**Notes | 3.5.2020 School Leaders Call on COVID-19 19**

Link to recording: <https://fccdl.in/0AIJNVtATW>, Password: 0305

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| Update on the Student Reported Sick | * Yesterday, we had a student at the Quincy who reported with a fever and had recently returned from traveling to Italy * The Quincy responded appropriately to the situation and we would like to thank them for their quick action * The student and a sibling (who also had traveled) were sent home and the family monitoring them there. No exposure to COVID-19 has been confirmed. |
| Travel and Members from Other Communities | * **International Travel**   + Per a directive from the Governor, as of March 5, 2020, international travel should be cancelled. We are enforcing that directive from today through the end of the school year.   + **If you have travel planned:**      - Email Tammy Pust ([tpust@bostonpublicschools.org](mailto:tpust@bostonpublicschools.org)) so we can keep track of that. Also email Kayla Dorsey-Twumasi ([kdorseytwumasi2@bostonpublicschools.org](mailto:kdorseytwumasi2@bostonpublicschools.org)) if your school had international travel scheduled through BPS so that office can assist you with necessary logistics.     - In your email, include location of travel, number of students, and a point of contact to work with * **Domestic Travel/Field Trips**   + Domestic trips are not required to be cancelled at this time   + At this time, Puerto Rico is not considered a high risk area and travel to Puerto Rico does not need to be cancelled   + **If you have Domestic Travel Planned:**      - Email Tammy Pust ([tpust@bostonpublicschools.org](mailto:tpust@bostonpublicschools.org)) with any travel planned outside of the City of Boston. In your email, please include the location, dates, number of students, and purpose of the field trip     - This will allow us to communicate with you with regards to safety as we continue to monitor high-risk areas * **Planning Future Travel**   + As future travel is planned, do your travel planning through our department of Global Travel which will give you the necessary insurance.   + Contact Kayla Dorsey-Twumasi [kdorseytwumasi2@bostonpublicschools.org](mailto:kdorseytwumasi2@bostonpublicschools.org) for future travel-related needs. * **Bringing in Members from Other Communities:**   + Report any members from communities outside of Boston coming into our schools by emailing Tammy Pust ([tpust@bostonpublicschools.org](mailto:tpust@bostonpublicschools.org)) with the location of origin of the members, dates visiting, and number of people.   + **Foreign Exchange Students:**      - Report foreign exchange students by emailing Tammy Pust ([tpust@bostonpublicschools.org](mailto:tpust@bostonpublicschools.org)) with the location of origin of the students, dates, and any relevant information |
| Support for Administrative Staff | * FAQs document will be coming out - either by the end of today or tomorrow morning. * All absence robocalls will include messaging that families should report travel to the school * **Recording Absences:**   + Ensure that absence, tardy, and dismissal information is accurate and up-to-date in SIS and on any school-based monitoring systems   + **Absence calls:** When intaking absence request calls, ask if anyone in the family has traveled internationally - and to where - within the last 30 days. We will provide language to make sure that families know that information is only being used to keep our communities safe and will not be shared with law enforcement or used for any other purpose. |
| Support for Nurses | * **Isolation Room:**   + Need to have an isolation room identified   + What is it? A room, identified in advance, where a student will remain if the student has traveled to a level 2 or 3 country (as indicated by the CDC. List available at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) and is exhibiting signs of COVID-19 cough or fever, fever and cough. It should be able to be used as solely an isolation room, if needed.   + If a student reports not feeling well and has recently traveled, school nurses should first isolate the student in the designated isolation room, put on a mask, and have someone call the family to pick the student up immediately. With younger students,or students requiring more reassurance, staff needs to be prepared to remain close to the isolation room, possibly entering to provide emotional support. During that time staff must be at least 6 feet away from the student each wearing a mask. With older students, staff can sit outside of the isolation room, wearing a mask when in close contact with the student.   + If you cannot reach parents, inform school leader and begin outreach to emergency contacts   + If there is any push back regarding the pick up/dismissal of the student please contact Suzanne ([ssalterbennett@bostonpublicschools.org](mailto:ssalterbennett@bostonpublicschools.org)) or Margaret ([mvancleverocchio@bostonpublicschools.org](mailto:mvancleverocchio@bostonpublicschools.org)) immediately for support. * **Nurse Support:**    + Identify who will support the nurse, in the case that an isolation room needs to be used and the nurse needs to contact parents   + Incident checklist/action steps for symptomatic student- will be forthcoming   + Guide for documenting within SNAP (electronic health record) will be provided. * **Nurse Work Space:**    + If nurses do not have a place to work, work to identify an appropriate space   + Health offices will need to continue “business as usual” and should not be designated as an isolation room. |
| Facilities | * **Transportation:**    + The transportation team is working to identify who/how to keep our transportation systems clean (both MBTA and BPS busses) as well as how to manage absences of bus drivers and monitors due to travel restriction or illness * **Cleaning Supply Inventory:**   + Custodians are inventorying all cleaning supplies in all buildings, looking into making sure the strength of the cleaning supplies is in compliance with the CDC’s recommendations.   + School Leaders: check in with your custodians to ensure that they are properly supported as the work to inventory, refill soap, and clean the school thoroughly * **Bathroom Soap Supply:**    + Custodians are to be checking soap multiple times throughout the day and should be refilling during the day   + Every school should have ample amount to refill their soap dispensers as needed. If that is not the case, notify PJ in Facilities.   + School Leaders: make rounds to bathrooms throughout the day to make sure soap is well-stocked   + In addition to the daily building cleaning, custodians are doing additional cleaning of high touch areas, including doorknobs, handles, push bars, etc. |
| Absences | * **Absence Guidance:**    + According to the CDC, if anyone has traveled to a country listed as a Level 2 or 3 by the CDC should not be in school. (China, Iran, South Korea, Italy and Japan). The up to date list of countries can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. This is true for both students and staff.   + If a student or staff member reports travel to an area which should be avoided, immediately institute the 14-day self quarantine guidelines recommended by the CDC. Students are to self-quarantine for 14 days following return. * **Recording Absences:**   + Ensure that absence, tardy, and dismissal information is accurate and up-to-date in SIS and on any school-based monitoring systems   + **Absence calls:** When intaking absence request calls, ask if the student has traveled internationally within the last 30 days. * **Student Absence Planning:**   + Please arrange with teachers to provide homework for students who need to be self-quarantined. More direction on this topic will be provided. * **Staff Absences:**    + If a staff member reports exposure to COVID-19, immediately institute the 14-day self quarantine guidelines recommended by the CDC. Please reach out to the Office of Human Capital Leave of Absence Team ([ohcleaves@bostonpublicschools.org](mailto:ohcleaves@bostonpublicschools.org)) for support with managing the absences and to ensure a safe reentry into the school community.   + Staff are granted 15 days of sick leave within their contracts. Staff should use this sick leave for the 14 days quarantine period. |
| School Urgent Communication Plan | * **Review Your School’s Emergency Communication Plan:**    + All Schools have the ability to call/text all staff in the event that urgent communication is needed   + [**Here**](https://bostonpublicschools.helpdocs.io/article/es88ucdkoj-how-to-send-a-text-message-in-school-messenger) is an overview document on how to send a message in SchoolMessenger   + Have your staff ensure ESS information is up to date: SchoolMessenger will use the email address and phone number listed in ESS. Have staff review and update, if needed |
| Ongoing Communication & Next Steps | * **Communications:**    + A COVID-19 website will be launching this today or tomorrow   + A FAQs document will be sent out   + Letters will be sent home to families outlining BPS’ protocols * **Weekly Communications:**    + As we learn more about COVID-19, receive additional guidance, and have critical updates, we will be communicating with school leaders either via email or phone calls weekly |

**Key Contacts:**

**Main Point of Contact:**

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**Office of Human Capital - Leaves**

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