

White Mountains School Administrative Unit # 35

BETHLEHEM ❖ LAFAYETTE ❖ LANDAFF ❖ LISBON ❖ PROFILE



A Dynamic DRAFT

...where excellence links living and learning

**Stronger Together:
A Working Plan for a Responsive Return to School**

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Dear Staff and Families,

Each school district must create a Return-to-School Plan, which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Return-to-School Plan developed for each school will be tailored to the unique needs of each school and created in consultation with local health agencies.

Given the dynamic nature of the pandemic, each plan strives to incorporate enough flexibility to adapt to changing conditions. Each school's Return-to-School Plan must be approved by its governing body and posted on the school publicly available website prior to the reopening of school. All revisions will be reviewed and approved by the governing body prior to posting on each school public website.

As decision-makers we are mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities.

All school activities are informed by Governor Sununu's New Hampshire Grades K-12 Back-to-School Guidance, July 2020 and the latest guidance from the Department of Health and Human Services.

SAU #35 has categorized reopening into three broad phases and two at-home options.

Full Face-to-Face Reopening: All students would return to the school district facilities. This would include modifications to schedules, proactive safety and sanitation protocols and changes to routines and operational practices. Adherence to physical distancing guidelines are part of the implementation plan.

Hybrid Reopening: Students would engage in a combination of in-person and remote learning. A schedule will be built to reduce the student and staff population in a facility at any given time. This model is often initiated when class sizes are large and distancing in the classroom is not possible.

Full Remote Learning: All students would continue to be served through remote learning with their teacher in a structure similar to what was used during the spring. It is important to note that there is a possibility of having to move to remote learning at some point during the school year as a result of the pandemic.

Online or Distance Learning options will be made available to students who prefer an online environment for any reason. Programs are being evaluated and selections made soon (VLACS and other online programs). Students must remain with their online learning program for the duration of the marking period. Students who are on IEPs will have access to various accommodations, specialized instruction and supports through the school.

Homeschooling is a withdrawal from the district where the responsibility of educating the student resides with parents/guardians. Families that elect a homeschooling model must submit a written request to the NH Commissioner of Education or SAU #35 Superintendent and become legally responsible for the education of the student. There would be no access to special services for students electing homeschooling.

We will continue to seek feedback from staff, parents/guardians and students. Your building principal will be communicating regularly with updates and shifts in any procedures.

The COVID-19 pandemic has caused sweeping changes and shifts in every aspect of our lives. As we prepare for school to resume in the fall, we will continue to prioritize the safety of our children, staff and families, be mindful of what the data is telling us, and follow guidelines and procedures as outlined by health and safety experts.

The goal of our plan is to have a safe return to our SAU #35 schools.

Sincerely,

Tari N. Thomas

Tari N. Thomas,
Interim Superintendent of Schools

Key Understandings with COVID-19

What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

What is the treatment for COVID-19?

There is no currently available vaccine for COVID-19 at this time. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.

Signs and Symptoms Occur 2-14 Days After Exposure

Symptoms may include fever, cough, shortness of breath, muscle aches, fatigue, sudden loss of taste or smell and GI symptoms.

Health and Safety Plan Summary for SAU #35



Anticipated Launch Date: September 8, 2020

COVID Coordinators for Each School

School	COVID Coordinator	Email Contact Information
Bethlehem Elementary	Sue Greenlaw/BES Safety Committee	sgreenlaw@bethlehem.k12.nh.us
Lafayette Regional	Gordie Johnk	gjohnk@lafayetteregional.org
Landaff Blue School	Molly Culver	m.culver@sau35.org
Lisbon Regional	Jackie Daniels	jadani@lisbon.k12.nh.us
Profile Regional	Kerry Sheehan	keshee@profile.k12.nh.us

Hardworking teams of teachers, staff, parents & board members have been amazing at architecting specifics for each school!

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Safety Measures for Both Face-to-Face and Hybrid Reopening</p> <ul style="list-style-type: none"> • Provide training to all staff on COVID-19 including cleaning related training for custodial staff • All spaces cleaned nightly • Ensure the following areas are cleaned periodically throughout the day. <ul style="list-style-type: none"> -Bathrooms -Common area touch points including but not limited to doorknobs, copiers, and counters, etc. • Water fountains will be closed. Students and staff will be encouraged to bring water bottles and fill them from the bottle filler; the bottle filler will also be available at lunch • Ventilation systems evaluated for maximum efficiency and issues remediated as needed. • The HVAC system will be run longer throughout the day and evenings to help with fresh air exchange. • Utilize touchless garbage cans. • Frequent review of hand washing protocols/expectations. • Provide hand sanitizer in all classrooms, offices, and other high traffic area throughout the buildings • Establish a COVID isolation room • Provide teachers with spray sanitizer, paper towels, sanitizing wipes and gloves to allow for cleaning of desks and materials between students. • Disinfectant will be available in all offices, computer labs, lobbies, and other common areas. • All buses cleaned and disinfected between runs. • Bus roof vents and windows open for additional air circulation. • Nightly cleaning of all touch points in all areas. Examples of touchpoints include but are not limited to:: <ul style="list-style-type: none"> • Door handles & push bars & railings & push plates everywhere • Light switches • Classroom door windows • Classroom sinks and faucet handles, counters • Classroom desks/tables/chairs • Elevator push buttons • Bottle filling stations (water fountains should be disabled) • Restroom doors, handles and push plates • ADA bars • Toilet and urinal handles • Sanitary napkin dispensers • Sink and faucet handles • Computer keyboards & touch screens

- Toilet paper, soap and paper towel dispensers and handles
- Photocopiers

Emergency Response

- In the event of a symptomatic or confirmed COVID-19 case, the area(s)/materials used by the student or staff members will be closed for 24 hours when possible and deep cleaned.
- The established quarantine space and bus (if student was transported) will also need to be cleaned prior to students and staff returning to school.
- Additional guidance will be sought from the New Hampshire Department of Health in the case of a confirmed COVID-19 case.
- School closure for deep cleaning and a move to remote learning is likely.

Space for Those Identified as Symptomatic

- Each school will have a space, separate from the Nurse's Office, where students and employees who are feeling ill are evaluated while awaiting pick up
- All symptomatic staff and student will wear masks; strict physical distancing will be required
- Only assigned staff will enter the room
- The space will be disinfected after each use
- All personnel must wear appropriate PPE (mask, gowns, gloves, face shield)
- Students who are ill will be escorted out of the building by parent/guardian

Isolation Spaces by School	
Bethlehem Elementary	Room #3 Office Space
Lafayette Regional	Room #122 formerly Reading Recovery Space
Landaff Blue School	Principal's Office or Multi-Purpose Room
Lisbon Regional	Room #138 Conference Room
Profile	Room #141 Across From Nurse's Office

Physical Distancing and Other Safety Protocols

Requirements	Strategies, Policies and Procedures
<p>Classroom/student workstations will be spaced out with a minimum of 3 feet of physical space on center</p> <p>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms.</p> <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.</p> <p>Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes.</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Face to Face Reopening & Hybrid Models</p> <p>Signage</p> <ul style="list-style-type: none"> Proactive signage related to COVID-19 will be displayed in common areas, bathrooms, and on doors when entering the building. <p>Visitors and Volunteers</p> <ul style="list-style-type: none"> Proactive signage related to COVID-19 will be displayed in common areas, bathrooms, and on doors when entering building. Only staff and students will be allowed in the building without an administrative approved appointment. Visitors and parents should not gather before or after school on school property. <p>Recess</p> <ul style="list-style-type: none"> Outside playground equipment exposed to the sun and other weather elements is probably at a lower risk for fomite transmission (according to NH Back-to-School Guidance, p.15-16) and does not require the same frequent cleaning and disinfection as shared indoor equipment and surfaces. High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely. Encourage walking clubs, reading, and other non-contact physically distant games. <p>Instructional Materials</p> <ul style="list-style-type: none"> Materials must be cleaned between uses. Library books/classroom library books and classroom textbooks will sit for three days before being used by another individual. Laptops to be touched by individual users only; hands sanitized before and after; damaged or malfunctioning equipment will be disinfected or sit for three days prior to a repair. <p>Arrival & Hallway Transitions</p> <ul style="list-style-type: none"> Single file two way traffic with everyone walking on the right side of the hall Upon arrival, buses will be unloaded one bus at a time. All students, as they arrive, go directly to their classroom. Staff members utilized to help direct students to limit congregating. <p>Dismissal</p> <ul style="list-style-type: none"> Staggered dismissal with one-way traffic patterns. <p>Transportation</p> <ul style="list-style-type: none"> Bus rosters maybe adjusted to limit the number of students on buses (maximum 24) Routes will be redesigned Students may be seated with family members when possible, otherwise one student per seat Buses loaded from back to front; alternating window and aisle seating in each row, assigned seating encouraged

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

Other physical distancing and safety practices

- Masking required at the bus stop and on the bus
- Students should be screened by parent/guardian prior to arriving at the bus stop
- Buses will be sanitized after morning and afternoon runs
- Hand sanitizer will be used when students enter and exit the bus
- Parent/Guardian transportation encouraged

Large Group Gatherings

- All meetings need to follow physical distancing guidelines.
- 6 feet of separation whenever possible.
- Virtual meetings can be held when physical distancing cannot be accomplished.

Requirement(s) Strategies, Policies and Procedures Office Areas

- Offices should provide at least 6 feet of separation between workspaces
- Shared workspaces and equipment should be limited as much as possible with cleaning between usage

Classroom Configuration

- Each student and staff spaces within the schools will be reviewed by the Building Principal to establish a recommended layout and capacity.
- Classroom seating configurations will be altered to provide the recommended distancing of 3 to 6 feet between students and will be spaced up to six feet where possible.
- Larger workstations will face in the same direction using desks or one side of the table. Many classrooms are planning on replacing tables with desks from storage. In the event that students cannot face in the same direction, plexiglass barriers will be utilized. Examples of this may include conferencing tables or larger work tables in fine arts rooms.
- Removal of non-essential furniture/equipment to ensure physical distancing (ie. Computer stations, rugs, extra tables, kidney-shaped tables).
- Main teacher workstations will be positioned at the front of the classroom in a highly visible location at least six feet from students.
- Teacher work stations may have a plexiglass barrier so that the teacher can take his/her mask off behind the barrier when located at this workstation. If the teacher leaves this workstation to circulate throughout the classroom, s/he should wear a face shield in addition to a face covering.
- Teachers (masked) may move to within three feet of students for short periods of time such as leading a line down the hallway, assisting an individual child, circulating the classroom or working with small groups of children in the classroom.
- Teachers that work with small groups or in close proximity such as interventionists and special education teachers and service providers will increase layers of protection by utilizing plexiglass barriers in these spaces between themselves and the students.
- Small group/station rotation
 - Teachers and Paraprofessionals must wear a face mask.
 - Seating must be 3-6 feet apart for each student and adult in the room
- Cooperative learning can only be implemented if students are at least 3-6 feet apart or via computer within the classroom.
- Virtual field trips only.
- Maximize use of outdoor learning spaces.
- Where possible, the floor will be marked to indicate space boundaries and paths to access doors, sinks and other commonly used spaces.

	<p>Cafeteria/Lunch</p> <ul style="list-style-type: none"> • Limit cafeteria to no more than 50% of capacity; one class at a time preferred. • Tables in the cafeteria will be spaced out and additional spaces will be used to ensure physical distancing. • Seat students following physical distancing guidelines. • Grab and Go lunches will be utilized as much as possible. • To limit touch points, a POS system will be utilized. • Utilize multiple locations to pick up food to limit gatherings. • Breakfast may be Grab and Go, with students practicing physical distancing . • Hand sanitizer will be provided in every classroom, common area, and all other instructional spaces. • Students will be encouraged to use hand sanitizer upon arrival, before and after lunch, after bathroom visits, and when leaving or returning to the classroom. • Provide other options for lunch in addition to the cafeteria to spread students out Grab and Go lunch into classrooms to eat. • Utilize multiple locations to pick up food or, when feasible, deliver to classrooms. • Child Nutrition Guidance for Reopening Schools <p>Hand Sanitizer</p> <ul style="list-style-type: none"> • Hand sanitizer placed in every classroom, common area and all other instructional spaces. <ul style="list-style-type: none"> -Students will be encouraged to use upon arrival, before and after lunch, after bathroom visits, and when leaving or returning to the classroom. -Hand sanitizers should contain at least 60%alcohol and only used with staff and older children who can safely use hand sanitizer. Hand soap should be used with younger children.
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Monitoring Students & Staff

Requirements	Strategies, Policies & Procedures
<p>Monitoring students and staff for symptoms and history of exposure</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>Returning isolated or quarantined staff, students, or visitors to school Notifying staff, families, and the public of school closures and</p>	<p>Face to Face Reopening & Hybrid Models</p> <ul style="list-style-type: none"> • Require parents to perform a daily self-monitoring COVID-19 symptoms check prior to coming to school. • Require staff to perform a daily self-monitoring COVID-19 symptoms check prior to coming to work. • All staff will have temperatures taken upon admittance to the building. • As needed, monitoring of individuals becoming ill during the school day will be done in the isolation room. • Identify students and staff at higher risk. • Require staff to stay home if they are sick and require parents to keep sick children home. • Allow more flexibility for student and staff attendance. • Closely monitor daily absence rates of students and staff. • Principal and nurse will monitor absences by class to identify trends. • Isolation areas will be provided near each health room for students or staff to be quarantined until they can be picked up and are expected to seek medical attention. • Students and staff will be readmitted after they have been cleared by their physician with a medical note or a negative COVID-19 test. • The superintendent and/or building principal will notify all parents and staff of changes to the safety protocols and

within-school year changes in safety protocols	<p>school closure via the messaging system, email, and the website.</p> <ul style="list-style-type: none"> • All students and staff exhibiting symptoms during the school day will be assessed by the school nurse. • For confirmed COVID-19 cases or exposure the New Hampshire Department of Health will be contacted for further guidance. • Staff and student families exposed to confirmed cases will be notified while maintaining confidentiality. • A COVID-19 exposure may result in students and staff moving to remote learning.
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Other Considerations for Students and Staff

Requirements	Strategies, Policies & Procedures
<p>Protecting students and staff at higher risk for severe illness</p> <p>Use of face coverings (masks or face shields) by all staff</p> <p>Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Face to Face Reopening & Hybrid Models</p> <p>Staff Face Covering</p> <ul style="list-style-type: none"> • In accordance with DHHS, a mask covering your mouth and nose must be worn in all public areas and in spaces with another person or people within 6 feet. • Masks will be provided for all staff. • Masks from home are appropriate; cloth masks preferred. • No person may enter a building without a mask. • Signs will be placed at each entrance. • Staff unable to wear a mask or face shield due to a specific health condition must discuss accommodations with the building principal and HR. • DHHS Guidance on Mask Wearing <p>Student Face Covering</p> <ul style="list-style-type: none"> • All students are expected to wear face masks when on school buses, entering/exiting school property, in classrooms and in hallways. <p>Students may, however, remove their face coverings when they are:</p> <ol style="list-style-type: none"> 1. Eating or drinking when spaced at least 6 feet apart 2. Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.). <p>Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance, are not required to wear face coverings. While we will expect students to come to school with a mask, a mask will be provided if necessary. 504 Service Plans will be developed/revised in collaboration to provide health and safety provisions for students with complex needs/vulnerable individuals. Students who can but refuse to wear a mask will be moved to an online/distance learning plan.</p> <p>Additional Staff</p> <ul style="list-style-type: none"> • Hiring of building subs to provide class coverage as needed • Additional day shift custodians may be needed to help with daytime cleaning need

Bethlehem Elementary Building Specific FAQs

<p>Start of School: Tuesday, September 8, 2020</p>	<p>Model of Instruction: remote instruction for the first two weeks of school; face-to-face beginning September 21st</p>	<p>Board Vote: August 24, 2020</p>
<p>Reopening Team Members:</p> <ul style="list-style-type: none"> • Sue Greenlaw • Steve Hoyt • Tammy Reardon • Jack Anderson • June Carr • Janelle Hubbard • Tim Fleury • Bob Weir • Lisa Brown • Nicole Kerstetter • BES Staff 	<p>Arrival Procedure:</p> <ul style="list-style-type: none"> • Students may begin arriving at 7:45 • Upon arrival they will go directly to their classrooms after temperature is screened • If breakfast is needed, bag breakfasts will be delivered to their classrooms • Students will enter through one of our five entrances in a staggered format to avoid crowding at the doors • Temperatures will be taken and questions answered related to Covid 19 • All students should be in their classrooms by 8:10 	<p>Dismissal Procedure:</p> <ul style="list-style-type: none"> • This has not yet been determined
<p>Lunch Procedure:</p> <ul style="list-style-type: none"> • Students will eat lunch in their classrooms or outside because we are unable to fit students in the cafeteria safely • Cafe Services will be providing school lunches in disposable containers which will be delivered to the classroom and placed in the hallway for the teacher to bring into the room 	<p>Daily Screening:</p> <ul style="list-style-type: none"> • Temperature screenings will take place as students enter the building. They will be taken again at lunch time. • If students have a temperature, there will be a temperature retake after a small amount of time has passed 	<p>Recess and/or Mask Breaks:</p> <ul style="list-style-type: none"> • Students will be expected to wear masks all day with mask breaks. Each teacher will determine the number of mask breaks needed by his/her class. • If students can physically distance outside at recess, masks could be removed. If physical distancing is not occurring, masks will need to be worn.
<p>Distance/Online Learning Option(s):</p> <ul style="list-style-type: none"> • Distance learning is very different than remote learning from last spring. The school will provide the structure and the family provides the supervision for learning • Two distance learning options are available: VLACS, the Virtual Learning Academy Charter School https://vlacs.org/ or Time4Learning 	<p>Additional Information:</p> <p>Under the full reopening and hybrid models families are permitted to temporarily opt into an online environment for any reason. The online environment option under this provision is not the same as the remote learning model that will be utilized for all students if transmission rates increase. Students will be provided online learning that is aligned to grade level curriculum and have regular check-ins with school staff. Published platforms for online learning and collaborative efforts across towns may be</p>	

<p>https://www.time4learning.com/</p> <p>The school will be making contact with families who have indicated a preference for distance learning.</p>	<p>utilized.</p>	
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Lafayette Regional Building Specific FAQs

<p>Start of School: Tuesday, September 8, 2020</p>	<p>Model of Instruction: Face-to-Face</p>	<p>Board Vote: August 19, 2020</p>
<p>Reopening Team Members:</p> <p>Shelley Koehler- Lafayette's librarian and enrichment coordinator (Unified Arts Team Leader), former parent Cathi Burton- Lafayette's 2nd grade teacher (Primary Team Leader) Erica Sieberg- Lafayette's 5th grade teacher (Intermediate Team Leader) Sue Ober- Administrative Assistant and parent Meg Caron- Office Manager and parent Amanda Clough- parent Emily Clark- Lafayette Special Educator and Association President Rusty Talbot- parent Jade Monahan- parent Johannah Cacio- parent Molly McLean- parent Amy Mullins- School Board and parent Megan Detamore- School Board and parent Gordie Johnk- Principal, former parent</p>	<p>Arrival Procedure:</p> <ul style="list-style-type: none"> • Students should arrive at school no earlier than 7:30 (exception would be bussers). • Bussers will wear masks/shields, maintain physical distancing guidelines, and sanitize hands upon entering/exiting the bus. • "Walkers/Riders" will arrive to school in three different areas and wear masks/shields. • Kindergartners use the visitors parking areas near mosaic garden, enter building at door # A3 • 1st, 2nd, & 3rd graders use main drop-off circle, enter building at main entrance door # A1 • 4th, 5th, & 6th graders use small drop-off circle, enter building at field door # D19 • Temperature checks will be conducted by the cohort staff member at curbside. • Students are to proceed straight to their classroom. Locker visitation will be controlled by the teacher. 	<p>Dismissal Procedure:</p> <ul style="list-style-type: none"> • Bussers will be announced and exit building by their designated entrance/exit doors. • Walkers will be announced and exit building by their designated entrance/exit doors. • Riders will be announced by name and exit building by their designated entrance/exit doors. • Dismissal from school will take longer, please be patient with the system.
<p>Lunch Procedure:</p>	<p>Daily Screening:</p> <ul style="list-style-type: none"> • Temperature screenings will take place as students enter the building. They will be 	<p>Recess and/or Mask Breaks:</p> <ul style="list-style-type: none"> • Students will be expected to wear masks all day with mask breaks. Each teacher will determine

<ul style="list-style-type: none"> Lunches will be served either in the multi-purpose room or in the classroom, depending upon grade and scheduling. Physical distancing guidelines will be maintained in each area. 	<p>taken again at lunch time.</p> <ul style="list-style-type: none"> If students have a temperature, there will be a temperature retake after a small amount of time has passed 	<p>the number of mask breaks needed by his/her class.</p> <ul style="list-style-type: none"> If students can physically distance outside at recess, masks could be removed. If physical distancing is not occurring, masks will need to be worn.
<p>Distance/Online Learning Option(s):</p> <ul style="list-style-type: none"> Classroom teachers are not expected or recommended to perform both in-class teaching and remote teaching. Classroom teachers will focus on the students in their classrooms. Distance learners will have access to an educational platform in which to complete assignments and be assessed. The responsibility for learning is primarily on the student and parents. Office hours by Lafayette staff will support their efforts but not by a classroom teacher. Distance learning is very different than remote learning from last spring. The school will provide the structure and the family provides the supervision for learning. Two distance learning options are available: VLACS, the Virtual Learning Academy Charter School https://vlacs.org/ or Zearn for math (Khan academy for 6th grade), Time4writing for writing, Mystery Science/Generation Genius for Science and Raz Kids for reading. Please contact skoehler@lafayetteregional.org for more information. 	<p>Additional Information:</p> <p>Under the full reopening and hybrid models families are permitted to temporarily opt into an online environment for any reason. The online environment option under this provision is not the same as the remote learning model that will be utilized for all students if transmission rates increase. Students will be provided online learning that is aligned to grade level curriculum and have regular check-ins with school staff. Published platforms for online learning and collaborative efforts across towns may be utilized.</p>	<p>Lafter Care Information:</p> <ul style="list-style-type: none"> All school COVID-19 restrictions apply to our Lafter Care Program. We will stress the importance of trying to stay in our separate class cohorts but realize that will not always be a possibility. Lafter Care will stay outside for as long as possible, weather permitting. Students need to bring their own snacks this year. Parents are not allowed in the building, a call system will be used for pickups. <p>Stronger & Safer Together: Health Commitment for Families A commitment to provide an excellent educational experience while demonstrating strong anti COVID-19 safety measures.</p>

Landaff Blue School Building Specific FAQs

Start of School: Tuesday, September 8, 2020	Model of Instruction: Face-to-Face	
<p>Reopening Team Members:</p> <p>Molly Culver Denise Cartwright Jason Cartwright Cecily Wheeler Meg Hamilton Harry Mcgovern Jen Locke Dale Locke</p>	<p>Arrival Procedure:</p> <p>The two main doors into the building will be assigned to a grade based on classroom location.</p> <ul style="list-style-type: none"> • Temperature scans for each student will be taken. • An adult will monitor each door starting at 7:15am. They will help maintain physical distancing as students enter the school, as well as, any other duties required by the state or what is determined to be necessary, such as the use hand sanitizer as they enter. Students will report directly to their classroom. • Current recommendations advise parents and visitors will not enter the building. • Every Monday the Covid-19 questionnaire is required to be submitted. 	<p>Dismissal Procedure:</p> <p>Departure times will be staggered to avoid congestion in common spaces. We will have two cohort groups that will have a designated location outside where they will stand and wait for the bus or their ride. Parents will be asked to remain in their car.</p> <p>Parents with multiple younger students may need escorts to get safely to assigned doors or to their parent's vehicle.</p> <p>An orientation for parents to learn the new procedure will be needed.</p>
<p>Lunch Procedure:</p> <p>Lunch will be served in the lunchroom. When the weather is nice, it will be outside. Students will be in assigned seats and all facing the same way.</p>	<p>Daily Screening:</p> <p>The temperatures of all employees on-site will be taken with a non-touch thermometer each day upon the employees' arrival at work.</p> <p>If this is not possible, temperatures can be taken before arriving as long as it can sufficiently be authenticated by the employee. Normal temperature should not exceed 100.4 degrees Fahrenheit.</p> <p>Students will have their temperature taken prior to entering the school building.</p> <p>Parents are required to wait outside until the screening is complete. A staff member will let you know if the student is ok to stay at school. If they</p>	<p>Recess and/or Mask Breaks:</p> <p>Guidelines for recess are being developed. Plans are to:</p> <ul style="list-style-type: none"> • Limit interaction for those who are outside • Limit equipment and structure sharing. • Play organized games • Limited choice on the playground. • More recess/movement times. • Increased outside time with more recess and desire to hold classes in a healthier environment. • Mask breaks will be included throughout the day. Children and staff members at their desk will not have to wear masks. • Masks will be worn during transitions and on the bus.

	<p>have a fever of 100.4 or more, you will have to take the child home. The school nurse will follow up by phone.</p>	
<p>Distance/Online Learning Option(s):</p> <ul style="list-style-type: none"> Distance learning is very different than remote learning from last spring. The school will provide the structure and the family provides the supervision for learning. Students may enroll in VLACS for distance learning. Please contact m.culver@sau35.org for more information. 	<p>Additional Information:</p> <p>Under the full reopening and hybrid models families are permitted to temporarily opt into an online environment for any reason. The online environment option under this provision is not the same as the remote learning model that will be utilized for all students if transmission rates increase. Students will be provided online learning that is aligned to grade level curriculum and have regular check-ins with school staff. Published platforms for online learning and collaborative efforts across towns may be utilized.</p>	<p>Bus Procedure</p> <ul style="list-style-type: none"> Students will load the bus from the back first. When possible, siblings will be seated together. Seat students with one seat in between when possible. Students will wear masks. Students' temperatures will be checked when they come off the bus. If the child has a fever, they will wait in the isolation room, parents will be contacted to pick up their child.

Lisbon Regional Building Specific FAQs

<p>Start of School: Tuesday, September 8, 2020</p>	<p>Model of Instruction: Two weeks hybrid/two days per week followed by Face-to-Face on September 21</p>	<p>Board Vote: August 5, 2020</p>
<p>Reopening Team Members:</p> <p>Elizabeth Johnson, Sandra Roberts, JoLee Horvath, Joanna Currier, Brittany Dodge, Allison Marro, Lisa Colby, Rhienna Miscio, Micah Weaver, Michelle Williams, Leslie Houghton, Paula Frank, Mary Coleman, Kasey Grisham, Pauline Corzilius, Carlene Gadapee, Lila Hall-Nilsen, Christine Pallozzi, Nikki Woods, Julia Bisbee, Lisa Peterson, Mandy Bailey, Heather Walker, Mike McKeever, Trishia Guilmette, Kelly Locke, Chris Leavitt, Owen Clark, Arthur Boutin</p>	<p>Arrival Procedure:</p> <p>7:15 buses arrive, students go to breakfast or designated location</p> <p>7:25 walkers and parent drop off arrive and go to breakfast or classroom</p>	<p>Dismissal Procedure:</p> <p>Dismissals will be announced. Busses will be dismissed first</p>
<p>Lunch Procedure:</p> <p>*Temperature check will occur before or after lunch K-2 = Eating in the classroom, lunch with either be delivered or picked up 3-4 = Eating in classrooms 5-6 = Half will eat in the lunchroom, the other half will be outside or in the classrooms 7-8 = Half will eat in the lunchroom, the other half will be outside or in the classrooms (weather permitting) 9-12</p>	<p>Daily Screening:</p> <p>K-4 - gym lobby doors 7-8, 11-12 - main entrance 5-6, 9-10 - playground entrance</p> <p>Temperatures will be taken and screening questions will be asked. Temperatures will be taken again at lunchtime</p>	<p>Recess and/or Mask Breaks:</p> <p>K-4 = Students will mask during recess so they can have a somewhat normal recess; there will be designated areas for mask breaks</p> <p>Students will sanitize hands on the way out of the building for recess and again at the end of recess</p>
<p>Distance/Online Learning Option(s):</p> <p>The school is in the process of making a determination for distance learning.</p> <ul style="list-style-type: none"> Distance learners will have access to an educational platform in which to complete assignments and be assessed. The responsibility for learning is primarily on the student and parents. Distance learning is very different than remote learning from last spring. The school will provide the structure and the family provides the supervision for learning. 	<p>Additional Information:</p> <p>Under the full reopening and hybrid models families are permitted to temporarily opt into an online environment for any reason. The online environment option under this provision is not the same as the remote learning model that will be utilized for all students if transmission rates increase. Students will be provided online learning that is aligned to grade level curriculum and have regular check-ins with school staff. Published platforms for online learning and collaborative efforts across towns may be utilized.</p>	

<ul style="list-style-type: none"> We are looking at Edmentum's Calvert for grades K-5 and Odysseyware for grades 6-12 Please contact jadani@lisbon.k12.nh.us for more information. 		
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Profile Building Specific FAQs		
Start of School: Tuesday, September 8, 2020	Model of Instruction: Face-to-Face	Board Vote: August 20,2020
<p>Reopening Team Members:</p> <p>Profile Advisory Team: K. Sheehan, K. Jacobs, L. Morrison, K. McShane, J. Lawton, T, Wennrich, V. Moore, E. Sojka, K. Koprowski</p> <p>Profile Re-Entry Team: K. Sheehan, K. Jacobs, L. Morrison, K. McShane, J. Lawton, T, Wennrich, V. Moore, E. Sojka, K. Koprowski, Alyssa Presby, Jill Brewer, Cindy McLaren, Pdraic Foran, Kristen Bushway, Paul Savard, Jack Bartlett, Mike Charron, Jennifer Watson</p> <p>Profile Communications Team: K. Jacobs, V. Moore, C. Burnell, T. Burnell, J. Vienneau, U. Askins-Huber, H. Weeden</p> <p>Profile Curriculum Leaders: T. Dow, L. Innes, S. Mulcahy, P. Savard, M. Tasse, T. Marceau</p> <p>Specific Teams: Health & Safety: K. Koprowski, L. Morrison, A. Presby, J. Bartlett Learning Environment: K. Knighton, S. Ressler, K. Bushway, P. Savard PD: U. Askins-Huber, K. Knighton, E. Sweeney, L. Morrison Student & Staff Wellness: J. Brewer, P. Foran Logistics: K. McShane, A. Carvalho, M. Charron Community: J. Lawton, E. Sojka</p> <p>**Carlene Whitcomb & Coren Superchi (LRH) & Chief Jack Anderson (BFD)</p>	<p>Arrival Procedure:</p> <p>Students and parents/guardians are encouraged to seek private individual or small group (e.g., carpool) transportation to/from school to minimize potential close contact exposures. All adults dropping students off must wear a cloth face covering over their nose and mouth. Adults must stay in their vehicles at drop off/pickup. WW Berry will take care of all sanitizing of buses after each run</p> <p>Students will be required to wear masks Students will use hand sanitizer upon entering/exiting the bus Students will get a first pass if they arrive without a pass; bus slips will follow if it occurs again.</p> <p>Students, when possible, maintain at least six feet of physical distancing at bus stops and while loading and unloading the bus. W.W. Berry transportation will make efforts to space students on the bus so they are seated at a maximum distance from others; close household contacts (e.g., siblings) can sit together.</p> <ul style="list-style-type: none"> Bus rosters maybe adjusted to limit the number of students on buses (maximum 24) Students may be seated with family members when possible, otherwise one student per seat Buses loaded from back to front; alternating window and aisle seating in each row, assigned seating encouraged 	<p>Dismissal Procedure:</p> <p>Students and parents/guardians are encouraged to seek private individual or small group (e.g., carpool) transportation to/from school to minimize potential close contact exposures. All adults picking up students must wear a cloth face covering over their nose and mouth. Adults must stay in their vehicles at drop off/pickup. WW Berry will take care of all sanitizing of buses after each run</p> <p>Students will be required to wear masks Students will use hand sanitizer upon entering/exiting the bus Students will get a first pass if they arrive without a pass; bus slips will follow if it occurs again. Students, when possible, maintain at least six feet of physical distancing at bus stops and while loading and unloading the bus. W.W. Berry transportation will make efforts to space students on the bus so they are seated at a maximum distance from others; close household contacts (e.g., siblings) can sit together.</p> <ul style="list-style-type: none"> Bus rosters maybe adjusted to limit the number of students on buses (maximum 24) Students may be seated with family members when possible, otherwise one student per seat Buses loaded from back to front; alternating window and aisle seating in each row, assigned seating encouraged <p>Staggered pickup for private transport and bus. Students being transported in a private vehicle must be picked up no later than 2:15, unless administratively approved.</p> <ul style="list-style-type: none"> Middle School students will exit through the

	<p>Staggered drop off for private transport and bus. Students being transported in a private vehicle must not be dropped off earlier than 7:30, unless administratively approved.</p> <ul style="list-style-type: none"> • Middle School students will enter through the entrance at the end of the Middle School wing. • High School students will enter through the main entrance of the building <p>Limited points of access and timing. MS entrance using the MS side doors. HS & Staff through main entrance</p> <p>An adult will monitor the entrance starting at 7:30am. The staff member will help maintain physical distancing, monitor the self-service temperature check station, and attend to students using hand sanitizer as they enter the school. Students will report directly to their classrooms. Teachers will be in their classrooms by 7:30am.</p> <p>Close congregation will not be allowed. Upon arrival students will go directly to their first class. Staff will be monitoring before/after school to encourage physical distancing on school grounds.</p>	<ul style="list-style-type: none"> • entrance at the end of the Middle School wing. • High School students will exit through the main entrance of the building <p>Limited points of access and timing. MS exit using the MS side doors. HS & Staff through main entrance</p> <p>Close congregation will not be allowed. Upon arrival students will go directly to their first class. Staff will be monitoring before/after school to encourage physical distancing on school grounds</p> <p>Staggered drop-off up for private transport and bus. Students being transported in a private vehicle may be picked up by 1:25, unless administratively approved.</p> <ul style="list-style-type: none"> • Middle School students will exit through the entrance at the end of the Middle School wing. • High School students will exit through the main entrance of the building <p>Students will be dismissed in cohorts and will be picked up at designated areas in the parking lot.</p>
<p>Lunch Procedure:</p> <p>Students may remove their face coverings when they are eating or drinking but must be spaced at least 6 feet apart</p> <p>Classrooms, outdoor spaces and the cafeteria will be available for the staggered meal time. Tables in the cafeteria will be spaced out and additional spaces will be used to ensure physical distancing.</p> <p>All school meals will be served in small cohort sizes within the classrooms.</p> <p>Scheduled 'Grab & Go' options, either through delivery model or pickup.</p> <p>School meals may be served in the cafeteria.</p> <p>50% capacity; cohorts grouped together with 6 feet spacing.</p> <p>Prior to and after lunch hand sanitizer will be available, students will maintain physical distancing.</p>	<p>Daily Screening:</p> <p>Upon entering Profile, all students, staff and visitors will be screened for COVID-19 related symptoms.</p> <p>There will be a station at each entry point, with the following items: Disposable masks, hand sanitizer, a touchless thermometer and a clipboard with a sign-in sheet.</p> <p>All students and staff must wear a mask upon entering the building</p> <p>All students and staff must use hand sanitizer before and after signing in and out.</p> <p>All entrances will have a station set up to include hand sanitizers, and disposable masks.</p> <p>A sign-in/sign-out station will be located at the</p>	<p>Recess and/or Mask Breaks:</p> <p>1x a month: Wellness days for whole school (MS/HS staggered days)</p> <p>No specific scheduled breaks; teachers will be taking their cohorts outside-at the 'natural' break in classroom instruction.</p> <p>School will end at 1:20pm- to account for the day in masks</p>

<p>Limit use of keypad and cash; hand sanitizer available before use. Hot lunch will have a limited choice due to the need to preload and deliver meals. Pre-packaged boxes/bags for students. Be aware of allergies in the cohort of students eating in the classroom. Wipe down area before eating lunch. Use disposable food service items. Individuals should wear gloves when distributing food service items to students. Wash hands after removing gloves</p>	<p>main entrance to the building. All staff must have their temperature checked before continuing into the building and complete the COVID-19 Screening form. All students must have their temperature checked before continuing into the building. For students, the parents/guardians will be asked to screen their children for symptoms or risk factors daily before allowing the child to travel to school. Refer to the checklist of symptoms and risk factor screening questions to identify what symptoms and risk factors warrant the student to stay at home.</p>	
<p>Distance/Online Learning Option(s):</p> <ul style="list-style-type: none"> VLACs <p>Under the full reopening and hybrid models families are permitted to temporarily opt into an online environment for any reason. The online environment option under this provision is not the same as the remote learning model that will be utilized for all students if transmission rates increase. Students will be provided online learning that is aligned to grade level curriculum and have regular check-ins with school staff. Published platforms for online learning and collaborative efforts across towns may be utilized.</p> <p>Contact keshee@profile.k12.nh.us for more information.</p>	<p>Sports:</p> <p>Practices: MS Sports will begin at 1:30 and end at 3:00; HS Sports will begin at 4:00 and end at 5:30. Students must not arrive early or wait in between practices.</p>	<p>Link(s) to Additional School Specifics:</p> <p>Link to our plan</p>

SAU #35 Office

<p>Daily Screening:</p> <p>Employees will have temperature checks and fill out a daily screening form upon arrival.</p>	<p>Copiers/Bathroom/Common Areas' Touch Points:</p> <p>After use, employees will wipe down surfaces/touchpoints such as bathroom fixtures, kitchen areas, copiers, etc</p>	<p>Masks:</p> <p>Employees will be expected to wear masks at all times except when in their offices by themselves.</p> <p>Visitors will be required to wear masks at all times</p>
<p>Visitors:</p> <p>Visitors will be by appointment only and will have temperature checks & screenings upon arrival.</p> <p>Masks are required at all times.</p>	<p>Sanitizer available in every office space.</p>	
<p>Other:</p> <p>Workstations modified for 6 foot physical distancing.</p> <p>Deliveries to be left in hall.</p>	<p>No sharing of tools such as staplers, tape dispensers, pens.</p>	

Arts & Phys Ed Guidance with COVID-19

Visual Art	Physical Education	General Music
<ul style="list-style-type: none"> • Consider shorter classes to accommodate more classes consisting of smaller class sizes. • Consider staggered seating to ensure safe distances. • Consider having the Visual Arts educator teach virtually to a contained classroom. • Students and staff must wear face coverings at all times. • Avoid communal supplies. • When possible, develop personal student kits of supplies and tools (scissors, glue, brush, etc). • Consider purchasing one-use supplies such as pre-packaged air dry clay, etc. 	<ul style="list-style-type: none"> • Take your students outside if you have a large, safe space and weather conditions permit or utilize the gymnasium. • Remind students to wear appropriate clothes for the current weather conditions • Students and staff must wear face coverings at all times. • Use wet-erase floor markers, floor tape, field paint, and/or chalk to visually identify physical distancing. • Access technology (e.g., a digital projector and display, a megaphone, a sound system for music, a 	<ul style="list-style-type: none"> • Maintain a six-foot spacing while participating in music-making activities and a ten foot physical distancing rule for classes which require an increased heart rate, hence, deeper respiratory breathing. • Students and staff must wear face coverings at all times, even when singing. • Activities that require close contact or potential contact with another person should be excluded from instruction. • Provide lessons that limit instruments/voices (solos, small ensemble, sectional rehearsals, etc.). • Introduce alternate instrument classes that do not require strong exhalation such as guitar or ukulele.

<ul style="list-style-type: none"> • Ensure that no physical materials are transported back and forth between school and students' residences. • Educator sanitizes and wipes down communal materials and surfaces between classes. <p>No rags, sponges, or reusable cleaning materials. Avoid having students assist with distribution and collection of materials, except to dispose of their own waste. Consider purchasing a UV sanitizing cabinet.</p> <p>For more specifics, please click on the hyperlink: Visual Arts Education Return to School 2020</p>	<p>microphone, and/or an electronic whistle) to effectively communicate with classes.</p> <ul style="list-style-type: none"> • Limit use of equipment and eliminate shared equipment. • Students must be able to tie their own shoes, or wear shoes with velcro/other types of shoelaces. • Allow students to participate to the best of their ability while wearing the clothes they wore to school. Dress should not be a part of your grading system. • Plan alternative activities for students who are not wearing safe attire. • Students bring individual water bottles rather than using communal fountains. <p>Mini stations with a focus on fitness, social/emotional learning, eye/foot coordination, etc.</p> <p>For more specifics, please click the hyperlink: Health & Physical Education Return to School 2020</p>	<ul style="list-style-type: none"> • Instrument, equipment and music sharing should be prohibited. • Disinfect instruments, equipment and other materials between classes. <p>For additional information on strings, percussion, keyboards, guitar, percussion, piano, woodwinds & brass as well as choral music, please click on the hyperlink: NH Music Education: Return to School 2020</p>
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Athletics	Extracurriculars & Clubs
All school and district protocols and policies remain in effect.	
All athletics will operate under the parameters established by the New Hampshire Interscholastic Athletic Association (NHIAA) .	If current health and safety guidelines (including physical distancing , cohorting, wearing face masks, and group size) can be followed, then it is at the discretion of the building principal to allow extracurricular activities and clubs to meet in-person. Activities that can not be held in-person can be held virtually if the objectives of the activity can be met. All activities and clubs should be reviewed and considered on an individual basis.

Online or Distance Learning

An Alternative to School-Based Scenarios

Under the full reopening and hybrid models families are permitted to temporarily opt into an online environment for any reason. The online environment option under this provision is not the same as the remote learning model that will be utilized for all students if transmission rates increase. Students will be provided online learning that is aligned to grade level curriculum and have regular check-ins with school staff. Published platforms for online learning and collaborative efforts across towns may be utilized.

There are important factors to consider when deciding if this is an option to pursue for your child:

- Families should plan to stay in the online environment for the duration of a marking period. If a child intends to return to the physical school environment, advance notice will be required.
- It is the responsibility of the parent/guardian to ensure the child attends and engages with the work in order to meet the state attendance requirements. Daily attendance will be recorded.
- Classroom teachers are not expected or recommended to perform both in-class teaching and remote teaching. Classroom teachers will focus on the students in their classrooms.
- Distance learners will have access to an educational platform in which to complete assignments and be assessed. The responsibility for learning is primarily on the student and parents.
- Distance learning is very different from remote learning.. The school will provide the structure and the family provides the supervision for learning.
- All students with disabilities who have an IEP or 504 plan, are entitled to accommodations, as needed; special education services will be done remotely
- All students are entitled to be educated in the Least Restrictive Environment (LRE) to receive a Free Appropriate Public Education (FAPE)
- All families who choose to have their child(ren) educated via remote learning platforms, can choose to have their child receive Special Education and/or Related Services either via On-Site or Remote
- Special Education will continue to provide services, accommodations, and modifications, guided by the family's choice of on-site or remote learning this fall

Please note: Online or Distance Learning is not homeschooling. Families that elect a homeschooling model must submit a written request to the NH Commissioner of Education or SAU #35 Superintendent and become legally responsible for the education of the student. There would be no access to special services for students electing homeschooling.

Requirements	Special Education
<p>Create learning opportunities for students with disabilities aligned with general education and based on present levels of performance and needs identified in student's Individualized Education Programs.</p> <p>Provide students with a Free and Appropriate Public Education with the intent to protect the health and safety of students, as well as those individuals providing education, specialized instruction and related services to students.</p>	<p>The SAU #35 School staff will adhere to all state and federal guidelines when delivering special education and related services to students.</p> <ul style="list-style-type: none"> • Special Education and Related Service Providers will adhere to the SAU guidelines regarding social distancing, mask wearing, screening and room configurations when working with students. • Safety remains a top priority. Personnel will consider small cohorts of students whenever it is deemed to be reasonable. • Staff and students will begin each session with proper hand sanitizing. • Service materials are not to be shared among students and will be sanitized between each use. • Individual decisions for students with the most complex needs will be determined in collaboration with families, the IEP team and the Director of Student Services. • Alternative PPE equipment will be utilized to address unique circumstances, such as but not limited to: <ul style="list-style-type: none"> - Students with hearing impairments should be delivered services by the provider using masks with a see-through area around the mask. - When speech clarity is a concern providers can utilize a face shield that covers the entire face, below the chin and remain 6 feet apart at all times. • Meetings will be held remotely whenever possible. • Related Service Providers will limit entry into buildings by utilizing teletherapy whenever feasible. • Special education evaluations will be completed in person with personal protective equipment required for student/staff use. • Special Education and Related Service Providers will leverage the use of technology to enhance high quality instructional practices whether instruction is provided in person or remotely.

Requirements	Family & Student Engagement
<p>Comply with all state and federal family engagement requirements (e.g., School Governance Councils and Title I requirements) during the COVID-19 pandemic.</p> <p>Prepare to provide families with clear and ongoing communication about what to expect, during and prior to reopening. This includes, but is not limited to, guidance on the school protocols related to health and safety guidelines.</p> <p>Continue to engage with families and students as the reopening moves forward to ensure they are informed and have the ability to provide feedback.</p> <p>Make reopen plans available on the school's website, accessible, and clearly identify the school liaison.</p>	<p>The SAU #35 school staff will engage in regular and frequent communications with families at the district and school level.</p> <ul style="list-style-type: none"> • Information around reopening plans and the associated health and safety guidelines, as well as the names of the school liaisons, will be shared with families through both e-Blasts and on school websites. • Videos will be used to demonstrate health and safety protocols and familiarize students and families with the new school environment. • Classroom teachers may contact families and invite them to virtual and/or in-person meet and greet sessions. • Two-way communication will continue through additional thought exchanges and feedback gathered in interactive forums such as each school's Reopening Task Force.

Requirements	Social Emotional Learning and Mental Health
<p>Develop a clear communication plan regarding mental health support systems and interventions that are in place to assist students, families and staff.</p> <p>Develop a detailed plan to re-engage all students, staff and families. In particular, identify strategies to identify and engage populations and specific students that have been disengaged.</p> <p>Prepare staff to identify issues related to abuse and neglect in the context of the pandemic and comply with all mandated reporting requirements.</p>	<ul style="list-style-type: none"> • The SAU #35 School staff will reach out to all families at both a school and classroom level to welcome students back to the classroom environment and help them acclimate to in-school instruction prior to the beginning of the school. • A mental health screening process will be conducted to identify students that are at high-risk of needing mental health support upon their return to school- this could include an online screener, a student survey, or clear communication of a referral process to teachers who may observe student challenges. • Students that may have been disengaged in the spring distance learning will be contacted by support staff to determine how to best support a successful start to the school year. • A plan will be developed to provide specific professional development content for staff which is focused on navigating students return to school during COVID-19 • There is a renewed focus on social-emotional learning and mental health within the SAU and social-emotional instruction and supports such as Second Step, Responsive Classroom and Choose Love. • School support staff including school psychologists, mental health counselors and guidance counselors will collaborate with teachers to identify students that are having difficulty engaging or adjusting to the current environment. When necessary, tiered interventions will be layered to engage and support students. • Structure regular time in the school schedule (e.g. daily/weekly) for classroom meetings/lessons to deliver SEL instruction focused on areas like courage, gratitude, forgiveness and compassion. Teachers will develop content to support these lessons using the above listed SEL programs.

- The SEL content will be adapted to be able to be delivered in in-person, hybrid, or virtual scenarios.
- Upon returning to work, staff will engage in annual training around mandated reporting requirements.

Requirements	Cancellation of Classes, Remote Learning & Reopening
<ul style="list-style-type: none"> • The New Hampshire Health & Human Services is developing specific Contact and school-based indicators to assist leaders and define the appropriate decision-making approach. • Develop a plan for school class cancellations and reopening to be implemented in the event that the Superintendent, their designee, or state government suspends or cancels in-school classes for some or all participants. • Notify and consult with the NH DOE immediately if a school is contemplating class cancellations. • Include a communication plan and clear policies for faculty and staff regarding individual roles and responsibilities in the event of a shutdown occurring during the school year. • Prioritize ongoing educational opportunities when drafting the plan for a shutdown. Materials for continuity of learning must be made available to allow for school sessions to continue remotely. 	<ul style="list-style-type: none"> • The SAU #35 Schools will utilize the indicators provided by New Hampshire Health & Human Services to monitor the rates of COVID-19 in our schools and local and regional communities. • If guidance is issued for a partial or total closure of the physical school buildings, the SAU #35 Schools will notify all parties, including the NH Department of Education, and the district administrative team will determine next steps. • In considering options, the district team will first consider the extent of the impact (class, grade, school, district), the length of the impact (2-5 days, 14 days, indefinite), and the best method to continue instruction (hybrid model or remote learning). • Once a plan is established, it will be communicated out to families and staff utilizing our core methods of communication: e-blasts, social media and our district website. • Prior to re-entry, the district administrative team will determine steps for reopening and communicate these out to families and staff. <p style="text-align: center;">SEE ADDITIONAL GUIDANCE IN SCHOOL BASED SCENARIOS BELOW</p>

Parent Responsibilities	Student Responsibilities
<ul style="list-style-type: none"> ● Prepare for potential transitions between face to face and remote instruction ● Practice hand hygiene and sanitization in preparation for attending school ● Prepare and properly instruct your child on how to effectively wear a mask and practice mask sanitation ● Daily monitor and screen health concerns including temperature and/or screening checks ● Keep your child at home and communicate with the school and your medical provider if COVID-19 symptoms are present or if the student has been exposed to someone with COVID-19 including shared household members ● Always keep your child at home when they are sick ● Make sure your contact information is updated with the school ● Reinforce physical distancing and minimize exposure to large groups ● Answer your child's questions about the pandemic simply and honestly ● Recognize your child's feelings and model how to manage these feelings ● Travel increases your chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19. See travel information below. ● Communicate your needs and questions with the school staff. 	<ul style="list-style-type: none"> ● Prepare for potential transitions between face to face and remote instruction ● Practice hygiene and sanitation protocols ● Wear face masks as required ● Routine cleaning of high touch surfaces including, laptops and digital devices ● Adhere to physical distance guidelines ● Monitor health symptoms and maintain health screening practices ● Stay home when sick ● Communicate with your teachers about your needs and questions. ● Be responsible for your learning.

Travel Guidance for Employees and Families During the COVID-19 Pandemic
 CDC Update Aug. 9, 2020 DHHS Update July, 22, 2020

Travel increases your chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19.

You can get COVID-19 during your travels. You may feel well and not have any symptoms, but you can still spread COVID-19 to others. You and your travel companions (including children) may spread COVID-19 to other people including your family, friends, and community for 14 days after you were exposed to the virus.

Don't travel if you are sick or if you have been around someone with COVID-19 in the past 14 days. Don't travel with someone who is sick.

Any persons traveling internationally (including Canada), on a cruise ship, or domestically outside of Maine, Vermont, Massachusetts, Connecticut, or Rhode Island should quarantine for 14 days after return.

Guidelines for Personnel

The safety of our SAU #35 employees is a top priority during the COVID-19 pandemic. As we prepare to resume the school year in our school buildings, new procedures have been adopted to minimize the risk of exposure and spread. Outlined below is an overview of safety measures we plan to implement.

Employee & Employer Responsibilities	
<p>COVID-19 Protocols Employees will follow procedure related to hygiene which include:</p> <ul style="list-style-type: none"> • Frequent handwashing • Frequent and thorough cleaning and disinfecting of work spaces • Will wear a mask when not alone • Will mitigate risk of exposure by adhering to all state and federally ordered guidelines • Will participate in trainings outlined below 	<p>Policies & Procedures</p> <ul style="list-style-type: none"> • Employees must complete the daily screening tool • Employees must immediately report any symptoms to the building administrator or his/her designee • Employees must wear masks at all times, in common spaces and when not alone. • Must clean and disinfect work spaces • Identify use of sick leave under the CARES Act and/or FMLA policies • Employees reporting any of the travel-related risk factors must self-quarantine for 14 days after returning to New England from such travel per NH DHHS Update #19.
<p>Training Mandatory training will be provided to all employees prior to the return to school buildings. Required topics:</p> <ul style="list-style-type: none"> • COVID-19 overview • Handwashing • physical distancing • Use of PPE • Cleaning & disinfecting • Screening tool and self-reporting • Response to students and colleagues who are presenting with symptoms • When you should stay home • Response to symptomatic students and colleagues <p>Universal Guidelines for All NH Employers & Employees Cleaning & Disinfecting Public Spaces for COVID-19 COVID-19 FAQs</p>	<p>Employer Responsibilities</p> <ul style="list-style-type: none"> • The SAU will support each school in providing supplies required for cleaning and disinfecting work areas as well as PPE (Personal Protection Equipment) such as masks. • The SAU will consider the emotional and medical needs of all employees in accordance with federal guidelines and 504 plans. • The SAU will identify, designate and monitor the use of sick leave following CARES Act and FMLA guidelines. • See leave options below.

COVID-19 EMPLOYEE LEAVE OPTIONS

The following information outlines leave options available to employees of School Administrative Unit #35 as they pertain to the COVID-19 outbreak. We will continue to notify our employees of additional resources and/or leave entitlements as federal and state regulations surrounding this health crisis emerge.

All leave request questions should be directed to Tari Thomas, Interim Superintendent of Schools. Additionally, if an employee wants to discuss the need for job accommodations and feels they have protection under the ADA, they should contact our office as soon as possible.

Families First Coronavirus Relief Act (FFCRA)

This federal law was signed into law on March 18, 2020 in response to the coronavirus pandemic. It is effective from April 1, 2020 - December 31, 2020. The Act contains two parts: The Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA). Both of these components provide income replacement and job protection for certain COVID-19 related events and cover circumstances which would have fallen through the cracks in preexisting leave laws.

a. **EPSLA** - This leave applies to all employees, regardless of the length of service with the current employer and provides up to two weeks (10 days) of paid sick leave for full-time employees. Part-time employees are entitled to a prorated number of hours based on the average hours worked during the prior six (6) months. If the employee has worked less than six (6) months, the average number of work over an expected two-week period will be used. Leave is allowed under EPSLA if the employee:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.
*only applicable if the employee is unable to perform their duties including unable to telework or work remotely;
6. Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

PAID LEAVE ENTITLEMENTS

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- For reasons # 1 -3 above: 100%, up to \$511 daily and \$5,110 total
- For reasons # 4 & # 6 above: $\frac{2}{3}$ pay, up to \$200 daily and \$2,000 total
- For reason # 5 above: 2 weeks of paid sick leave, plus another 10 weeks of expanded family and medical leave (see below) paid at $\frac{2}{3}$, up to \$200 daily and \$12,000 total.

*A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

b. **EFMLEA** - EFMLEA provides up to 12 weeks of leave in the event the employee needs to care for their child whose school or place of care is closed. This is the only qualifying reason for leave under EFMLEA. In this circumstance, employees who have worked for the employer for at least 30 calendar days are entitled up to 12 work weeks of job-protected leave with a continuation of health insurance. The initial two weeks of leave is unpaid (however you can access the emergency paid sick leave for these first two weeks) with the remaining 10 weeks paid at ¾ the employee's regular rate of pay. The employer is not required to pay more than \$200/day or a total of \$10,000 under EFMLEA. EFMLEA leave is counted as part of the authorized 12 weeks of leave under regular FMLA. EFMLEA is intended to provide another qualifying reason for leave and provide pay, but it does not extend the total 12 weeks of leave authorized under FMLA. If any employee has already used 12 weeks of FMLA, they are not eligible for EFMLEA leave.

Family Medical Leave Act (FMLA) - Federal

To be eligible for FMLA, an employee shall have been employed for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. Eligible employees shall be entitled to a combined total of 12 weeks of leave per year to use for qualifying reasons. FMLA leave is unpaid, job protected leave where the district continues to pay its portion of the health insurance premiums.

NH FMLA - State (HB14)

September 26th, 2019, the Governor of New Hampshire signed into law HB14 and was made retroactive back to June 30, 2019. This new state law expands FMLA eligibility for NH School District employees by reducing the number of hours an employee must work in the year preceding their FMLA leave request from 1,250 to 900. The employee who has worked the 900 hours or more shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act.

Accrued Sick/Illness Leave

This is the sick leave employees are awarded each year as part of the employment package. Please see your collective bargaining agreements and/or contract for accrual and usage of sick/illness leave.

Illness/Sick Leave Bank

For employees who contribute to the sick leave bank as per their collective bargaining agreements, requesting leave from the bank may be an option should all other available leave options be used. The following collective bargaining agreements allow for eligible employees who are active participants to request sick bank days be awarded to them.

- Bethlehem Education Association (BEA)
- Lisbon Teachers Association (LTA)
- Profile Education Association (PEA)
- Profile Support Staff Association (PSSA)

Accrued Vacation Leave

Please see your collective bargaining agreements and/or contract for accrual and usage of any awarded vacation leave.

American's with Disability Act (ADA)

The ADA prohibits discrimination against people with disabilities. The ADA does not specifically name all impairments covered under this ACT, so if an employee thinks they might be entitled to protections under the law, they should reach out to the SAU#35 office to discuss options. Under the ADA, discussions between the employee and employer take place to try and find reasonable accommodations for employees that meet the criteria under this Act. Medica documentation supporting the disability will be required.

Worker's Compensation

If an employee is diagnosed with COVID-19, they may be eligible for Worker's Compensation. Current law says that in order for an employee to claim worker's compensation for an infectious disease, the employee must demonstrate that they contracted the disease in the course and scope of their employment. In the unfortunate event that an employee contracts COVID-19 at work, a worker's compensation claim can be filed and Primex will assess the claim and determine if coverage is warranted.

Unpaid Leave of Absence

Some collective bargaining agreements provide for an unpaid leave of absence for qualifying employees. All applications for such leave must be made in writing and approved by the appropriate school board prior to the beginning of the leave.

Protocols for Responding to COVID-19 Scenarios in School

Below is additional information on protocols for responding to specific COVID-19 scenarios this fall (www.doe.mass.edu). 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.

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. 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***. Younger children are strongly encouraged to wear masks. 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 (hand washing 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 the state 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 New Hampshire. All test results, both positive and negative, are reported to the New Hampshire Department of Public Health (DHHS). When a person has a positive COVID-19 test, it is the local board of health or the New Hampshire Contact Tracing 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.

Littleton Regional Health Care in Littleton, Weeks Medical Center in Lancaster and Rite Aid Pharmacy in Woodsville are our closest Testing sites.

Click here for a map of all NH testing sites: <https://drive.google.com/file/d/1ohtwb3yaFbhobmGzCxlptl-BdZT9O4e/view?usp=sharing>

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 Contact Tracing .).

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, DHHS defines close contact as:

- 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. New and unexplained symptoms could be COVID-19. 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:

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- 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, you may return to school after a 14 day quarantine or a negative COVID-19 test results.

Littleton Regional Health Care in Littleton, Weeks Medical Center in Lancaster and Rite Aid Pharmacy in Woodsville are our closest Testing sites.

Every school should have a list of available test sites. 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. Littleton Regional Health Care in Littleton, Weeks Medical Center in Lancaster and Rite Aid Pharmacy in Woodsville are our closest testing sites. See next page.

NH COMMUNITY-BASED COVID-19 TESTING OPTIONS

URGENT CARE CENTERS

ConvenientMD	ClearChoiceMD	ExpressMED / BOAC
U1 Bedford	U12 Alton	U24 Manchester
U2 Belmont	U13 Belmont	U25 Salem
U3 Concord	U14 Brattleboro, VT	
U4 Dover	U15 Epping	
U5 Stratham	U16 Goffstown	
U6 Keene	U17 Hooksett	
U7 Littleton	U18 Lebanon	
U8 Merrimack	U19 Lincoln	
U9 Nashua	U20 Littleton	
U10 Portsmouth	U21 Plaistow	
U11 Windham	U22 Portsmouth	
	U23 Tilton	

HOSPITALS

H1 Androscoggin Valley Hospital	Berlin	H11 Memorial Hospital	North Conway
H2 Catholic Medical Center	Manchester	H12 Portsmouth Regional Hospital	Portsmouth
H3 Cheshire Medical Center	Keene	H13 Southern NH Medical Center	Nashua
H4 Elliot Hospital	Manchester	H14 Speare Memorial Hospital	Plymouth
H5 Exeter Hospital	Exeter	H15 St. Joseph Hospital	Milford
H6 Franklin Regional Hospital	Franklin	H16 Upper Connecticut Valley Hospital	Colebrook
H7 Frisbie Memorial Hospital	Rochester	H17 Valley Regional Hospital	Claremont
H8 Huggins Hospital	Wolfeboro	H18 Weeks Medical Center	Lancaster
H9 Lakes Region General Hospital	Laconia	H19 Wentworth-Douglass Hospital	Dover
H10 Littleton Regional Healthcare	Littleton		

PHARMACIES

Walgreens Pharmacy	CVS Pharmacy
P1 Derry	P6 Concord
	P7 Concord
	P8 Salem
	P9 Manchester
	P10 Hampton
	P11 Hooksett
	P12 Nashua

Rite Aid Pharmacy

P2 Manchester
P3 Portsmouth
P4 Woodsville
P5 Nashua



Map is for graphical purposes only, it does not represent a legal survey.

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 NH Tracing to help identify close contacts to help them prevent transmission
 - Secure release from contact tracers (local board of health or Contact Tracing) for return to school

Quick Reference Sheet: Key Actions for Individual COVID-19 Events

Event	Location of Event	Testing Result	Quarantine
Individual is symptomatic	If an individual is symptomatic <u>at home</u> , they should stay home and get tested.	Individual tests <u>negative</u>	Return to school once asymptomatic for 24 hours
	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.	Individual tests <u>positive</u>	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 the local board of health or NH Contact Tracing .. 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.
		Individual <u>is not tested</u>	Remain home in self-isolation for 14 days from symptom onset
Individual is exposed to COVID-19 positive individual	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.	Individual tests <u>negative</u>	Return to school, if asymptomatic or once asymptomatic for 24 hours
	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.	Individual tests <u>positive</u>	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 the local board of health or NH Contact Tracing.. 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.
		Individual <u>is not tested</u>	Remain home in self-quarantine for 14 days from exposure

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 the local board of health or NH Contact Tracing .. 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):

- a. Send a communication to the other families in the student's class (e.g., cohort) that there has been a positive test without naming the individual student or staff member who tested positive.
- b. Communications sent to families/staff should:

Informing them there was a positive test (not the specific individual) in the self-contained classroom.

 - i. Explain that since they were within this cohort and may have been within 6 feet of the person with a positive test, they are considered a "close contact" and therefore should be tested. (In cases where the student may have been in close contact with others outside their cohort, having assigned seating and keeping up-to-date seating charts will help identify who should be instructed to be tested: specifically, those who were sitting next to the student, plus any others who also had close contact with the student).
 - ii. Instruct those designated as close contacts to isolate prior to their test and while waiting for the results. In general, as the highest yield test will be a few days after the exposure, ideally, the test should occur no sooner than day 4 or 5 after the last exposure. (In other words, if an exposure lasted several days, the best time to test is 4 or 5 days after the end of the exposure period).
 - iii. Explain that if close contacts choose not to be tested, the student or staff member should remain home in self-quarantine for 14 days.
 - iv. Remind families and/or staff of the importance of not having contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).
 - v. Remind families and/or staff of the list of COVID-19 symptoms for which to monitor.
- c. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:
 - vi. Make sure these students are wearing masks, including in kindergarten and first grade. Extra masks as may be needed should be provided by the school. Enforce strict physical distancing. Require students to wash their hands.
 - vii. The school should quickly identify the individuals who may be "close contacts" of the student and notify students and their families.

- viii. Caregivers of students in the class or other close contacts may pick students up prior to the end of the day. Caregivers must wear a mask/face covering when picking up their student. Students who are close contacts and students with any symptoms should not ride the school bus to get home. Caregivers and students, as well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.
- ix. Close contacts should not come back to school until they have received the results of testing (or elected to instead quarantine for 14 days) and are asked to communicate their test results to the school.
- d. As feasible, to assist with contact tracing, make a list including phone number and email of any other close contacts the student or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until the individual was isolated. Instruct those students and/or staff members to get tested according to the same protocol as the student's cohort above.

5. MIDDLE AND HIGH SCHOOL (e.g., no single self-contained classroom):

- e. 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.
- f. Follow the communication and other relevant Elementary School protocols above.
- g. Close contacts should be tested for COVID-19 at one of NH's test sites. Sites may require pre-screening, a referral, and/or an appointment.
- h. Instruct the student or staff member to isolate while waiting for the results of their test.
- i. An individual who does not wish to be tested should instead quarantine for 14 days 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.

Protocol: Close Contact of Student or Staff Tests Positive for COVID-19

1. Current NH DHHS guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.
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 NH test sites. 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 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 NH Contact Tracing .. 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."

Protocol: Student is Symptomatic at Home

1. Families should monitor students at home each morning for the most common symptoms of COVID-19 (see list above).
 - a. **IF NO SYMPTOMS:**
 - i. Send students 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 the student is staying home due to symptoms.
 - iii. Current NH DHHS guidance is that all symptomatic individuals in NH, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - iv. The student should get tested at one of NH's test sites. 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 the local board of health or NH Contact Tracing .. 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."

Protocol: Student is Symptomatic on the Bus

1. Although families are the most important first line of defense for monitoring symptoms, bus drivers and bus monitors also play an important role in flagging possible symptomatic students. Note: This will require training for bus drivers (and bus monitors, if applicable).
2. If symptoms are noticed as the student is getting on the bus and if there is a caregiver present, do not allow the student to board the bus. Caregiver should then **FOLLOW:** "Protocol: Student is symptomatic at home."
3. If a student is already on the bus, ensure the student is masked and keeps the mask on. Ensure other students keep their masks on. Ensure student keeps required physical distance from other students.
4. Bus driver/monitor should call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate cell phone numbers for school and district personnel (nurse or other medical personnel). The dispatch should contact the school to inform the school nurse (or school medical point of contact) of a possible symptomatic child.
5. School nurses (or school medical point of contact) should meet the bus as it arrives, wearing a mask. As practical, a student with possible symptoms should exit the bus first.
6. Bus should be cleaned / disinfected.

7. 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 medical waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room.
 - 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 a caregiver. The student should not go home on a school bus with other students.
 - iii. Current NH DHHS guidance is that all symptomatic individuals in NH, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - iv. Student should get tested at one of NH's test sites. 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 student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. 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 the local board of health or NH Contact Tracing .. 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."
 - b. **IF NO SYMPTOMS:** If the evaluation shows the student does not have symptoms, send the student to class.

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 the 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 a caregiver. The student should not go home on a school bus with other students.
- iii. Current NH DHHS guidance is that all symptomatic individuals in NH, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - iv. Student should get tested at one of NH's test sites. 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 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 the local board of health or NH Contact Tracing .. 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 or staff tests positive for COVID-19."
- b. **IF NO SYMPTOMS:** 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:** Come to work.
 - b. **IF ANY SYMPTOM:**
 - i. Do not come to work. Contact the COVID-19 point of contact and/or other absence reporting mechanism established by the school.
 - ii. Current NH DHHS guidance is that all symptomatic individuals in NH, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - iii. The staff member should get tested at one of NH' test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - iv. Isolate at home until test results are returned.
 - v. Proceed as follows according to test results:

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.

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 the local board of health or NH Contact Tracing. 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".

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 NH DHHS guidance is that all symptomatic individuals in NH, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - ii. The staff member should get tested at one of NH's test sites. 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 NH Contact Tracing .. 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".

Protocols for Potential School Closure (partial or full) or District Closure

Protocol: Presence of Multiple Cases in the School/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 will 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 boards and district leaders must consult with the local boards 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 NH DOE for further guidance.**
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 DHHS, the superintendent and school boards 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.**

Protocol: State-wide regression to a previous reopening phase

1. NH is tracking its overall statewide reopening in phases according to Stay at Home 2.0. Currently, NH is in a phase of reopening, where even more businesses can resume operations with specific guidance.
2. If NH moves back into a prior phase, NH DOE (in consultation with the NH COVID-19 Command Center and the Governor) will communicate with school districts and schools to determine whether in-person school should continue.

From: Massachusetts Department of Elementary and Secondary Education (07/17/2020) [Protocols for responding to COVID-19 scenarios, July 17, 2020](#)

SAU #35 Decision Tree			
Community Spread	Substantial	Minimal/Moderate	Low/No Spread
Instructional Model (as determined by each board in SAU #35)	Distance/Remote Learning	Hybrid	Traditional/Face-to-Face
Response (as determined by each board in SAU#35 in partnership with local health officials)	Targeted Closure with Remote & Distance Learning	Limited/Staggered Use of School Buildings Implementing alternating schedules for students with targeted distance & remote learning	School Buildings Open Implement preventative practices & additional proactive processes/protocols. Parents provided with a distance learning option.

Resources and Guidance Documents

[NH Grades K-12 Back to School Guidance](#)
[CDC School Readiness Planning Tool](#)
[Cleaning & Disinfecting Public Spaces for COVID-19](#)
[COVID-19 FAQs](#)
[American Academy of Pediatrics](#)
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
[CDC Considerations for School Closures](#)
[Frequently Asked Questions about Travel and COVID-19](#)
[NH Music Education](#)
[NH Music Education: Return to School 2020](#)

[Universal Guidelines for All NH Employers & Employees](#)
<https://www.dhhs.nh.gov/>
[Health & Physical Education Return to School 2020](#)
[Visual Arts Education Return to School 2020](#)
[MA DESE Initial Reopening Guidance](#)
[SAU#9 and SAU#19 Reopening Plans](#)
[Protocols for Responding to COVID-19 Scenarios in Schools](#)
<https://www.covidguidance.nh.gov/out-state-visitors>
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

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