19 – be it a student, teacher, staff, or bus driver, or one of their household members or close contacts?
- Who should get tested for COVID-19 and when?
- In what circumstances would someone need to quarantine (when they have been exposed but are not sick) or isolate (when they are sick)?
- What should school districts do to monitor COVID-19 spread in their communities?

In our Initial Fall School Reopening Guidance, we put forth the goal of the **safe** return of as many students as possible to in-person learning. At the same time, we asked districts to plan for all contingencies by asking for three reopening models.

### **A safe return to in-person school environments will require a culture of health and safety every step of the way.** Specifically:

- **It is not one mitigation strategy but a *combination* of all these strategies taken together that will substantially reduce the risk of transmission.** No single strategy can ever be perfect, but all strategies together will reduce risk. In addition, although we are currently in Phase 3 of Reopening Massachusetts, it will take collective continued vigilance towards health and safety measures to continue to contain COVID-19.
- **Staff must monitor themselves for symptoms daily and students, with the assistance of families, must also be monitored daily for symptoms. Staff and students must stay home if feeling unwell.** Everyone must do their part to protect others and not come to school if they are exhibiting any COVID-19 symptoms or are feeling sick.
- **Masks are among the most important single measures to contain the spread of COVID-19.** We require students second grade and above and all staff to wear masks that ***adequately cover both their nose and mouth***.,.,. Exceptions must be made for students with medical, behavioral, or other challenges who are unable to wear masks/face coverings.
- **Hand hygiene is critical.** Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.
- **Physical distance greatly reduces the risk of transmission.** As COVID-19 is transmitted through respiratory droplets, putting distance between yourself and others reduces risk. In

classroom settings, when all parties are wearing masks, a minimum of 3 feet of separation is needed; if one or both parties are not wearing masks, 6 feet is needed. (Kindergarten and first grade students without masks may be 3 feet apart, but no less, which is permissible given the lower susceptibility of the age group).

- **Cohorts/assigned seating.** Students organized in groups/classrooms and other cohorts help mitigate transmission of the virus. Assigned seating is important because it effectively creates even smaller groups within cohorts which minimize transmission. Assigned seats can also assist with contact tracing. Wherever possible, seats should be assigned (including classroom, bus, meals).

To support a culture of health and safety, **schools must have robust and reliable ways to communicate with all families, students, teachers, and staff** in order to send and receive key messages related to COVID-19.

### **Preparing to respond to COVID-19 scenarios**

Even as we remain vigilant, and public health metrics in Massachusetts remain positive, the risk of exposure to COVID-19 in school will not be zero. As we prepare to reopen schools, we must also prepare to respond to potential COVID-19 scenarios, whether in school, on the bus, or in our communities. Depending on the circumstances, a positive COVID-19 test, a potentially symptomatic student, or exposure to someone in the outside community who has COVID-19 can each have health, safety, and operational implications.

### **Be prepared to provide remote learning**

When students must stay home for quarantine or isolation, teaching and learning should not stop. It is the school's duty to provide remote learning for students who cannot be in school for any extended period of time.

### **Testing, tracing, and isolation**

It is important to note that testing, combined with contact tracing and isolation, helps control the spread of COVID-19 in Massachusetts. All test results, both positive and negative, are reported to the Massachusetts Department of Public Health (DPH). When a person has a positive COVID-19 test, it is the local board of health or the Massachusetts Community Tracing Collaborative that will reach out to provide support so that these individuals can remain safely in medical isolation. They will also ask for help to identify close contacts. These organizations will then reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While these organizations will provide support, to further assist with contact tracing the student/family and staff are asked to reach out to their personal contacts and notify the school.

### **Self-isolation for COVID-19 positive cases is a minimum of 10 days**

Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. People who test positive can resume public activities after 10 days and once they have:

- a. gone for 3 days without a fever (and without taking fever-reducing medications like Tylenol); and

- b. experienced improvement in other symptoms (for example, their cough has gotten much better); and
- c. received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative).

Repeat testing prior to return is not recommended. Return to school should be based on time and symptom resolution.

**Close contacts of a positive COVID-19 case should be tested.** For general guidance, DPH defines close contact as:<sup>1</sup>

- Being within less than 6 feet of COVID-19 case for at least 10-15 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within the 48 hours before symptom onset, **OR**
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

**In school settings**, close contacts include other students and staff who were within 6 feet of the student or staff for at least 10-15 minutes in a classroom, in other school spaces, on the bus, or at an extracurricular activity. In elementary and other school situations where the students are in self-contained classrooms for an extended period, all students/staff within this “cohort” are considered close contacts as they may have been within 6 feet of the person with a positive test result. Possible close contacts should not come back to school until they have been tested (or elected instead to self-quarantine for 14 days). If an individual tests positive for COVID-19, then self-isolation is for a minimum of 10 days **and** until at least three days have passed with no fever and improvement in other symptoms as noted. If the test is negative, the student/staff can return to school if asymptomatic and wearing a mask.

## Most common symptoms of COVID-19 and testing requirements

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

**Please STAY HOME if you have any of the symptoms listed.**

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:<sup>2 3</sup>

- Fever (99.5° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)

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<sup>1</sup> <https://www.mass.gov/doc/covid-19-testing-guidance/download>

<sup>2</sup> Massachusetts DPH, [Testing of Persons with Suspect COVID-19](#). (2020, May 13).

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- 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 staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school.**

**Every school should have a list of available test sites.**<sup>4</sup> A [list of test sites is available here](#), and Massachusetts also has an [interactive testing map](#). Staff and students who have symptoms should also contact their primary care physician for further instructions. More information related to the availability of testing will be provided later this summer.

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<sup>4</sup> A [list of test sites is available here](#); this is Massachusetts's [interactive testing map](#)

## Protocols for possible COVID-19 scenarios

**While specific protocols vary, there are some common elements for each possible COVID-19 scenario:**

- ✓ Evaluate symptoms
- ✓ Separate from others
- ✓ Clean and disinfect spaces visited by the person
- ✓ Test for COVID-19 and stay at home while awaiting results
- ✓ If test is positive:
  - Remain at home at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms
  - Monitor symptoms
  - Notify the school and personal close contacts
  - Answer the call from local board of health or Massachusetts Community Tracing Collaborative to help identify close contacts to help them prevent transmission
  - Secure release from contact tracers (local board of health or Community Tracing Collaborative) for return to school

**The following pages outline protocols for the scenarios below.**

### Section 1: Protocols for individual exposure or individual positive test

- Protocol: Student or staff tests positive for COVID-19
- Protocol: Close contact of student or staff tests positive for COVID-19
- Protocol: Student is symptomatic on the bus
- Protocol: Student is symptomatic at school
- Protocol: Staff is symptomatic at home
- Protocol: Staff is symptomatic at school

### Section 2: Protocols for potential school closure (partial or full) or district closure

- Protocol: Presence of multiple cases in the school or district
- Protocol: Presence of significant number of new cases in a municipality
- Protocol: Statewide regression to a previous reopening phase

## Quick reference sheet: Key actions for individual COVID-19 events

Event	Location of Event	Testing Result	Quarantine
<p><b>Individual is symptomatic</b></p>	<p>If an individual is symptomatic at <u>home</u>, they should stay home and get tested.</p>	<p>Individual tests <b>negative</b></p>	<p>Return to school once asymptomatic for 24 hours</p>
	<p>If an individual student is symptomatic <u>on the bus or at school</u>, they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus. If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.</p>	<p>Individual tests <b>positive</b></p>	<p>Remain home (except to get medical care), 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 <b>and</b> until at least 3 days have passed with no fever and improvement in other symptoms.</p>
		<p>Individual <b>is not tested</b></p>	<p>Remain home in self-isolation for 14 days from symptom onset</p>
<p><b>Individual is exposed to COVID-19 positive individual</b></p>	<p>If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.</p>	<p>Individual tests <b>negative</b></p>	<p>Return to school, if asymptomatic or once asymptomatic for 24 hours</p>
	<p>If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including K-1 students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.</p>	<p>Individual tests <b>positive</b></p>	<p>Remain home (except to get medical care), 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 <b>and</b> until at least 3 days have passed with no fever and improvement in other symptoms.</p>
		<p>Individual <b>is not tested</b></p>	<p>Remain home in self-quarantine for 14 days from exposure</p>

## Section 1: Protocols for individual exposure or individual positive test

### Protocol: Student or staff tests positive for COVID-19

1. The student or staff member must remain at home (except to get medical care), monitor their 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 Massachusetts Community Tracing Collaborative. 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.
2. The student's parent/caregiver or the staff member informs the proper school official (e.g. a designated person that is the COVID-19 school lead) that the individual has tested positive for COVID-19. The designated COVID-19 school lead in turn notifies others as pre-determined by the school (e.g., school leadership, school nurse or school medical point of contact, building management, maintenance).
3. Determine whether the student or staff member was on the premises during the time frame that started two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.
  - a. If so, promptly close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
  - b. Promptly clean and disinfect the student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual, if that has not been done already.
  - c. Promptly clean and disinfect the bus(es) the student or staff member was on, if any, and if not already done.
4. **ELEMENTARY SCHOOL (e.g., student has self-contained classroom throughout the day):.....**
5. **MIDDLE AND HIGH SCHOOL (e.g., no single self-contained classroom):**
  - a. The school should identify the student's or staff member's possible "close contacts" based on the assigned seating charts. The lookback period should begin two days before symptoms appeared (or two days prior to the date of the positive test if there were no symptoms) and include up until the time the student was isolated. Consider students and staff members who were within 6 feet of the individual for 10-15 minutes in class, on the school bus, or at extracurricular activities.
  - b. Follow the communication and other relevant Elementary School protocols above.
  - c. Close contacts should be tested for COVID-19 at one of Massachusetts's test sites.<sup>5</sup> Sites may require pre-screening, a referral, and/or an appointment.
  - d. Instruct the student or staff member to isolate while waiting for the results of their test.

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<sup>5</sup> [https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?-](https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?)

- e. An individual who does not wish to be tested should instead quarantine for 14 days<sup>6</sup> and until asymptomatic.

**6. IF OTHERS IN THE SCHOOL TEST POSITIVE:** Perform all steps under this protocol for that person. **ALSO FOLLOW:** “Protocol: Presence of multiple cases in the school.”

**7. IF NO OTHERS IN THE SCHOOL TEST POSITIVE:** Close contacts can return to school immediately if they test negative and do not have symptoms; however, strict mask wearing covering the nose and mouth must be maintained at all times. The wearing of masks includes K-1 students for this 14-day period. If they have symptoms but test negative regardless, they should wait until they are asymptomatic for 24 hours before returning to school.

**Any area** of the school visited by the COVID-19 positive individual must be closed off and/or cleaned and disinfected. The area can be used 12 hours after cleaning/disinfecting has occurred.

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<sup>6</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

## Protocol: Close contact of student or staff tests positive for COVID-19

1. Current Massachusetts DPH guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.<sup>7</sup>
2. The student or staff member who was in close contact with someone who tested positive for COVID-19 should be tested at one of Massachusetts's test sites.<sup>8</sup> Sites may require pre-screening, a referral, and/or an appointment. An individual who does not wish to be tested should instead quarantine for 14 days<sup>9</sup> and until asymptomatic.
3. Close contacts should isolate at home prior to testing and while awaiting test results. Ability to mask is critical, so if the close contact cannot mask or is in K-1 and not masking they should not return for 14 days.
4. In order to return to school, close contacts need to have one negative test result and not be showing any COVID-19 symptoms, or if they do not wish to be tested, quarantine at home for 14 days. Because tests performed too early can be falsely negative, ideally the test should be performed no sooner than 4 or 5 days after the last contact with the person who tested positive.
5. **IF POSITIVE TEST:** The student or staff member should remain at home (except to get medical care), monitor their 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 Massachusetts 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 3 days have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Student / staff tests positive for COVID-19."

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<sup>7</sup> <https://www.mass.gov/doc/covid-19-testing-guidance/download>

<sup>8</sup> [https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?-](https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?)

<sup>9</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

## Protocol: Student is symptomatic at home

1. Family should monitor students at home each morning for the most common symptoms of COVID-19 (see list above).
  - a. **IF NO SYMPTOMS:**
    - i. Send student to school.
  - b. **IF ANY SYMPTOM:**
    - i. Do not send the student to school.
    - ii. Call the school's COVID-19 point of contact and inform them student is staying home due to symptoms.
    - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.<sup>10</sup> An individual who does not wish to be tested should instead isolate for 14 days<sup>11</sup> and until asymptomatic.
    - iv. The student should get tested at one of Massachusetts's test sites.<sup>12</sup> Sites may require pre-screening, a referral, and/or an appointment.
    - v. Isolate at home until test results are returned.
    - vi. Proceed as follows according to test results:
      1. **IF NEGATIVE:** Student stays home until asymptomatic for 24 hours.
      2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their 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 Massachusetts 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 3 days have passed with no fever and improvement in other symptoms. <sup>13</sup> **FOLLOW STEPS UNDER:** "Protocol: Student / staff tests positive for COVID-19."

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<sup>10</sup> <https://www.mass.gov/doc/covid-19-testing-guidance/download>

<sup>11</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<sup>12</sup> <https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?>

<sup>13</sup> <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

## Protocol: Student is symptomatic at school

1. Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school nurse or other medical point of contact. (Note: This will require training for teachers.)
2. Teacher ensures the student is wearing a mask that fully covers nose and mouth at all times.
3. Teacher calls the nurse or school medical point of contact to inform them that they have a possible case. Nurse or school medical point of contact comes to get the student from class.
4. Nurse (or school medical point of contact) should evaluate the student for symptoms (see list above: “Most common symptoms of COVID-19”).
  - a. **IF ANY SYMPTOM:**
    - i. Place the student in the designated medical waiting room. There is no specific capacity limit for the medical waiting room, but all students in the COVID-19 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
    - ii. Contact caregiver for pick-up.
      1. **IF CAREGIVER CAN PICK UP DURING THE DAY:** Student waits 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.
      2. **IF CAREGIVER CANNOT PICK UP DURING THE DAY:** The student should wait in the medical waiting room until the end of the day to be picked up by caregiver. The student should not go home on a school bus with other students.
    - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.<sup>14</sup> An individual who does not wish to be tested should instead isolate for 14 days<sup>15</sup> and until asymptomatic.
    - iv. Student should get tested at one of Massachusetts’s test sites.<sup>16</sup> Sites may require pre-screening, a referral, and/or appointment.
    - v. Isolate at home until test results are returned.
    - vi. Proceed as follows according to test results:
      1. **IF NEGATIVE:** If the student does not have COVID-19, the student may return to school based upon guidance from their

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<sup>14</sup> <https://www.mass.gov/doc/covid-19-testing-guidance/download>

<sup>15</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<sup>16</sup> <https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?>

clinician and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours.

2. **IF POSITIVE:** Student remain at home (except to get medical care), monitor their 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 Massachusetts 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 3 days have passed with no fever and improvement in other symptoms.<sup>17</sup> **FOLLOW STEPS UNDER:** “Protocol: Student or staff tests positive for COVID-19.”
- b. **IF NO SYMPTOMS:**
    - i. If the evaluation shows the student does not have symptoms, send the student back to class.

### Protocol: Staff is symptomatic at home

1. Staff should monitor themselves at home each morning for the most common symptoms of COVID-19 (see list above: “Most common symptoms of COVID-19”).
  - a. **IF NO SYMPTOMS:**
    - i. Come to work.
  - b. **IF ANY SYMPTOM:**
    - i. Do not come to work.
    - ii. Contact the COVID-19 point of contact and/or other absence reporting mechanism established by the school.
    - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.<sup>18</sup> An individual who does not wish to be tested should instead isolate for 14 days<sup>19</sup> and until asymptomatic.
    - iv. The staff member should get tested at one of Massachusetts’ test sites.<sup>20</sup> Sites may require pre-screening, a referral, and/or an appointment.
    - v. Isolate at home until test results are returned.
    - vi. Proceed as follows according to test results:
      1. **IF NEGATIVE:** If the staff member does not have COVID-19, they may return to school based upon guidance from their clinician and necessary management of another diagnosis. Staff member stays home until asymptomatic for 24 hours.
      2. **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their 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 Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and**

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<sup>17</sup> <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

<sup>18</sup> <https://www.mass.gov/doc/covid-19-testing-guidance/download>

<sup>19</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<sup>20</sup> <https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?>

until at least 3 days have passed with no fever and improvement in other symptoms.<sup>21</sup> **FOLLOW STEPS UNDER:** “Protocol: Student/staff tests positive for COVID-19”.

## Protocol: Staff is symptomatic at school

1. As noted above, staff should be encouraged not to come to school if they are experiencing any symptoms of COVID-19.
2. 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 (or school medical point of contact) to be evaluated for symptoms.
  - a. **IF NO SYMPTOMS:** The staff member should follow the school’s standard protocols for being excused due to illness.
  - b. **IF ANY SYMPTOM:**
    - i. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.<sup>22</sup> An individual who does not wish to be tested should instead isolate for 14 days<sup>23</sup> and until asymptomatic.
    - ii. The staff member should get tested at one of Massachusetts’s test sites.<sup>24</sup> Sites may require pre-screening, a referral, and/or appointment.
    - iii. Isolate at home until test results are returned.
    - iv. Proceed as follows according to test results:
      1. **IF NEGATIVE:** Staff member stays home until asymptomatic for 24 hours.
      2. **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their 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 Massachusetts 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 3 days have passed with no fever and improvement in other symptoms.<sup>25</sup> **FOLLOW STEPS UNDER:** “Protocol: Student/staff tests positive for COVID-19”.

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<sup>21</sup> <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

<sup>22</sup> <https://www.mass.gov/doc/covid-19-testing-guidance/download>

<sup>23</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<sup>24</sup> <https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?>

<sup>25</sup> <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

## Section 2: Protocols for potential school closure (partial or full) or district closure

### Protocol: Presence of multiple cases in the school or district

1. 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.
2. For each individual case, **FOLLOW STEPS UNDER:** “Protocol: Student or staff tests positive for COVID-19.” 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.
3. 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.
4. 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.
5. **Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.**

#### Contacts:

**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.

6. 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

7. 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

### **Protocol: Presence of significant number of new cases in a municipality**

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

#### **Contacts:**

**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.

### **Protocol: State-wide regression to a previous reopening phase**

1. Massachusetts is tracking its overall statewide reopening in phases according to the [Reopening Massachusetts](#) plan. Currently, Massachusetts is in Phase 3 of reopening, where even more businesses can resume operations with specific guidance.
2. If Massachusetts moves back into a prior phase, DESE (in consultation with the Massachusetts COVID-19 Command Center) will communicate with school districts and schools to determine whether in-person school should continue.

### **Additional worker safety guidelines and resources (with hyperlinks to web pages) are available below:**

#### **U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):**

OSHA – COVID-19 Webpage <https://www.osha.gov/SLTC/covid-19/>

OSHA – Enforcement Guidelines Webpage

[https://www.osha.gov/SLTC/covid-19/standards.html%23enforcement\\_discretion](https://www.osha.gov/SLTC/covid-19/standards.html%23enforcement_discretion)

OSHA Fact Sheet – Protecting Workers During a Pandemic

<https://www.osha.gov/Publications/OSHA-FS-3747.pdf>

**U.S. Centers for Disease Control (CDC):**

**CDC – Environmental Cleaning and Disinfection Recommendations**

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

**CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease (Updated 3/21/20)**

[https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.htm)

[CDC\\_AA\\_refVal=https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.htm](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.htm)

**Additional Information:**

Massachusetts State Coronavirus (COVID-19) Website

[www.mass.gov/covid19](http://www.mass.gov/covid19)

**United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**When You Can be Around Others After You Had or Likely Had COVID-19**

[https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

**US Department of Labor Revised Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 (COVID-19)**

[https://www.osha.gov/memos/2020-05-19/revised-enforcement-guidance-recording-cases-coronavirus-](https://www.osha.gov/memos/2020-05-19/revised-enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19)

[disease-2019-covid-19](https://www.osha.gov/memos/2020-05-19/revised-enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19)<sup>1</sup> WHO, Considerations for school-related public health measures in the context of COVID-19. (2020, May 10). Available at <https://www.who.int/publications/i/item/considerations-for-school-related-public-health-measures-in-the-context-of-covid-19>

<sup>1</sup> CDC, Considerations for Schools. (2020, May 19). Available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

<sup>1</sup> CDC, Considerations for Schools. (2020, May 19). Available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

## Vendors

### For Vendors working inside BC High (effective 6-1-20)

BC High School remains closed throughout the summer. Employees continue to work from home until further notice and may access the school as needed with their manager's approval, provided they follow guidelines issued to all employees when in the school and outside the school. More than likely, as a vendor you will find BC High employees from Facilities, IT, Finance, Advancement and Academics working at any one time in the building over the summer months. The guidelines are based on mandatory requirements for employee safety and BC High safety protocols.

As a vendor, BC High's intent is to not only keep our staff working on-site at the school over the summer safe, but also keep our partner vendors safe as well. These procedures are designed with that goal in mind.

- Wear a mask at all times
- Stay 6ft away from BCH personnel and students if any are there at all
- Wash hands often
- If you do not feel well, then please leave campus
- Please sign in and sign out on the sign in/out sheet located in the lobby
- Lastly, you will be accompanied by a BC High employee to your work area

## Governance of the Re-opening Plan: Coordination and Execution

**The work to prepare the school for re-opening on September 8, 2020 is coordinated and guided by the following:**

The Enterprise Risk Management Task Force is appointed by the Board of Trustees to assist the Board in its oversight of the school's enterprise risk management framework, including risk appetite and mitigation strategies. Risk assessment and management are the responsibility of school management. The task force's responsibility is oversight and review.

The primary responsibility of the risk task force is to:

- Approve the school's enterprise risk management framework
- Identify the critical Pandemic Preparedness processes of BC High
- Oversee the completion of an annual risk assessment to identify the top potential risks to each of the critical processes of BC High
- Coordinate with the President and Cabinet to oversee the alignment of avoidance, prevention, and mitigation tactics to each top risk
- Measure the tactical status of each avoidance, prevention, and mitigation to track improvement and coordinate with the President and Cabinet to recommend the alignment of resources accordingly
- Develop a culture of risk and reward, promote open discussion regarding risk and integrate risk management into the school's goals and objectives
- Review the charter annually

The risk task force coordinates with the COVID-19 Response Team of the Board to help ensure that the President, Cabinet, and the Board of Trustees have received the information necessary to permit them to fulfill their duties and responsibilities with respect to oversight and risk management, and to ensure that management has the necessary information and resources to carry out its risk assessment avoidance, prevention, and mitigation responsibilities.

## Reporting

The task force will submit an annual risk management report to the Board.

## Members

- Kevin Powers, Esq. '85 P'16, Trustee, Chair of the Task Force
- Tim O'Donnell, Esq. '83 Vice Chair of the Board, Trustee
- Grace Cotter Regan P'12, President
- Michael Hoyle, Senior VP Administration, Finance, and Strategic Planning
- Adam Lewis, Principal
- Jen McLarnon P'19 P'21, Director of Information Technology

## Experts Engaged

- Megan Brown P'26, Manager, Projects and Analytics, Massachusetts General Hospital Responsibilities. When the hospital is not in a disaster event, Meghan focuses on human resources functions including compensation planning, reductions in force, human capital analytics, and employee programs at MGH.
- Meghan currently leads the labor pool operations for the 27,000 employees at MGH while it functions under Hospital Incident Command Structure (HICS).
- Wade Brown P'26, Executive Director & Head of Novartis Emergency Management (NEM), where has been part of Novartis Institutes of Biomedical Research for 17 years.
- Wade currently leads the emergency response to COVID-19 for the Novartis Research Division in US.
- Phil Aldrich, Director, Enterprise Risk Management (ERM) & Governance, Risk and Compliance (GRC) Dell EMC.
- Phil leads the GRC team at Dell EMC, and teaches classes in Enterprise Risk Management and GRC at Boston College and BC Law for its MS in Cybersecurity Policy & Governance Program.

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i CDC, Considerations for Schools. (2020, May 19). Available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

ii CDC, Considerations for Schools. (2020, May 19). Available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>