



City of Brockton

# BROCKTON PUBLIC SCHOOLS

Michael P. Thomas ♦ Superintendent of Schools

Office of the Superintendent  
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## MEMORANDUM

**To: All Staff**  
**From: Michael Thomas, Superintendent, and Kim Gibson, BEA President**  
**Date: October 7, 2020**  
**Re: Safety and Attendance Reminders and Procedures**

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All,

Thank you for complying and cooperating with all the established safety procedures and protocols. We are writing to remind you of the importance of continued compliance and vigilance with regard to these policies and procedures, and to clarify some issues that have arisen.

### Face Coverings

Consistent with District policy, all staff are required to wear a face covering over their nose and mouth at all times while on Brockton Public Schools' property. If a staff member is completely alone in a classroom or office, they may remove their face covering, but otherwise should be wearing their face covering. Medical exemptions to this policy must be submitted to and approved by Human Resources.

### BEA Member Attendance Procedures

- BEA Members shall be required to log their attendance at school both in the normal absence management system and also through an email to their supervisor advising them of their arrival at work (either in-person or remotely) or their absence from work. Such emails regarding absences must be sent with as much advance notice as possible.
- If a BEA Member finds that he/she is experiencing any COVID-19 related symptom as defined by the CDC, but is otherwise able to work, the employee should not come to work and will be permitted to work remotely on that day with notice to their supervisor.
  - The BEA Member shall follow all relevant BPS procedures to seek a diagnosis if he/she is experiencing COVID-19 related symptoms. Attached to this memorandum are two flow charts outlining these procedures.
  - If the BEA Member is not feeling well enough to work, then he/she may access their available paid time off, including his/her allotment of federal Families First Coronavirus Response Act.
- Should there be any concern about abuse of this procedure, the District will reserve its rights to investigate and/or take disciplinary action.



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### COVID-19 Safety Protocol Reminders

As we navigate the world of COVID-19 this fall, please see the following reminders:

- ***The single most important thing to do if any potential COVID 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.  
  
**If you are sick, stay home (report illness in Absence Management). If you feel sick, go home (inform your administrator). If you see someone is sick, send them home (inform an administrator).**
- Employees should remain at least 6 feet apart from one another, whether indoors or outdoors.
- Employees are encouraged to limit in-person interactions as much as possible and to keep track of any individuals with whom they have been in close contact (as defined by being within 6 feet or closer for more than 15 minutes indoors or outdoors cumulatively, with or without a mask). This is important information in the event the employee becomes part of a contact tracing situation.
- If staff do choose to eat with others, employees should continue to maintain 6 feet of separation from others, face away from one another while eating, and only remove masks in order to eat.
- BPS encourages employees to avoid hand shaking, hugs, back slaps and other forms of physical contact in which people may engage out of long-standing habit and instead employ hand waves or other such gestures that signal positivity without touching each other.
- Employees should limit travel between offices, classrooms, floors, and between buildings to the extent possible.
- Please perform hand hygiene frequently for 20 seconds
  - Before eating,
  - After using the restroom,
  - After touching your face,
  - Before and after you take off your mask.
- Please also note, that if you wish to get tested, you may go to any of the [Stop the Spread sites](#), and you will not be charged a co-pay even if you do not have symptoms.



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### COVID-19 Response Protocols

As many of you are aware, unfortunately, there have been a few confirmed COVID-19 cases among BPS staff in the last week. This has raised many concerns about the District's response protocols. Below are some common scenarios to help explain these protocols.

- “Close contact” is defined by the CDC as being within 6 feet of a person with a confirmed case of COVID-19 for more than 15 minutes cumulatively, with or without a mask, starting from two days before illness onset, or for an asymptomatic person, two days prior to the COVID-19 test, until the time the person is isolated.
- If any person has a confirmed case of COVID-19, they will provide Human Resources with a list of all BPS employees whom they have been in close contact with in the above-outlined period. Those people will be contacted by Human Resources, and advised of their status as a close contact, will be told to quarantine, and will be advised to seek a COVID-19 test.
- All staff are going to be asked to keep a list of any BPS staff with whom they have been in “close contact.” Each day, staff will be required to submit a list of all such “close contacts” on an electronic form provided by their building administrator.
- All staff will be notified of any confirmed or suspected cases of COVID-19. A “suspected case” is defined as (1) when a person is experiencing COVID-19 symptoms and is a close contact to a person with a confirmed case of COVID-19; and (2) a person who is sent home from work, or leaves work early, with COVID-19 symptoms and is seeking a diagnosis. Close contacts of suspected cases will not be notified until the case is confirmed.