

**Canterbury Elementary School  
Shaker Regional School District**

# **RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*

*August 17, 2020*



Dear Canterbury Elementary School Community,

This plan is intended to provide information and guidance as we look to reopen Canterbury Elementary School in a manner that balances the safety and well-being of our students and staff with the responsibilities of educating our students. This plan will need to remain flexible in order to respond to the ever-changing pandemic.

In the following pages, you will find information under three major headings: Academics, Health and Safety, and School Operations. The first 3-10 pages provide a summary of key information you will need to know for the reopening of school. Beginning on page 11, we have developed an appendix with additional details regarding these topics, for those who would like more information.

School will be different as our staff and students return to CES. We ask that you please use this information to begin a discussion with your student, in order to help them understand how and why things will be different.

We understand that your role as a parent or guardian in your children's education has increased as we navigate this pandemic. Our team at CES looks forward to continuing the work with our families, students, and community to provide the best learning experience possible for each of our students. Thank you for your continued support of our CES Community in these uncertain times.

Please feel free to contact the main office at 783-9944 if you have questions after reading through this plan.

**CES Return to School Committee**

Erin Chubb, Principal

Jeannine Myers, School Counselor

Lonnie Rutledge, School Nurse

Kimberly Briggs, Classroom Teacher

Andrea Cameron, Classroom Teacher

Hannah McCauley, Classroom Teacher

Tia Whitney, Classroom Teacher

Dawn Angus, Head Custodian

David Gingrich, Technology Integrator

Kristin Desborough, Library Media Specialist

Karen Gingrich, Enrichment Coordinator

## SECTION I

### ACADEMICS

The Shaker Regional School District will start the school year in a hybrid model. In accordance with this plan, students will (with some exceptions) be accessing their education both in-person and remotely in cohort groups. This plan is designed to outline what this will look like on a daily basis for your student and provide you with a description of the choices available to you.

#### **Option A: In-Person Learning - The Hybrid Model**

Students who choose the hybrid model will engage in in-person learning two days per week (most weeks). Monday will be a remote learning day for all students. Students will then attend school on either Tuesday and Wednesday or Thursday and Friday, depending on the student's assigned cohort group. Accommodations regarding cohort assignments will be made for households wherein students' last names vary.

#### **Option B: SRSD Remote Learning**

Students may elect to participate in classes remotely, interacting with classroom teachers through digital means only. Students will learn from home and will largely be working independently. Teachers will post assignments/lessons and share classroom information. Teachers will also be available to answer questions via email and Google Classroom (or See Saw for grades K-2).

#### **Option C: The Virtual Learning Academy Charter School (VLACS)**

Students may also elect to remain enrolled in Canterbury Elementary School while enrolling in VLACS, the Virtual Learning Academy Charter School. If you are considering selecting this option, please contact the main office at CES. *At this time, VLACS has closed new elementary enrollments.*

#### **Option D: Homeschooling**

In this option, students are unenrolled from Canterbury Elementary School. Parents/Guardians are required to notify the school and write a letter to the superintendent stating their intentions to homeschool their children. The guardian then becomes responsible for all aspects of the student's education.

#### **The Hybrid Model and Schedule**

Families who choose to send their children back to school in the hybrid model will be placed in either cohort A or B, based on their last name. As a general guideline, Cohort A will include students with a last name beginning with A-L, and Cohort B will include students with a last name beginning with M-Z. Some exceptions may exist for households that include multiple students with different last names.

#### **Monday at CES:**

Monday will be a remote learning day for all students, using Google Meet and email to communicate. Teachers will start the day with whole group morning meetings to introduce the learning focus for the week and provide some social opportunities. There may also be some whole group instruction.

Throughout the remainder of the day, teachers will schedule small group sessions to meet the academic needs of students.

### **Tuesdays - Fridays at CES:**

On in-person days, students will follow the schedule below:

8:10 Arrival (breakfast and morning recess)

8:30 School day Begins - Morning Meetings

8:50 Academics (literacy, math, and unified arts with science and social studies integrated in)

11:05 Lunch for group 1/Recess for Group 2

11:45 Lunch for group 2/Recess for Group 1

12:15 Academics (literacy, math, and unified arts with science and social studies integrated in)

1:45 Closing Circle

2:10 Dismissal Begins

For the students in the cohort that is scheduled to be at home, teachers will be providing assignments. These assignments may be given to students while in class, or shared online via Google Classroom (or See Saw for grades K - 2). In addition, we hope to offer small group interventions for students through our support staff, as needed.

### **The Remote Learning Model and Schedule**

Students enrolled in the remote learning option will largely be working independently at home. Teachers will post assignments/lessons and share classroom information. Teachers will also be available to answer questions via email and Google Classroom at the end of each day. As much support as possible will be given by classroom teachers who will be primarily focused on delivering direct instruction to the in-person cohort during the regular school day.

Remote learners should plan to join whole class morning meetings, followed by instruction on Monday mornings. Teachers may also schedule time for instruction and coaching on Monday afternoon. Tuesday through Friday, we are ending the in-person school day early, so teachers can be available to remote learners from approximately 2:15 - 3:15pm.

**Band and Chorus:** We plan to offer band through the use of percussion instruments. We do not anticipate being able to offer chorus at this time.

**Integrated Arts:** For the most part, our integrated arts teachers will be working with students in the students' regular classrooms. Physical Education will be held outdoors when weather permits. This plan is designed to limit exposure and facilitate contact tracing in the event of a student or staff illness.

**Intervention:** Students may be offered a scheduled time with an intervention teacher to work on specific student academic needs during their distance-learning days (at home days). These needs will be identified in collaboration with the classroom teacher.

### **Special Education Services**

The Director of Student Services will be offering IEP meetings for all students with IEPs in the first month of school to discuss student progress and determine an appropriate plan for moving forward.

The district will provide Special Education and related services to students with disabilities according to the Individuals with Disabilities Act (IDEA) along with the New Hampshire Rules for the Education of Children with Disabilities. The district will consider health and safety, as well as academic needs for all learners. Staff will honor physical distancing recommendations, while meeting students' medical, personal and/or support needs. Staff will ensure safety for students who need assistance with activities of daily living. Further, the district will determine how adequate space and facilities will be utilized to maintain the health and safety of students and staff. The district will provide students with specialized instruction including reading and math programs, speech and language services, occupational and physical therapy, counseling services, behavioral therapy and intervention, along with other special services as outlined in the student's Individualized Education Plan.

Please refer to the Appendix for additional information on Special Education.

## **SECTION II**

### **HEALTH AND SAFETY**

#### **Social-emotional Well-being of Students**

All school counselors will provide support and facilitate implementation of the "Choose Love, Brave New World" program for all students K-12 (the lessons are aligned with the American School Counselor Association standards). The school counselors will ensure that all lessons will be completed by December 2020.

Counselors will also be using a screening tool to help identify students who may need additional support and to evaluate the social/emotional learning progress of students. The district will provide families with an "Opt Out" form prior to completing the screening process.

Please refer to the Appendix for additional information regarding Social Emotional Learning Supports.

#### **Mask Requirements**

Per the Shaker Regional School District (SRSD) 2020-2021 Return to School Plan, all staff and students are required to wear masks at all times. Frequent mask breaks will be provided. If a student requires a modification or adaptation to this requirement, the parent/guardian shall contact the school nurse to discuss the required district exemption form.

[SRSD Mask Requirement Accommodation Form](#)

Families are encouraged to provide masks for their students. The district will also provide one mask to each student, and have a limited supply of disposable masks available.

Please refer to the Appendix to read the SRSD Mask Guidelines and Recommendations.

### **Failure to Comply with COVID-19 Health/Safety Protocols**

If a student intentionally ignores safety protocols, the following procedure will be followed:

- One verbal warning
- One office referral
- The student may be isolated in the health office and sent home

Willful or chronic failure to comply with mask-wearing or safety/distancing practices may result in the student's being shifted to our fully remote enrollment option.

### **Physical Distancing**

A minimum of 3 feet, with a goal of 6 feet, will be required. The district will add floor markers, establish traffic patterns, and minimize opportunities for groups to mix. Classrooms will be configured with the goal of 6 feet in mind.

### **Student Screening and Protocols**

People with COVID-19 have reported a range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Students shall be screened daily by their parent/guardian prior to allowing the student to travel to school. Screenings will include measuring of temperature and screening for symptoms and risk factors for COVID-19. Students will be screened through one of the following methods:

- The electronic COVID-19 screening tool provided by SRSD: responses shall be entered into the screening tool prior to the child traveling to school to determine if the student is able to attend school. This is the preferred screening method.
- SRSD screening tool document: this checklist may be used when the parent/guardian is unable to utilize the electronic screening tool. Students screened at home by this method may be subject to a screening upon arrival to the school building.
- Any student who appears unwell or reports feeling unwell will be referred to the school nurse following established protocols.

Please refer to the Appendix to read SRSD Protocol for Suspected or Confirmed COVID-19.

### **Hand Hygiene**

Staff and students should practice frequent hand hygiene, washing hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

Please refer to the Appendix for additional information regarding hand hygiene.

### **Nurse's Office and Isolation Areas**

Student and staff access to the nurse's office will be modified to take into account physical distancing and minimizing potential exposure to illness. Guidelines for accessing the nurse's office will be provided to students and staff.

### **Facilities Cleaning**

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. A cleaning schedule to disinfect workplace surfaces, chairs, tables, bathrooms, etc. will be adhered to in order to protect employees and students to reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting throughout the school day.

Please refer to the Appendix for details on the SRSD Cleaning Schedule.

### **Bathroom Usage During the School Day**

Maximum capacity for each bathroom has been established to allow for physical distancing. Signs will be posted with the maximum capacity on the door. Marked areas outside of restrooms will indicate where students should stand if they are waiting for the restroom.

### **Water Fountains & Water Coolers**

Water fountains will be disabled, other than the bottle filling mechanism. Students may bring a water bottle to school and refill it. Water coolers with paper cups are still available to be used at CES under teacher supervision. Students will be required to use hand sanitizer prior to utilizing the water coolers.

### **Visitor Restrictions**

Canterbury Elementary School will not allow normal visitation to our building. Only Canterbury Elementary School students, staff and approved contracted service providers are allowed in the building when students are present. The building will remain locked at all times.

## **SECTION III**

# **SCHOOL OPERATIONS**

**Enrollment Selection:**

Families have been surveyed to select an enrollment option for their students. Families should plan for their students to remain in this enrollment status through October 9.

**School Calendar - Week One:**

The first day of school for Cohort A and remote learners will be Wednesday September 9. The first day of school for Cohort B will be Thursday September 10. Friday September 11 will be a remote day for all learners.

**Chromebooks:**

All students will be provided with a Chromebook at the beginning of the school year. A pick-up day will be scheduled for remote learners. The opportunity to purchase insurance will also be provided via paperwork distributed in the first week of school.

**Student Arrival and Breakfast: Students may be dropped off beginning at 8:10 am.**

Students should maintain physical distancing and wear a face covering while entering the building. At this time, only staff and students are permitted to access the building. Students will exit the bus in an organized manner, following the driver's instructions to maintain physical distancing.

Students may get a school breakfast (to be eaten in the cafeteria or outside if weather permits) and play outside with supervision.

**Lunch, Recess and Mask Breaks:** Students will eat lunch in the cafeteria with appropriate physical distancing (6 feet). Recess will occur outside and will not include use of the playground equipment to begin the year. Students will learn new games that can be played at recess with physical distancing so they can remove their masks. Should weather conditions result in inside recess, teachers will provide opportunities for students to have non-structured down time in a safe way. Additional mask breaks will be given throughout the school day.

**Student Dismissal:** Walkers will be dismissed first. Bus students will be dismissed via the intercom system one bus at a time from their classroom. Car riders will proceed to the gym once the buses have been dismissed. Students should maintain physical distancing while transitioning through the hallways and dismissing from school. **Students will only be allowed to take their regularly scheduled bus.**

If you need to change your pick-up schedule for the end of day or an appointment, please call the office at 783-9944 or email [lblanchette@sau80.org](mailto:lblanchette@sau80.org).

**Communication Methods:**

To stay updated on the most current information:

1. Teachers and parents need to check their email often, as email will be the primary mode of communication.
2. District-level communication will come from the Superintendent of Schools.
3. Building-level communication will come from the building principal.
4. Class-specific communication will come from the student's teachers.

**Kindergarten**

Kindergarten registration is already well underway. Students can be registered online at [www.sau80.org](http://www.sau80.org) under Resources - ALMA Start or by calling the main office to obtain the necessary paperwork.

Kindergarten screening is planned for the week of August 25 and will take place at CES. You will be contacted by the main office to schedule an appointment. We will also be holding a parent information night during that week via Google Meet, so you can join the meeting using your computer from home. Kindergarten students will likely be scheduled for a short introduction to the school on 9/3, as we will not be able to conduct a normal open house.

**Bus Protocols:** Per the NH Reopening Guidelines, students and parents are encouraged to seek private transportation. Parents/guardians should screen their children using the protocols provided before allowing them to ride the bus. Students will sit one per seat or with one other member of their household and will be assigned seats. Masks will be worn at all times while boarding, riding and exiting the bus.

**First Student has further information on their website at <https://firststudentinc.com/>**

**Co-Curricular Activities:** Canterbury Elementary School will continue to offer as many of our co-curricular activities as possible. Each activity will be evaluated individually to determine if it can be offered while meeting health and safety protocols. An activity may be offered in-person or remotely, or it may be determined that the activity cannot be hosted in a safe manner.

## APPENDIX

### DEFINITIONS OF KEY TERMS

#### **Close Contact**

In accordance with NH DPHS, close contact will be defined as two or more individuals within six feet or less of each other for a cumulative duration of 10 minutes or more.

#### **Exposure**

A potential exposure means having household contact or close contact with an individual with confirmed or suspected COVID-19.

#### **Cloth Face Coverings**

Students and staff shall wear a cloth face covering or disposable mask. Acceptable face coverings shall meet the following CDC recommendations:

- fits snugly but comfortably against the top of the nose and cheeks, side of the face, and bottom of the mask
- completely covers the nose and mouth (we recommend a rigid nose strip to ensure the mask will remain in place while talking)
- is secured with ties or ear loops (students must be able to tie their own mask)
- includes multiple layers of fabric (does not allow light to pass through)
- allows for breathing without restriction
- can be laundered and machine dried without damage or change to shape
- masks with exhalation valves are not allowed
- neck gaiters or similar styles are not allowed

It is recommended that students and staff have extra masks or face coverings available each day to replace wet, torn, or soiled face coverings.

#### **Personal Protective Equipment (PPE)**

Personal protective equipment (PPE) is generally worn by healthcare professionals. PPE includes face masks, face shield/goggles, gloves, gowns and respirators. In the school setting, there may be situations that warrant PPE to be worn by educational staff. Staff training will be provided regarding indications for and proper use of PPE.

#### **Quarantine**

Keeps someone who was in close contact with a person who has COVID-19 away from others.

#### **Isolation**

Keeps someone who is sick or tested positive for COVID-19 without symptoms away from others.

## ACADEMICS

As part of our return to school plan for the fall, we are looking at the following areas to address as appropriate for students in their individual grade level assignments.

A focus upon return will be the social-emotional wellness of students. We understand that they have had different experiences and related emotions over the past several months. We will spend time engaging students, building relationships, and working through understanding individual circumstances. Our school counselors will work closely with our teachers, providing training to support the work staff are doing in the classrooms.

In regards to academics, we will gather data through baseline assessments. Assessments will be scheduled after a period of settling in; we expect the timelines for assessment to vary by grade level and potentially classroom groupings.

Our learning management system, Empower, helps indicate students' progress in the academic standards. Based on data from last year and the baseline assessments at the beginning of 2020-21, we will be able to address specific gaps in each student's learning. The goal for all students is to meet their grade level standards within the next two school years.

### **Completion Protocols**

Students not making progress, not completing academic assignments, or opting not to participate during hybrid/remote learning, risk being retained in their current grade level for the next academic year.

Although we do not anticipate widespread retention, it is important for students to participate actively in their learning and demonstrate proficiency in their academic standards.

### **Special Education**

Regular education teachers, service providers, and special educators will collaboratively plan learning tasks in order to consistently provide specialized instruction aligned to curriculum standards and competencies across all settings and provide accommodations for students who may be unable to independently follow school health and safety protocols.

- Classroom teachers, special educators, and related service providers will collaboratively plan for instruction and services to more efficiently integrate the IEP service delivery into the general education curriculum, and in some cases, decreasing the need for extensive service hours outside the general education classroom.
- IEP teams will determine how special education services are delivered based on a review of the evidence of student growth/success related to the approaches used prior to, during, and after distance learning to make these decisions.
- For students who are unable to wear PPE, the Special Education Team will determine alternative seating, instructional spaces and/or materials needed.

- Teams may consider a flexible student schedule so that transitions through hallways are scheduled at times when hallways are less populated.
- Specialized protocols for health and hygiene, toileting (diapering), and feeding will be established by the Team to provide for individual student needs.
- For students who are unable to wear a mask or require more significant physical support, the IEP team, including the school nurse, will meet to develop individualized protocols.
  - Consideration of documented student needs based on sensory issues, social-emotional, hearing and language will be reviewed.
  - In these cases, students and staff may have access to additional PPE as needed (e.g. goggles, clear face shields, masks, gloves and gowns) and alternative learning spaces may be considered to limit person-to-person contact.
- For families who choose to keep students at home during this period, Special Education Teams, including parents, will meet to consider the unique needs of the student and mutually agree on a plan for special education service delivery.
- It may be necessary to consider flexibility in staffing to support student services in a remote setting. For example, a case manager who provides remote instruction may be assigned students from multiple schools or at multiple grade levels based on the number of students in this learning environment.
- IEP teams will review data collected via distance learning within 30 days of the start of school to determine the need for compensatory services.
- All IEP Team meetings will be held with access to Google hangout remote platform. When possible, both the case manager and regular education teacher will attend in person allowing for social distancing, however, family members and itinerant/support staff and LEA will participate remotely.

## HEALTH AND SAFETY

### Social Emotional Learning Supports

To alleviate student anxiety, special attention will be paid to easing the transition back to school, including:

- Provide school-wide videos demonstrating expectations for personal protective equipment (PPE), social distancing, proper handwashing, procedural changes to new norms.
- At the start of school, time will be dedicated to community-building activities within the school.

In order to identify students who have suffered trauma since March 2020 so that they are ready and available to learn, we will:

- By school, review parent feedback data gathered from SEL surveys. [Return to School Parent Survey](#)
- DESSA - Mini to be administered to all students within the first two weeks of school.
  - [SE Screening - Opt Out Form](#)

- Provide training to recognize mental health concerns, while promoting social emotional wellness for all students and staff.
  - [Choose Love Brave New World Program](#) by December 2020

To connect students and families to appropriate mental health resources, we will:

- Create a resource list prior to the start of the school year to be sent to families that will be published on the school district website, and thereafter we will send periodic reminders to families.
- Use existing protocols to address the needs of identified students.

## **SRSD Mask Guidelines and Recommendations**

The CDC affirms that cloth face coverings are a critical tool in the fight against COVID-19 that could reduce the spread of the disease, particularly when used universally within communities. There is increasing evidence that cloth face coverings help prevent people who have COVID-19 from spreading the virus to others. The CDC recommends all people 2 years of age and older wear a mask in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.

### **Cloth Face Coverings:**

Students and staff shall wear a cloth face covering or disposable mask. Acceptable face coverings shall meet the following CDC recommendations:

- fits snugly but comfortably against the top of the nose and cheeks, side of the face, and bottom of the mask
- completely covers the nose and mouth (we recommend a rigid nose strip to ensure the mask will remain in place while talking)
- is secured with ties or ear loops (students must be able to tie their own mask)
- includes multiple layers of fabric (does not allow light to pass through)
- allows for breathing without restriction
- can be laundered and machine dried without damage or change to shape
- masks with exhalation valves are not allowed
- neck gaiters or similar styles are not allowed

It is recommended that students and staff have extra masks or face coverings available each day to replace wet, torn, or soiled face coverings.

### **Face Shields:**

It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for masks. Some people may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

### **Instructions for Wearing Masks/Face Coverings:**

1. Clean hands with soap and water or an alcohol based hand sanitizer prior to putting on your mask.
2. Inspect the mask and do not use it if it is damaged, wet, or dirty. Handle the mask by the ear loops or straps.
3. Apply the mask over the mouth and nose. Adjust the mask to the face, leaving no gaps at the sides.
4. Avoid touching the mask while wearing it. Change the mask if it gets dirty or wet.
5. To remove the mask, clean hands first. Remove the mask by the straps or ear loops, and pull it away from the face.
6. Wash your hands after removing the mask.
7. If you need to remove your mask, store it in an individual, labeled receptacle. When removing the mask, handle it by the straps or loops. Do not reuse the mask if it is wet or dirty.
8. Fabric masks should be washed daily, preferably in hot water.

### **When Are Masks Required:**

Per the Shaker Regional School District (SRSD) 2020-2021 Return to School Plan, all staff and students are required to wear masks at all times. Frequent mask breaks will be provided. Any staff member or student with a documented medical condition that prevents full time mask wear will contact their building principal to discuss the procedure prior to the beginning of the school year. [SRSD Mask Requirement Accommodation Form](#)

### **COVID-19 Symptoms**

People with COVID-19 have reported a wide range of symptoms, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. **If you answer “yes” to any of the following questions, the student should not come into the building. After following the normal call-in procedure to inform the school that the student will be absent, you will be contacted by the school nurse to follow up.**

- Do you/Does your student have any of the following new or unexplained symptoms?
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headaches
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

- Have you had close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days? Close contact is defined as any individual who was within 6 feet of an infected person for at least 10 minutes, starting from 2 days before illness onset.
- Have you traveled in the prior 14 days outside of New England (outside of NH, VT, ME, MA, CT, RI)? \*If you answer yes to this question, please contact the building nurse for additional screening criteria.

### **Helpful Resources:**

Video from the World Health Organization (WHO) on proper mask use:

[https://www.youtube.com/watch?v=9Tv2BVN\\_WTk](https://www.youtube.com/watch?v=9Tv2BVN_WTk)

Why do we wear a mask? For younger children:

<https://www.pbs.org/video/what-it-important-wear-mask-right-now-17gvqh/>

How to help your child adapt to wearing a mask:

<https://biasbehavioral.com/how-to-help-your-child-adapt-to-wearing-a-mask/>

## **SRS D PROTOCOL FOR SUSPECTED OR CONFIRMED COVID-19**

### **Monitoring staff and student absenteeism to identify illness patterns**

Outside of school hours, any person with suspected or confirmed COVID-19, or exposure to an individual with suspected or confirmed COVID-19 should contact their Healthcare Provider (HCP). These individuals may not enter the educational facility and must contact the school nurse.

### **Students:**

Any student absence due to illness shall require the Parent/Guardian report the illness symptoms to the school nurse by:

1. Completing the electronic COVID-19 screening tool, or
2. Reporting illness symptoms **directly to the school nurse**. This may be done via telephone, email, or voicemail. Illness symptoms should be reported to the school nurse as soon as possible. The school nurse will follow up with any additional questions related to symptoms and contact tracing.

### **Reporting and Investigating COVID-19 in the Educational Facility**

#### **Students Exhibiting Symptoms at the Educational Facility:**

When a student exhibits new or unexplained symptoms on the CDC list of possible symptoms of COVID-19 while at school, the student will notify a staff member. The school staff member will:

1. Ensure that the student is properly wearing a cloth face covering or mask.

2. Notify the building nurse and follow her instructions.
3. Under the direction of the school nurse, the student will receive a brief assessment and will be accompanied to the health office or to the isolation area.
4. Students meeting the criteria for dismissal will remain in the isolation area while the school nurse or other school employee contacts the parent for dismissal.
5. Parents are encouraged to provide current contact information and are required to pick up their child in a timely manner.
6. Students' return to school criteria will be based on current NH Department of Public Health Guidelines. The school nurse will provide these guidelines to parents/guardians.

#### Reporting and Investigating:

- The building School Nurse will be the primary contact person for the NH Division of Public Health Services.
- The building School Nurse will conduct an initial survey of close contacts of the ill student or staff member. This may include but is not limited to the school bus, classroom contacts, and household contacts.
- The School Nurse will contact Public Health for any suspected COVID-19 cases and will assist in their investigation and contact tracing.
- Household contacts of the ill individual will be excluded from school until reviewed by NH Public Health and a determination has been made.

#### **Hand Hygiene and Health Protocols**

Staff and students should practice frequent hand hygiene:

- a. Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- b. Always wash hands with soap and water if hands are visibly dirty.
- c. For younger children, when soap and water are not readily available, alcohol based hand sanitizer should be used under the direct supervision of staff.
- d. Teachers and staff should have an alcohol-based hand sanitizer available in all classrooms. When not in use, hand sanitizer should be kept out of reach of younger students (on a high shelf, cabinet, or in a backpack worn by staff outside).
- e. Supervise and help students needing assistance to ensure they are washing/sanitizing hands correctly, and to prevent swallowing of alcohol-based hand sanitizer.
- f. Hand hygiene should be practiced when arriving at the facility, before and after meals or snacks, before and during meal preparation or service as necessary to prevent cross contamination, after outside time, before and after going to the bathroom, after handling any bodily fluid, before and after medication administration, after cleaning up and handling any garbage, before and after touching a person's face covering or face, and prior to leaving for home.

Advise students, educators and staff to avoid touching their eyes, nose and mouth.

Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available). Alternatively, cough or sneeze into elbows.

### **Facilities Cleaning**

Shaker Regional School District will complete cleaning throughout the District in accordance with CDC Guidance, using EPA-approved disinfectants. The schedule of cleaning will be as follows:

- I. HVAC Filters - changed every 4th Monday by Custodial Staff
- II. Nurse's Office - Disinfectant spray & wipe after students cycle through by Nurse and/or Custodial Staff
- III. Isolation Area(s) - Electrostatic disinfectant spray as used by Custodial Staff
- IV. Common areas & heavy traffic areas - Disinfectant spray & wipe every 1 ½ hours by Custodial Staff
  - A. Outdoor areas including doorbells, buzzers, entry way door handles, railings
  - B. Hallway areas including door handles, handrails, water refill station/fountains, hand sanitizer stations
  - C. Restroom door knobs and handles, faucet handles, paper towel dispensers, soap dispensers, toilet paper dispensers, sanitary napkin dispensers, toilet flush handles, toilet door, door handles and locks
- V. Classrooms & Office - Disinfecting wipe after each use and when leaving the room by Staff member
  - A. Desks, tables, seats, inside door handles
  - B. Window latches
  - C. Classroom equipment such as microscopes, globes, etc.
  - D. Office Equipment such as copiers, fax machines, etc.
  - E. Telephones, touchscreens, keyboard, mouse
- VI. Classroom & Office - Nightly cleaning and electrostatic disinfecting spray by Custodial Staff
  - A. Desks, tables, seats, inside door handles
  - B. Waste and recycle bins
  - C. HVAC ceiling vents
  - D. Doors, closets, cupboards
  - E. Hand sanitizer stations
- VII. Cafeteria - Disinfecting Microfiber Pad cleaning after each service AND routine cleaning with electrostatic disinfecting spray nightly by Custodial Staff
  - A. Cafeteria tables and Chairs
  - B. Waste and recycle bins
- VIII. Cafeteria - Wiped with cleaning solution after each service by Food Service Staff
  - A. Countertops

- B. POS Touchscreens
- IX. Gymnasium - Routine cleaning and electrostatic disinfecting spray by custodial staff
  - A. Bleachers/seating
- X. Staff Room - The District discourages the sharing of resources. Cleaning by disinfecting wipe is the responsibility of the staff member who uses an item. Custodial staff will do routine nightly cleaning and electrostatic disinfecting spray.
  - A. Microwave, refrigerator, coffee maker, table, other.
- XI. Not available for use:
  - A. Vending Machines
  - B. Microwaves in the Cafeteria
  - C. Cafeteria Napkin Dispensers (prepackaged sets of plastic ware with napkins will be distributed with the meal)
  - D. Cafeteria trays

**Travel Restrictions**

In general, students and staff who have traveled outside of New England are expected to self-quarantine for 14 days before reentering the building.