

# SAU#9



## Re-Entry Plan

2020-2021

COVID-19

Dynamic and adaptable operational plans focused on reducing the risk of exposure to COVID-19 while providing for the eventual return to SAU#9 school facilities for students and staff members

Approved by SAU#9 Board on August 6th, 2020—Rev. 08.19.20

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Photo by KHS student Samuel McKinley

# Executive Summary

## Dear SAU#9 Community Members,

We are writing to update you on re-entry planning for the 2020-2021 school year. The health and safety of our students, staff and community is our top priority. The primary focus is on minimizing risk and creating a safer environment for the return to the facilities.

The re-entry planning committee has been meeting since mid-June. The committee is made up of about 50 members including, teachers, administrators, support staff, bus drivers, parents, school board members and doctors from our community. The committee's goal is to develop a dynamic operational plan for the return to SAU 9 school facilities for students and staff members. The plan will include multiple paths for a return. Resources from the American Academy of Pediatrics, Center for Disease Control, New Hampshire Department of Health and Human Services, as well as state guidance resources have been of great service in our plan development. At the same time, we recognize that no plan is completely risk-free.

Five subcommittees (transportation, co-curricular, personnel, scheduling, and facilities) have developed recommendations that were brought to the Steering Committee. A complete set of recommendations is being brought to the SAU 9 school board and local district school boards for acceptance. We are hopeful that an adopted plan will be communicated to the greater community in early August.

The plan will include concentrated attention in the areas of hygiene and sanitation, masks or other face coverings, physical distancing, and minimization of group intermingling. Planning also includes response protocols in the event of a student or staff member becoming sick. Regardless of whether the students return to school on-site or remotely, we acknowledge that "schooling" will be different from what has been experienced previously. There are three potential scenarios that are being planned for this fall as described below:

**Face to Face Reopening:** 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 and mandatory mask wearing would be 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. Students could have a schedule that would include two weeks of on-site instruction followed by two weeks of remote learning.

# Executive Summary

**Full Remote Learning:** All students would continue to be served through remote learning. This would look similar to the structure used during the spring of 2020. 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.

A series of over 20 listening sessions provided stakeholders the opportunity to ask questions, express concerns and be a part of the planning process. Through the listening sessions some parents expressed the desire to have more choice as we re-enter school this fall. Therefore, we are exploring models of distance learning.

The distance learning option would allow students to access their education from a non-school based location with an adequate internet connection. Learning would primarily be independent, and be supported at home through digital interactions. Depending upon demand, distance learning may be provided via VLACS or SAU9 educators. If we need to use VLACS, students would be working independently with VLACS staff. If we are able to assign SAU9 staff, your child would likely be in a cohort of students from across multiple schools and with a teacher not necessarily from their home school.

Participation in distance learning would require a commitment through the December holidays for K-8 students and through the end of the first semester for students at high school. (Please Note: Students who elect a face to face model and have to be out of school for a COVID-19 related reason would have access to remote instruction that is separate from this distance learning model.)

The COVID-19 pandemic has caused all aspects of our lives to change and adapt. We have learned from the experiences of Spring 2020 and look to improve our educational practices regardless of the scenario as a result. Regardless of the model adopted, we will focus on the continued development of high quality instruction and assessment practices. The current situation changes daily and with any unknown we can only make decisions based upon the information that we have currently. The goal of the re-entry plan is to have a dynamic operational plan for the safer return to SAU 9 schools.

Sincerely,



Kevin Richard,  
Superintendent of Schools, SAU#9



# Acknowledgements

A special thank you goes out to the members of the Re-Entry Steering Committee who devoted countless hours of research, planning and thoughtful discussion which led to the creation of the re-entry plan.

## RE-ENTRY STEERING COMMITTEE

**Kevin Richard**, Superintendent of Schools, SAU#9  
**Kadie Wilson**, Assistant Superintendent, SAU#9  
**Pam Stimpson**, Director of Special Services, SAU#9  
**Jim Hill**, Director of Administrative Services, SAU#9  
**Joe Lentini**, Conway School Board Chair  
**Nancy Kelemen**, SAU#9 Board Chair  
**Meredith Nadeau**, Superintendent, SAU#13  
**Kevin Carpenter**, Principal, Kennett High School  
**Rick Biche**, Principal, Kennett Middle School

**Jason Robert**, Principal, Conway Elementary School  
**Joe Yahna**, Principal, Josiah Bartlett Elementary School  
**Gayle Dembowski**, Principal, Jackson Grammar School  
**Dr. Wenda Saunders**, Pediatrician, Memorial Hospital  
**Dr. Rich Laracy**, Pediatrician, Saco River Medical Group  
**Pamela Clay-Storm**, School Nurse, Kennett High School  
**Helen Crowell**, School Nurse, Bartlett/Jackson  
**Matt Leavitt**, Director Emergency Manager  
**Linda Burns**, Deputy Director Emergency Manager

## TRANSPORTATION SUBCOMMITTEE

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**Susan Davison**, School Nurse, Conway Elem. School  
**Virginia Schrader**, Director, MWV Career & Tech. Ctr.

**Ben Falcey**, Bus Driver, Conway School District  
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**Cathy Baker**, Administrative Assistant, Conway Elementary School

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**Jeanne Twehous**, School Nurse, Kennett High School  
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**Dick Doble**, Building Supervisor, Kennett High School

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**Jennifer Murphy**, Dir. of School Counseling, Kennett High School  
**Marge Morrison**, Clerical Aide, Pine Tree Elem. School

**Chris Bailey**, Teacher / CEA Co-President  
**Amy Deshais**, Secretary, Josiah Bartlett Elem. School  
**Bill Aughton**, Conway School Board Member  
**Salvatore Guzzardi**, Music Teacher, Josiah Bartlett Elem. School  
**Sheila Sanfilippo**, Gr. 3 Teacher, Pine Tree Elem. School

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**Paula Jeffrey**, School Nurse, Kennett Middle School  
**Neal Weaver**, Athletic Director, Kennett High School

**Jessica DellaValla**, Director of Project SUCCEED  
**Kathleen Murdough**, Social Studies Teacher, Kennett High School

## SCHEDULING SUBCOMMITTEE

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**Kadie Wilson**, Assistant Superintendent, SAU#9  
**Anne Trumbull**, School Nurse, Pine Tree Elem. School  
**Kevin Carpenter**, Principal, Kennett High School  
**Carole Penza**, Gr. 6-8 Math Teacher, Bartlett Elem.

**Matt Liebenow**, Teacher / CEA Co-President  
**Susie Tofani**, Special Ed. Coord., Kennett High School  
**Gail Yalenezian**, Preschool Coordinator, SAU#9  
**Reed Van Rossum**, English Teacher, Kennett Middle School

# The Planning Process

## THE PLANNING PROCESS—DEVELOPMENT TIMELINE

June 10—July 22, 2020

July 20—July 28, 2020

July 29, 2020

August 6, 2020

Committee Work

Listening Sessions

Recommend Plan

SAU 9 School Board Report

Communicate Plan to the Community

# The Guiding Principles

*Realizing the potential of each and every student*

- ◆ Safety of students, staff and our community are the primary concern
- ◆ COVID-19 is a Dynamic and Evolving Situation
- ◆ Plans will be adaptable and focused on reducing risk
- ◆ Decision making process: attainable, beneficial, feasible

	Domain		
	Planning	Prevention	Response
Considerations/Strategies	Expert recommendations Supplies/Resource Needs Environmental/Facility Training Needs Communication Plans Scheduling Student and Staff Needs	Screening Interventions Implementing Prevention measures	Report of illness in student/staff Report of exposure to virus Crisis Plans Community Resources

# COVID-19 Guidance

## CURRENT GUIDANCE DOCUMENTS

- ◆ [NH.Gov Stay at Home 2.0 Universal Guidelines](#)
- ◆ [NH DOE—NH Grades K-12 Back –to- School Guidance—July 2020](#)
- ◆ [New Hampshire Department of Health and Human Services](#)
- ◆ [CDC Considerations for Schools- released May 19, 2020](#)
- ◆ [NH DOE Coronavirus Resources for Schools](#)
- ◆ [American Academy of Pediatrics— COVID-19 Planning Considerations: Guidance for School Re-entry](#)

## COVID-19 KEY UNDERSTANDINGS

### SPREAD

- Spread primarily person-person by respiratory droplet
- Respiratory spread through sneezing, coughing, singing, talking. Large droplets tend to fall.
- Some evidence of airborne spread meaning smaller droplets can live longer suspended in air.
- CDC estimates 1/3 of community spread is from asymptomatic carriers

### ACTIVE CASES

- NH Real Time Data for active cases: [NH DHHS COVID-19 Dashboard](#)

### VULNERABLE POPULATIONS

- **People at highest risk for severe disease include:** older adults and people with underlying medical conditions. [CDC Guidance](#)
- **Children:** Based upon available evidence children do not appear to be at higher risk than adults. A rare syndrome associated with coronavirus in children, MIS-C, is under investigation. [CDC Guidance](#)

### SIGNS & SYMPTOMS

*2-14 days after exposure*

- **May include:** fever, cough, shortness of breath, muscle aches, fatigue, sudden loss of taste or smell, and GI symptoms

### TESTING

- Recommended for anyone experiencing even mild symptoms of COVID-19 and any close contact to a confirmed case
- Currently testing is available at doctor's offices and through State [testing sites](#)

### VACCINE

- **Flu and Childhood Immunizations—** It is important to keep up to date on current seasonal flu vaccinations as well as childhood immunization schedules.
- NH School immunization requirements remain in effect for school entry
- **COVID-19 Vaccine—** We are hopeful for a future vaccine but stress the importance of healthy practices

# COVID-19 Guidance

## PUBLIC HEALTH ACTIONS

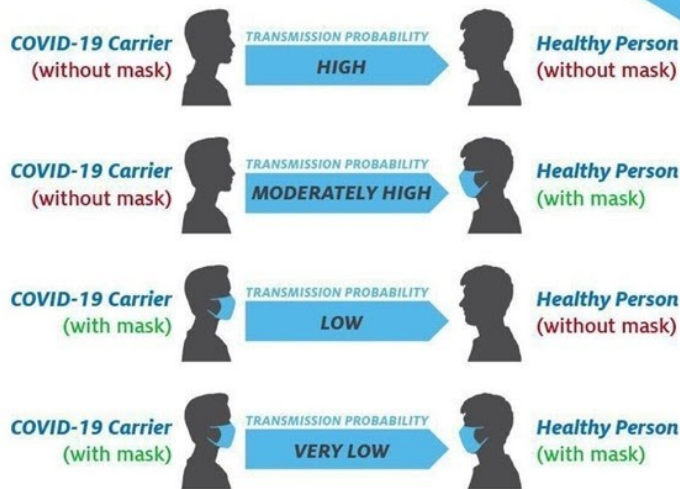
	WHY	HOW/ IMPLEMENTATION
Physical Distancing	<p>Protects individuals from respiratory droplets</p> <p>Protects individuals from contact with asymptomatic carriers</p>	<p><b>Modified Layouts:</b> classrooms, buses, nursing offices, playgrounds, etc.</p> <p><b>Closing Communal Spaces:</b> Where distancing measures cannot be applied</p> <p><b>Environmental Controls:</b> sneeze guards, one way hallways, visible reminders, ventilation</p> <p><b>Scheduling:</b> staggering drop off and pick up times or locations, smaller cohorts</p>
<p>Wearing Masks</p> <p>See page 9 For diagram</p>	<p>Current CDC and NH DHHS guidance encourages use of masks to prevent the wearer from spreading the virus through respiratory droplets released when breathing, talking, sneezing, coughing.</p>	<p><b>Proper education will be required:</b> Proper wearing of mask to cover nose and mouth, when to change mask and how to properly remove and store</p> <p>Not touching face/facemask</p>
<p>Self-Isolation and Self-Quarantine</p> <p>See page 9 For diagram</p>	<p>Self-isolation and self-quarantine are measures used to separate individuals who are infected or who might have been exposed to COVID-19 away from others. CDC and NH DHHS set forth requirements for individuals to self-isolate and self-quarantine.</p>	<p><b>Contact Tracing:</b> Responsibility of NH DHHS to trace and monitor contacts of infected individuals</p> <p><b>Isolation:</b> Test positive or have symptoms of COVID-19, isolate from everyone in household until at least <b>10 days</b> have passed since symptoms first appeared and at least <b>24 hours</b> have passed since recovery of symptoms (including fever without fever reducing medications)  <a href="#">NH DHHS Guidance</a></p> <p><b>Quarantine:</b> Exposure to virus through close contact or travel, stay home 14 days from last potential exposure  <a href="#">NH DHHS Guidance</a></p>



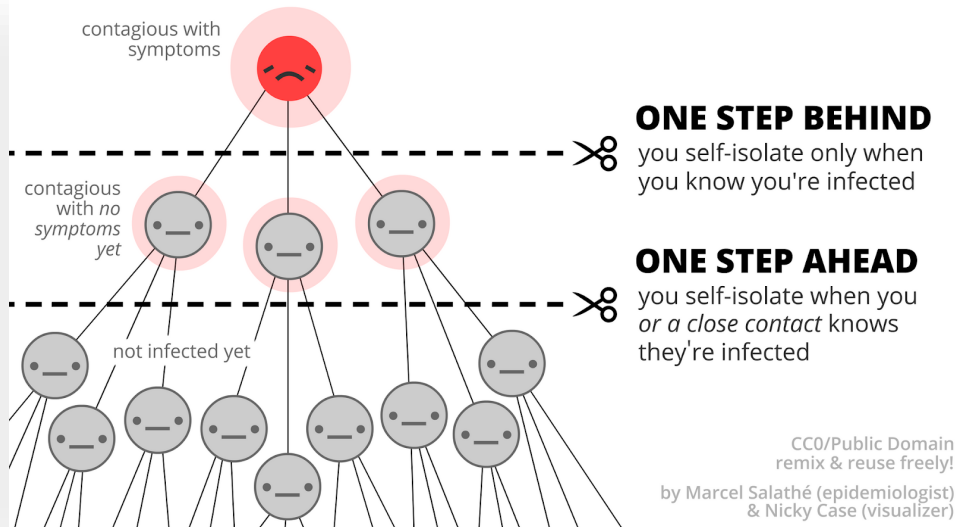
# COVID-19 Guidance

## PUBLIC HEALTH ACTIONS

### The Why of Masking



### The Why of Self-Isolation



# The School Environment

When students are in the school facilities for either full face to face instruction and/or the hybrid instruction, the school environment will look and feel different. Here are a few changes to expect:

Drop Off/ Pick Up	We may implement a staggered drop-off and pick-up schedule
Transportation	We will follow the guidelines outlined on the <a href="#">transportation page</a>
Health Screenings	SAU9 will require health screenings for staff and students
Quarantine / Isolation	If exposed to illness or presenting symptoms, students and staff may be required to quarantine
Facilities Usage / Access	Access to buildings will be limited and will follow strict usage guidelines as outlined in state and local polices  Outside space and proper ventilation will be utilized whenever possible
Visitors	When visitors and parents are permitted to be in the buildings, prior notification and/or appointment will be required
Sanitization Practices	Sanitization requirements and handwashing will be enforced  Enhanced daily sanitization practices for the facility and buses will be implemented
Masks	The use of masks will be required as mandated by health and school authorities. All homemade masks must be two layers of cotton.
Personnel	Trained personnel such as school nurses and bus monitors will be strategically utilized to ensure student and staff safety
Meals	Meals will be provided in a modified structure based on the current learning environment of our students
Co-Curricular	Athletic offerings will be based on the guidance of NHIAA recommendations and re-entry phases  Before and afterschool programming will be based on the state and local guidance and follow the re-entry phases

Subject to change based on the current local, state and federal regulations

# Responsibilities/Preventions

## Parent Responsibilities

- Prepare for potential transitions between face to face and remote instruction
- Practice 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
- 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
- Reinforce physical distancing and minimize exposure to large groups
- Coordinate short and long-term plans for transportation to and from school and follow [carpool recommendations](#)

## Student Responsibilities

- 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
- Follow [carpool recommendations](#)

## Staff Responsibilities

- Refer to [Personnel pages](#)

# Scheduling

**Scheduling Recommendations:** The Sub-Committee started by identifying non-negotiables involved in moving a recommendation forward. They include:

- Ensuring equitable opportunities for all students (on-site/remote)
- Adhering to reasonable and realistic expectations for students that are developmentally appropriate, as safe as possible, and that reflect our core values
- Paying attention to social and emotional needs of students and staff
- Ensuring students have access to meals (breakfast/lunch) each school day
- Providing ongoing access to Integrated Arts
- Meeting contractual obligations
- Meeting minimum standards required by DOE
- Providing access to special services

Scheduling scenarios are coded based on the following re-opening scenarios for the 2020-2021 school year. Decisions will be made in conjunction with public and local health officials.

Face to Face  
Reopening

Hybrid Reopening

Full Remote Learning

OR

Distance Learning

\*Alternative to  
School-Based Scenarios

# The Plan Scenarios

## RE-ENTRY PLAN SCENARIOS FOR THE 2020-2021 SCHOOL YEAR

### Face to Face Reopening

Students would return to school facilities. This would include modifications to schedules, proactive safety and sanitation protocols and changes to operational practices. Adherence to physical distancing guidelines would be expected.

- [Scheduling—Scenario 1](#)
- [Transportation](#)
- [Facilities](#)
- [Co-Curricular](#)
- [Personnel](#)
- [Food Service](#)
- [Responsibilities](#)
- [Responses](#)

### Hybrid Reopening

Students would engage in a combination of in-person and remote learning. Schedules would reduce the number of people in a facility at any given time. Students could have a schedule that would include two weeks of face-to-face instruction followed by two weeks of remote learning.

- [Scheduling—Scenario 2](#)
- [Transportation](#)
- [Facilities](#)
- [Co-Curricular](#)
- [Personnel](#)
- [Food Service](#)
- [Responsibilities](#)
- [Responses](#)

### Full Remote Learning

Students would receive instruction remotely using what we learned from the spring of 2020 to improve the model. 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.

- [Scheduling—Scenario 3](#)
- **NO Onsite Co-Curricular**
- [Food Service](#)
- [Responsibilities](#)
- [Technology Usage](#)

## Distance Learning

### \*Alternative to School-Based Scenarios

Students would access education from a non-school location over the internet. Depending upon demand, distance learning may be provided via VLACS or SAU9 educators. Through VLACS, students would be working independently with their staff. If we are able to provide this model using SAU9 staff, students would likely be in a multi-school cohort and with a teacher not necessarily from their home school. Participation would require a commitment through December for K-8 /end of first semester for KHS students. *(Note: Students who elect a face to face model and have to be out of school for a COVID-19 related reason would have access to remote instruction that is separate from this distance learning model.)*



# Scheduling - Scenario 1

## Face to Face Reopening

### Face to Face Scenario:

#### Goals:

- To create small cohorts focused on minimizing contact and potential exposure within the school community
- To provide maximum daily contact with students and support academic and social-emotional development.

Elementary	Middle School	High School
K-6 Students/ K-5 in Bartlett	Grades 7&8 in Conway/ Grades 6-8 in Bartlett	Grades 9-12
<p><b>Implementation Measures Associated with the Model:</b></p> <p>All spaces will be utilized (repurpose some existing spaces) to keep cohorts of students small</p> <p>Staff will be assigned to a small number of cohorts of students to maximize instructional opportunities while mitigating risk of exposure</p> <p>Use of outdoor learning spaces will be maximized</p> <p>Students will be grouped flexibly in terms of age and needs</p> <p>With medical documentation, a student who is medically compromised could remain in the remote classroom</p>	<p><b>Implementation Measures Associated with the Model:</b></p> <p>Each team will be broken into pods to keep cohorts of students small. Staff will be assigned to a small number of cohorts to maximize instructional opportunities while mitigating risk of exposure</p> <p>Instruction will include opportunities for interdisciplinary and project-based learning. Focus will be on the development of competencies.</p> <p>Advisory groups will support learning</p> <p>With medical documentation, a student who is medically compromised could remain in the remote classroom</p>	<p><b>Implementation Measures Associated with the Model:</b></p> <p>Given the number of individuals potentially in the building, a full face to face model is not a feasible option for all students. Grade 9 students would attend school face to face daily. Students in grades 10-12 would elect either a face to face or distance learning option.</p> <p>Students would take 4 courses per semester. Year-long courses (typically taught every other day) would become semester long courses with daily meetings.</p> <p>Instruction will be delivered in modules, meeting face-to-face for 2 weeks, followed by 2 weeks of on-site teacher supported independent work. This model allows educators to work with a limited number of cohorts of students at any given time</p> <p>With medical documentation, a student who is medically compromised could remain in the remote classroom</p>

# Scheduling - Scenario 2

## Hybrid Reopening

### Hybrid Scenario:

Goal:

- Provide face to face instruction for as many students as possible while reducing the number of people within the building at any one given time

Elementary	Middle School	High School
K-6 Students/ K-5 in Bartlett	Grades 7&8 in Conway/ Grades 6-8 in Bartlett	Grades 9-12
<p><b>Grades K-1:</b> Face to face daily</p> <p><b>Grades 2-6 Conway &amp; Jackson Grades 2-5 Bartlett:</b> Teams of teachers will be assigned to cohorts of students, flexibility grouped, where half the students are remote and half the students are face to face in 2 week intervals that rotate.</p> <p>With medical documentation, a student who is medically compromised could remain in the remote classroom</p>	<p><b>Kennett Middle School:</b> Each team will be broken into two pods with 1 pod remote and 1 pod face to face, rotating on 2 week cycles.</p> <p><b>JBES Middle School:</b> Students will be broken into 2 groups with 1 group on-site for face to face learning and the other group remote rotating on 2 week cycles</p> <p>Opportunities for interdisciplinary and project-based learning will be maximized</p> <p>With medical documentation, a student who is medically compromised could remain in the remote classroom</p>	<p>Students would take 4 courses per semester.</p> <p>Grade 9 and some students with specific needs would continue with face to face classes.</p> <p>Grades 10-12 would engage in remote learning. Instruction will be delivered in modules, focusing primarily on 2 modules for 2 weeks while engaging in teacher supported independent work for the other modules.</p> <p>Students would participate in their advisory groups both while face to face and remote.</p> <p>With medical documentation, a student who is medically compromised could remain in the remote classroom</p>

# Scheduling - Scenario 3

## Full Remote Learning

### Full Remote Learning Scenario:

Goal:

- To provide ongoing educational opportunities in an environment that poses the least amount of risk of exposure and spread.

Elementary	Middle School	High School
K-6 Students/ K-5 in Bartlett	Grades 7&8 in Conway/ Grades 6-8 in Bartlett	Grades 9-12

All K-12 students would engage in fully remote learning, using what new learned during the spring of 2020 to improve the model.

## Distance Learning

\*Alternative to School-Based Scenarios

Students would access education from a non-school location over the internet. Depending upon demand, distance learning may be provided via VLACS or SAU9 educators. Through VLACS, students would be working independently with their staff. If we are able to provide this model using SAU9 staff, students would likely be in a multi-school cohort and with a teacher not necessarily from their home school. Participation would require a commitment through December for K-8 /end of first semester for KHS students. *(Note: Students who elect a face to face model and have to be out of school for a COVID-19 related reason would have access to remote instruction that is separate from this distance learning model.)*

# Learning Model Comparison

Fall 2020	On-Site, Face to Face Learning	Distance Learning*
<b>Learning Locations</b>	School based, depending upon local COVID-19 conditions <ul style="list-style-type: none"> <li>On-site Face to Face (primary)</li> <li>Hybrid (See SAU9 Re-entry Plans)</li> <li>Remote</li> </ul>	All online
<b>Duration</b>	Dependent upon local COVID-19 conditions	<ul style="list-style-type: none"> <li>K-8 commitment through December holidays</li> <li>9-12 commitment through end of the first semester</li> </ul>
<b>Teachers</b>	School-based SAU9 certified educators supported by other staff	Depending on demand & SAU9 staff availability, may be VLACS staff or an assigned SAU9 staff member
<b>Classmates</b>	Cohort of students from enrolled school	<ul style="list-style-type: none"> <li>Cohort across schools OR</li> <li>Individualized learning through VLACS</li> </ul>
<b>Curriculum</b>	Based upon SAU9 competencies, including access to unified arts	<ul style="list-style-type: none"> <li>Based upon SAU9 competencies; <i>Note: there may not be access to certain classes, unified arts, or other school-based activities</i> OR</li> <li>Based on Common Core State Standards and materials from Florida Virtual School</li> </ul>
<b>Learning</b>	Socially constructed learning designed with flexibility should there be a need to move to a hybrid or remote model	Independent learning using primarily digital interactions
<b>Expectations</b>	Attendance and work completion as outlined in school handbooks, district policies & state regulations	<ul style="list-style-type: none"> <li>Daily engagement with all scheduled classes</li> <li>Completion of assignments as assigned</li> </ul>
<b>Teacher Time</b>	<ul style="list-style-type: none"> <li>Face to Face = 5 full days with school-based instructional team</li> <li>Hybrid= 2 weeks on-site face to face and 2 weeks remote (K/1 and Grade 9 would continue face to face)</li> <li>Remote = 5 days of remote instruction scheduled with school-based instructional teams</li> </ul>	Students would have access to a teacher remotely during set times
<b>Devices/Tech</b>	Devices provided to all students	Devices provided to all students
<b>Special Services</b>	Provided within the school day; Would include special education, 504, Title 1, reading, guidance and family support	Provided remotely as required by IEP or Section 504 plan
<b>Recommended for</b>	All students able to attend	<ul style="list-style-type: none"> <li>Students requiring a consistent alternative to face to face instruction</li> <li>Students unwilling to follow SAU9 COVID-19 protocols</li> </ul>

**\*Please note:** Distance Learning is NOT Homeschooling. Families who elect a homeschooling model must submit a written request to the NH Commissioner of Education or SAU9 Superintendent and become legally responsible for the education of the student. There would be no access to special services for students electing homeschooling.

# Transportation

**Transportation Recommendations:** Modified based on SAU-wide safety and monitoring protocols.

## ROUTES:

- Students will be assigned a bus
- School transportation will be from bus stop to school in the morning and from school to bus stop in the afternoon only
- Routes subject to change

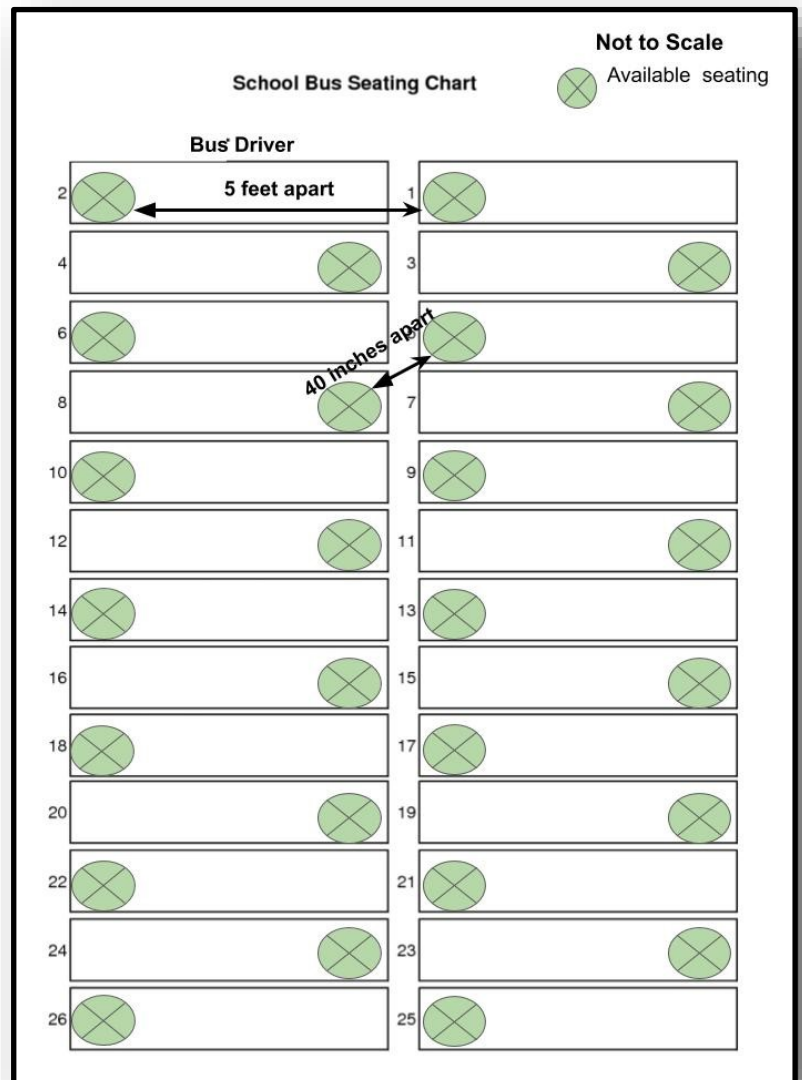
## STUDENTS:

- Student temperature and symptoms should be monitored by parents/guardians prior to arriving at the bus stop each day
- Students will wear facemasks on the bus at all times
- Students will sanitize hands upon entering the bus.
- Sanitizer will be administered by a bus monitor
- Attendance procedure to be taken by bus monitor to account for students present
- Students will have assigned seats and will be required to sit in the same seat each day
- Bus monitor will instruct students with loading and unloading the bus as needed
- **Bus Stop Recommendations:**
  - Wear masks
  - Maintain physical distancing
  - Avoid physical contact with others

## SEATING ARRANGEMENTS:

- Students will be assigned seats
- Buses can transport up to 26 people (25 students, plus the bus monitor)

- Seating Chart (see below)
- Across 5ft, Diagonal 40"
- Colored tape and symbols will be used to mark off and differentiate seats and non-seats





# Transportation

## **PPE REQUIREMENTS FOR STUDENTS:**

- Masks are required and will be provided to students upon boarding if they do not have one
- Seats clearly marked for social distancing
- Hand Sanitizer

## **BUS MONITOR RESPONSIBILITIES:**

- Help ensure the safety of the driver and students
- Reinforce and remind students of expectations
- Keeps attendance, seating chart
- Helps with hand sanitizing, distancing efforts and opening windows

## **DOCUMENTATION OF BUS ATTENDANCE:**

- Rider attendance will be taken daily and given to the office
- Bus stop changes and or addition of riders will not be allowed
- No "guests" will be allowed on buses (i.e. sleep overs, work drop offs, etc)

## **DRIVER SAFETY:**

- Masks and/or face shield, optional gloves, and sanitizer will be provided
- Daily screening of drivers temp & health questionnaire (standard in-building staff procedures)
- Hand washing/sanitizing often including before and after completing trips/routes
- Attempt to keep the same driver on the same bus
- Drivers will be trained on proper and thorough sanitation procedures
- No parents on the bus. Must use driver's window for any communication if needed
- Install plexiglass shield behind driver's seat

- Maximize ventilation - open windows and hatches depending on weather conditions and temperature

## **BUS DRIVER CLEANING RESPONSIBILITIES:**

High-touch surfaces in school buses that should be regularly cleaned include, but not limited to:

- Seats;
  - Inside hand railing;
  - Floors;
  - Interior windows and wall section below passenger windows;
  - Inside and outside door handles (including manual control for service door); Inside door grab handles, pads and armrests;
  - Keys;
  - Steering wheel;
  - Shift lever and console;
  - Dashboard;
  - Turn signal and wiper stalks;
  - Seat and Seat adjuster;
  - Any other parts that are commonly used and that may have been touched.
  - Proper disposal of all cleaning materials
- Sanitization procedures will take place between bus runs.

## **CARPOOL RECOMMENDATIONS:**

(based on CDC guidance)

- Beware of potential symptoms for COVID-19
- Keep yourself and passengers protected by:
  - Handwashing or use of hand sanitizer often
  - Keep a bottle of hand sanitizer available to use
  - Wearing face coverings for all parties
  - Attempt to create a physical distancing if possible
  - Disinfect your vehicle regularly

# Facilities

**Scope of work:** The purpose of this committee is to review the physical plant(s) and make recommendations for policies, purchases, and procedures related to the following:

## Facilities Re-Entry Committee Priority Matrix

	<b>Responsible Party</b>
	Custodial
	Maintenance
	Administration
	Teachers

Action	Completed before Re-entry
Disinfect high touch areas (door knobs, desk tops, faucets) regularly	YES
Mark social distancing in all hallways with blue painter's tape on walls	YES
Install "middle of the road" markings or barriers	YES
Block off sinks/urinals that are too close together	YES
Increase cleaning of all bathrooms	YES
Install signage in all mask mandatory areas	YES
Install sanitizer stations	YES
Install signs about washing hands	YES
Turn off air blower hand dryers	YES
Shut off ventilation to isolation room	YES
Remove area rugs and fabric upholstered furniture	YES
Install shields in frequent contact areas	YES
Turn off all drinking fountains	YES
Provide masks to all students and staff	YES
Develop protocols on who can enter the building	YES
Screening protocols for visitors	YES
Designate food distribution protocols	YES
Develop food service plans	YES
Provide regular trainings	YES
Purchase thermometers	YES
Develop drop off and pick up locations based on each site	YES
Purchase disinfectant and cleaning supplies	YES
Designate drinking water sources/bottle filling areas	YES
Designate area as isolated room for symptomatic students and staff	YES
Divide classrooms into small group cohorts	YES
Eliminate use of communal refrigerators (unplug) - Non-communal refrigerators are allowed	YES

# Facilities

**Scope of work:** The purpose of this committee is to review the physical plant(s) and make recommendations for policies, purchases, and procedures related to the following:

## Facilities Re-Entry Committee Priority Matrix

	<b>Responsible Party</b>
	Custodial
	Maintenance
	Administration
	Teachers

<b>Action</b>	<b>Completed before Re-entry</b>
Screen students in each classroom every day	YES
Establish social distancing for each class	YES
Assign materials to each student (pencils/computers/markers)	YES
Install "one way" arrows of travel in common areas	BY SCHOOL
Only use disposable plates and utensils	BY SCHOOL
Have touch free faucets in all bathrooms	ONGOING
Have touch free soap dispensers in all bathrooms	ONGOING
Have touch free towel dispensers in all bathrooms	ONGOING
Have touch free toilets in all bathrooms	ONGOING
Install toilet lids	ONGOING

At this time playgrounds are closed.

# Co-Curricular

## Co-Curricular Recommendations for In-person Programming K-12:

Co-curricular programming offers important opportunities for students to develop skills, build confidence and practice appropriate socialization skills. SAU 9 offers a diverse range of before and after school activities for students through athletics, clubs and Project SUCCEED. Below are general guidelines that apply to all co-curricular activities. In general these guidelines follow the School Environment guidelines for the school day.

- All school and district protocols and policies remain in effect.
- Only trained coaches, club advisors or volunteers can lead or supervise co-curricular activities.
- Any and all face to face gatherings must be approved by a building administrator.
- All students and staff will complete the SAU 9 COVID-19 screening questions, including taking temperatures, prior to attending any co-curricular activity. Anyone who is ill should stay home and contact their medical provider.
- Any indication of illness during any activity will be handled in accordance with the SAU 9 Response protocol.
- Adult and student attendance must be taken and maintained for each face to face meeting.
- For larger clubs, students should be organized into small static cohorts. If there is a need for students to work with others in a different cohort, consider virtual options. Cohort sizes should not exceed room occupancy limits as established by physical distancing guidelines.
- Virtual meetings will occur for groups that exceed physical distancing capacity of spaces.
- Clubs are encouraged to schedule meetings outside whenever possible.
- Staff will plan for and maintain appropriate physical distancing during face to face meetings.
- No communal or shared snacks can be provided or consumed. Individual snacks can be provided or brought by students. Snacking should be confined to a defined period of time with each individual responsible for cleaning and wiping down with sanitizer, their own space immediately after the snack time.
- High-touch surfaces and shared equipment will be sanitized with provided sanitizer following district sanitizing protocols and at the conclusion of any meeting or event.
- At the conclusion of any meeting or event students should leave immediately. No congregating is allowed inside or outside of buildings before and following events. Staff should plan for staggered departure times and departure routes.
- Live audience performances for indoor activities are not to be held at this time.
- Audience/spectators for outside events will be limited to a determined number of immediate family members and not advertised. School administration must be informed and will provide guidance on the appropriate numbers.

# Co-Curricular

## Additional Recommendations for Athletic Programming:

All individuals and user groups utilizing Kennett High School and Kennett Middle School athletic facilities will abide by all guidelines set forth by the CDC, the Governor Office's Economic Reopening Task Force, and the school. The following guidelines have been created to provide Kennett High School and Kennett Middle School athletics groups with the necessary steps to follow.

PHASE	OVERVIEW	GUIDELINES
<b>Phase 1</b> Kennett High School	Kennett High School athletics groups and outside user groups will be permitted to hold small, non-contact training sessions outdoors per the guidance of the Governor's Economic Reopening Task Force.	<a href="#">PHASE 1—Guidelines for Coaching Staff and Athletes attending training sessions</a>
<b>Phase 2</b> Kennett High School Kennett Middle School	Kennett High School and Kennett Middle School athletics groups will be permitted to hold small, non-contact training sessions indoors. Team sporting events and larger Kennett High School athletics group training sessions and practices are allowed for outdoor, low physical contact sports per the guidance of the Governor's Economic Reopening Task Force.	<a href="#">PHASE 2—Guidelines for Coaching Staff and Athletes attending training sessions</a>
<b>Phase 3</b> Kennett High School Kennett Middle School	Future phases are currently being developed but would consider the addition of full practices and interscholastic competition at some point.	



# Personnel

The safety of SAU 9 employees is our top priority during the COVID-19 pandemic. As we prepare to resume the school year in our school buildings, new procedures and policies have been adopted to minimize the risk of exposure and prevent the spread of COVID-19. Outlined below is an overview of safety measures implemented by SAU 9 employees upon re-entry to our school buildings.

## Employee Responsibilities

### SAU9 COVID-19 PROTOCOL

Employees will follow policies and procedures related to hygiene which will include, but not be limited to:

- Frequent handwashing
- Frequent and thorough cleaning and disinfecting of work spaces
- Employees must wear a mask at all times in common spaces and when not alone
- Employees will minimize their risk of exposure by adhering to all state and federally ordered guidelines
- Employees will be participate in training identified below

### TRAINING:

Initial training will be provided to all employees prior to the return to school buildings

- Trainings will be available online and in person
- Trainings will be mandatory for all employees
- Mandatory training topics:
  - ◇ COVID-19 overview
  - ◇ Use of PPE
  - ◇ Cleaning and Disinfecting
  - ◇ Screening tool use and self reporting responsibilities
  - ◇ Response to symptomatic students and colleagues
  - ◇ Training guidance:

[Universal Guidelines for All New Hampshire Employers and Employees](#)

[Cleaning and Disinfecting Public Spaces for COVID-19](#)

[What Covid 19 is, how it is spread and its symptoms](#)

### POLICIES & PROCEDURES:

- Employees must complete and document daily screening
- Employees must report symptoms to administration as soon as possible
- Employees must wear masks at all times in common spaces and when not alone
- Employees may not gather in shared spaces or use communal spaces or items
- Employees must clean and disinfect work spaces
- Employees must follow the [SAU 9 Covid19 Employee Responsibilities/Protocol](#)
- Identify use of sick leave, CARES Act, 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.

## Employer Responsibilities

- SAU will provide supplies required for cleaning and disinfecting work areas as well as PPE (masks and other as appropriate)
- Consider emotional and medical needs of all employees (especially those who are medically vulnerable)
- Identify, designate and monitor the use of sick leave, CARES Act, FMLA
- Use of PA system for announcements reminding employees and students to wash their hands, wear a mask and practice physical distancing

# Personnel

## SAU#9 Employee Daily Screening

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Temperature: \_\_\_\_\_ Time taken \_\_\_\_\_:

**If you have a temperature of 100 degrees or over, stay home, contact your medical provider and inform your building principal.**

### Employee Pre-Entry Checklist

To protect all users of our facilities we are asking all employees to complete the following questionnaire daily.

Question	Yes	No
Do you have any new or unexplained <u>symptoms of COVID-19</u> , (even mild), including: <ul style="list-style-type: none"><li>• Temperature of 100 F or greater</li><li>• Chills</li><li>• Cough</li><li>• Shortness of breath</li><li>• Sore throat</li><li>• Nasal congestion</li><li>• Runny nose</li><li>• Fatigue</li><li>• Muscle or body aches</li><li>• Headache</li><li>• New loss of taste or smell</li><li>• Nausea, vomiting or diarrhea.</li></ul>		
To your knowledge, have you been in <u>close contact</u> with a person with a confirmed case of COVID-19; or who is under investigation for COVID-19; or is ill with a respiratory illness?		
Have you been asked to <u>self-isolate or quarantine</u> by your doctor or a local public health official?		
In the last 14 days, did you <u>travel outside of New England</u> (outside of NH, VT, ME, MA, CT, RI)?**		

If you answer YES to any of these questions, stay home, contact your primary care provider or DPHS (211; 1-866-444-4211) and inform your building principal.

\*\*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 DPHS guidelines.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rev 8/19/2020

# Responses

RESPONSE: Plan of action for potential scenarios and protocols for return

Student or staff member- does not meet screening criteria prior to coming to school (Answers “Yes” to any screening questions):

SCENARIO	ACTION	Protocol for Return To School
<p><b>Individual has symptoms of COVID-19 outlined in <a href="#">screening questionnaire</a></b></p>	<ul style="list-style-type: none"> <li>• Exclude from school</li> <li>• Advise to contact health care provider for PCR or antigen test</li> <li>• School nurse or COVID Coordinator will monitor absence line list and timeline for return to school</li> </ul>	<ul style="list-style-type: none"> <li>• Provide written documentation of negative PCR or antigen test result (in accordance with NH DPHS guidance) <b>AND</b> person is fever-free, without fever-reducing medication, for at least 24 hours <b>AND</b> other symptoms are improving (per routine school policy),</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• person can provide written medical documentation that specific symptoms are chronic (not new) and part of a pre-existing medical condition</li> <li>• <b>If symptoms are new and testing is not conducted</b>, treat the individual as a suspected COVID-19 infection and allow return to school after <a href="#">CDC criteria</a> are met for removal from home isolation. Currently requires <b>10 days</b> since onset of symptoms, <b>and</b> when symptoms improved <b>and</b> fever-free for 24 hours without fever reducing medication, and district return to school protocols are met</li> <li>• Provide medical or public health documentation that self- isolation requirement has been met.</li> </ul>
<p><b>Individual reports <u>close contact</u> in the prior 14 days with someone who is <i>confirmed</i> to have COVID-19</b></p>	<ul style="list-style-type: none"> <li>• Report to NH DPHS</li> <li>• Exclude from school</li> <li>• Advise to contact health care provider for PCR or antigen test</li> <li>• School nurse or COVID Coordinator will monitor absence line list and timeline for return to school</li> <li>• Advise individual to follow NHDPHS guidance: <a href="#">Refer to Coronavirus Disease Self-Quarantine Guide</a></li> </ul>	<ul style="list-style-type: none"> <li>• Individual must self-quarantine for 14 days from last exposure, and provide medical or public health documentation that quarantine has been met</li> <li>• Individual cannot test out of 14 day self-quarantine in NH</li> </ul>

# Responses

SCENARIO	ACTION	Protocol for Return To School
<p><b>Individual reports <u>close contact</u> in the prior 14 days with someone who is suspected to have COVID-19</b></p>	<ul style="list-style-type: none"> <li>• Exclude from school</li> <li>• Siblings of students who are undergoing testing for mild non-specific symptoms do not need to be excluded</li> <li>• Siblings of students who are undergoing testing for highly suspect symptoms should be excluded from school</li> <li>• School nurse or COVID Coordinator will monitor absence line list and timeline for return to school</li> <li>• Consult with NH DPHS, if needed</li> <li>• <a href="#">Refer to Coronavirus Disease Self-Quarantine Guide</a> (NH DPHS)</li> </ul>	<ul style="list-style-type: none"> <li>• If person suspected of COVID-19 undergoes PCR or antigen testing (in accordance with NH DPHS guidance) and result is negative, individual in close contact may return to school</li> <li>• If suspected case is not tested, then student in close contact should self-quarantine for 14 days from last day of exposure to the individual, unless otherwise specified by NH DPHS</li> </ul>
<p><b>Traveled outside of New England States (NH, ME, CT, RI, MA, VT) in prior 14 days</b></p>	<ul style="list-style-type: none"> <li>• Exclude from school</li> <li>• School nurse or COVID Coordinator will monitor absence line list and timeline for return to school</li> <li>• Advise individual to follow <a href="#">NH DPHS guidance</a></li> <li>• <a href="#">Refer to Coronavirus Disease Self-Quarantine Guide</a> (NH DPHS)</li> </ul>	<ul style="list-style-type: none"> <li>• If traveled outside of New England, individual must self-quarantine for 14 days from last day of travel outside of New England</li> <li>• Individual cannot test out of 14 day self-quarantine in NH</li> </ul>

# Responses

Student or staff member– potential scenarios presenting during the school day

SCENARIO	ACTION	Protocol for Return To School
<p><b>Confirmed or suspected case of COVID-19 reported to school</b></p>	<ul style="list-style-type: none"> <li>• Advise person with suspected or confirmed COVID-19 to isolate at home and contact health care provider</li> <li>• Persons suspected of COVID-19 should be directed to get PCR or antigen tested for COVID-19 (in accordance with NH DPHS guidance)</li> <li>• Consult with NH DPHS for guidance</li> <li>• NH DPHS will work with school nurse or identified point of contact at the school to determine close contacts and decide who will need to self-quarantine</li> <li>• NH DPHS will work with schools to notify and inform parents/guardians, students, and other staff of any exposures to people confirmed to have COVID-19</li> <li>• Inform building administration</li> <li>• Follow facility cleaning and disinfection recommendations from CDC.</li> <li>• <a href="#">Refer to Coronavirus Disease Self-Isolation Guide</a> (NH DPHS)</li> <li>• <a href="#">Caring for someone who is on isolation-</a> information for families</li> <li>• <a href="#">Refer to Coronavirus Disease Self-Quarantine Guide</a> (NH DPHS)</li> </ul>	<ul style="list-style-type: none"> <li>• Individual with COVID-19 can return to school after <a href="#">CDC criteria</a> are met, and provides medical or public health documentation that self-isolation requirement has been met</li> <li>• A follow-up negative test is not required for return to school</li> </ul>

# Responses

SCENARIO	ACTION	Protocol for Return To School
<p><b>Students identified with any new or unexplained symptoms of COVID-19 during the school day</b></p> <ul style="list-style-type: none"> <li>• Fever or chills (including subjective fever)</li> <li>• Cough, shortness of breath or difficulty breathing</li> <li>• Sore throat, nasal congestion, or runny nose</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> <li>• Additional MIS-C symptoms               <ul style="list-style-type: none"> <li>- New rash</li> <li>- Neck pain</li> <li>- Bloodshot eyes</li> <li>- Abdominal pain</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Have student put on a surgical mask (covering nose and mouth)</li> <li>• Student should be placed in an isolation room, not in the health office</li> <li>• <a href="#">Don appropriate PPE</a></li> <li>• Assess and document temperature and any other pertinent symptoms</li> <li>• Attempt to identify any risk factors such as exposure to a suspect or confirmed case, or recent travel outside New England</li> <li>• Avoid or minimize close or physical contact, if possible</li> <li>• Contact parent or guardian for immediate pick up via private transportation.</li> <li>• Advise contacting their health care provider for COVID-19 testing</li> <li>• If there is a high suspicion for COVID-19 recommend dismissal of any siblings or household members</li> <li>• Notify building administrator</li> <li>• Notify NH DPHS for highly suspect cases</li> <li>• Clean and disinfect isolation room</li> <li>• If highly suspect case, consider relocating classroom and follow cleaning and disinfection procedures</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Follow same guidance outlined above for individuals identified with symptoms of COVID-19 during the screening process</a></li> </ul>
<ul style="list-style-type: none"> <li>• Staff identified with any new or unexplained symptoms of COVID-19 during the school day</li> </ul>	<ul style="list-style-type: none"> <li>• Dismiss immediately and notify building administrator</li> <li>• Staff should contact their health care provider for PCR or antigen testing</li> <li>• If nurse needs to evaluate staff member, follow the same procedure as with a student (outlined above)</li> <li>• If highly suspect case consider relocating classroom and follow cleaning and disinfection procedures</li> <li>• Notify NH DPHS for highly suspect cases</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Follow same guidance outlined above for individuals identified with symptoms of COVID-19 during the screening process</a></li> </ul>



# Responses

SCENARIO	ACTION	Protocol for Return To School
<p><b>Emergency Warning Signs:</b></p> <ul style="list-style-type: none"> <li>• Trouble breathing</li> <li>• Persistent pain or pressure in chest</li> <li>• New confusion or inability to stay awake</li> <li>• Bluish lips</li> <li>• Any other symptoms that are severe or concerning to you</li> </ul>	<ul style="list-style-type: none"> <li>• Call 911 and notify the operator that you are seeking care for someone that may have COVID-19</li> <li>• <a href="#">Don full PPE</a></li> <li>• COVID-19 CPR guidelines <a href="#">RED Cross</a></li> <li>• COVID-19 CPR guidelines <a href="#">American Heart Association</a></li> <li>• Follow School Emergency Response Protocols</li> <li>• Notify NHDPHS of highly suspect case</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Follow same guidance outlined above for individuals identified with symptoms of COVID-19 during the screening process</a></li> </ul>

## NH DHHS Contact Tracing Plan Key Principles

- People who have tested positive for, or are showing symptoms of, COVID-19 should stay home and follow [isolation guidelines](#).
  - People who have recently had close contact with a person with COVID-19 should stay home and follow [quarantine guidelines](#) for 14 days after their last exposure to the person with COVID-19. They should undergo PCR [testing for COVID-19](#), even if asymptomatic, to diagnose infection as soon as possible so that DHHS can trace their contacts to contain further spread of COVID-19. If the PCR test is negative, however, the person cannot stop quarantine earlier than 14 days.
  - If a confirmed case of COVID-19 occurs in a congregate setting, NH DHHS will work with the organization to identify people who had close contact with the person (being within 6 feet of the person for > 10 minutes) and provide instructions for quarantine.
  - People who are isolated due to infection, or quarantined due to exposure, will be monitored by public health officials. They should not be allowed back into public settings until released from isolation/quarantine by public health. They should be provided support for remote learning.
  - Organizations should follow [CDC guidelines for cleaning and disinfection](#) following identification of a case within their setting.
  - Additional measures may be necessary if multiple cases or an outbreak occur. Comprehensive [guidance](#) is available on the CDC website.
- Source:** <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-case-investigation-plan.pdf>

# Responses

## New Hampshire COVID-19 Case Investigation and Contact Tracing Plan

Figure. Overview of Case Investigation and Contact Tracing in Congregate Settings

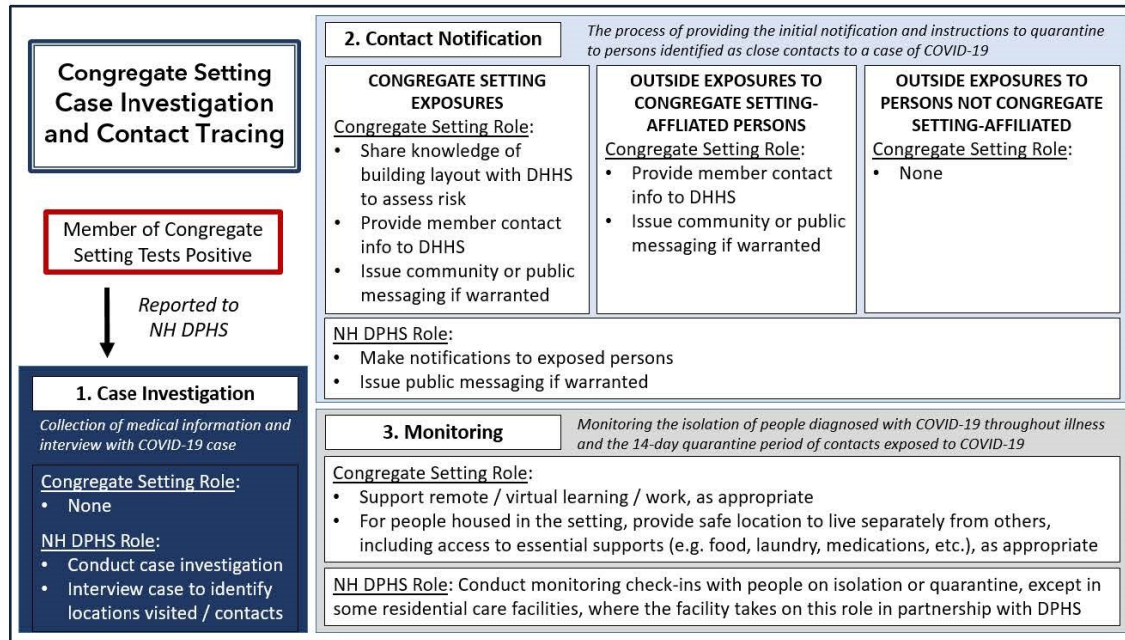
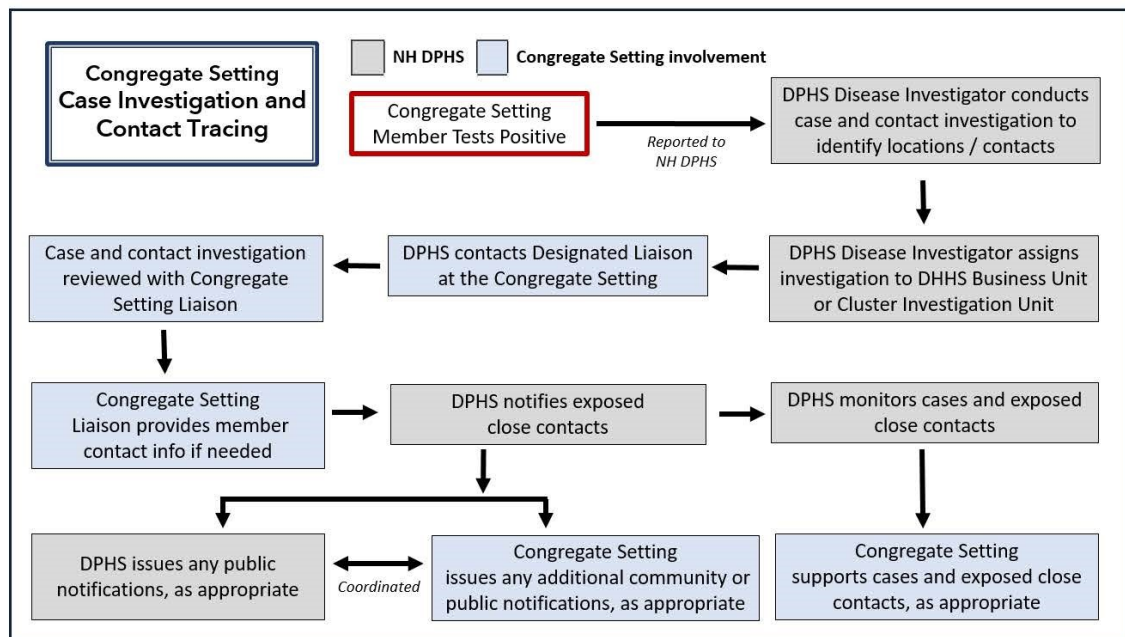


Figure. Case Investigation and Contact Tracing Process in Congregate Settings



# Frequently Asked Questions

QUESTION	ANSWER
<b>When and where do I need to wear a mask?</b>	Students and employees will wear face masks at all times in common spaces when not alone. Students will be provided scheduled mask breaks throughout the school day.
<b>Are face shields an acceptable substitute for cloth masks?</b>	It has been determined that the efficacy of face shields is not that of face masks. If there are individual circumstances that require face shields, it will be addressed accordingly. In some circumstances staff members and students may be using clear window face masks.
<b>Will masks be supplied for students or do we have to purchase them?</b>	SAU 9 will provide every student and employees with a cloth face mask. Students and employees may wear personal face masks if they prefer. All homemade masks must be two layers of cotton.
<b>What is a cohort of students?</b>	A cohort is a group of people — including students and adults — that interact with one another during the school day. The goal of creating and isolating cohorts is that when someone tests positive for COVID-19, fewer people will have been exposed to that person and fewer people in the school will have to quarantine.
<b>Will parents/guardians be able to come into the school for meetings, school presentations, picking up students?</b>	Access to buildings will be limited and follow strict guidelines as outlined in state and local policies. When visitors and parents are permitted to be in the school buildings, prior notification, appointment and screening will be required
<b>Will all students and staff be tested for COVID-19 prior to the return to school?</b>	No. At this time neither the CDC nor the local health officials recommend testing of all students and staff prior to the return to schools. Both the feasibility of this effort as well as the accuracy and predictive values of the test are factors in this decision.
<b>Will parents/guardians be notified if someone in the school is confirmed to have COVID 19?</b>	Parents/guardians will be notified of confirmed positive COVID cases if NH DHHS and the Department of Public Health determine their child was exposed to the person who tested positive. NH DHHS and the Department of Public Health will conduct all necessary contact tracing and notification.
<b>What if someone in the family has pre-existing conditions that make them high risk for contracting COVID-19. Should my child still attend school?</b>	This situation should be discussed with your primary care physician and communicated to the school nurse so that we can make the appropriate arrangements.

# Frequently Asked Questions

QUESTION	ANSWER
<b>Can parents/guardians choose to have their child “remotely” educated?</b>	Parents may elect a distance learning option for educating students. See pages 16-17 for details.
<b>If a child is “homeschooled” can they participate in school activities?</b>	Yes. If activities/sports are available, by law homeschool students are eligible to access those activities.
<b>If siblings ride the bus can they sit together?</b>	Students will be assigned a seat regardless of if they are living in the same household.
<b>Will students be expected to bring chromebooks home everyday?</b>	No, not everyday.
<b>Who will make the decision to move from face to face learning to remote learning?</b>	Superintendent of Schools, Kevin Richard
<b>What procedure will be followed if a student or employee develop symptoms during the school day?</b>	The student/staff member will be sent to the nurse's office for preliminary assessment. If a student, they will be moved to an isolated room to await immediate pick up. Staff members will be sent home. The nurse will contact DHHS for specific guidance. The parent/staff member will work with a medical provider and DHHS to determine the best course of action.

# Appendices

## **APPENDIX A**

### COVID-19 Employee Leave Options

# Appendix A

## COVID-19 Employee Leave Options

The following information outlines leave options available to employees of School Administrative Unit #9 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 Kevin Richard, 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: 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 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 2/3 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.



# Appendix A

## **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 proceeding 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 personnel policies for accrual and usage of sick/illness leave.

- [Negotiated Agreements & Personnel Policies](#)

## **Illness / Sick Leave Bank**

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

- [Negotiated Agreements & Personnel Policies](#)
- BEA
- Bartlett Non-Contracted
- Conway Administrators
- CEA
- CESP
- Conway Non-Union Staff (TROOPS)
- Jackson Contracted
- Jackson Non-Contracted
- SAU#9 Personnel

## **Accrued Vacation Leave**

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

- [Negotiated Agreements & Personnel Policies](#)

## **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#9 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. Medical 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. See collective bargaining agreements/personnel policies for worker's compensation policies.

## **Other Leave Options**

**Unpaid Leave of Absence** – Some collective bargaining agreements and personnel policies provide for an unpaid leave of absence for qualifying employees. All applications for such leave must be made in writing and approved by the

# Communication

## School Contacts

### SCHOOL ADMINISTRATIVE UNIT #9

176A Main Street | Conway, NH 03818

SAU #9 Website: [www.sau9.org](http://www.sau9.org)

**Superintendent of Schools:** Kevin Richard

**Assist. Superintendent:** Kadie Wilson

**Director of Special of Services:** Pam Stimpson

Main Office: 603-447-8368

Special Services: 603-447-8951

Transportation: 603-447-3626

Fax Number: 603-447-8497

### BARTLETT SCHOOL DISTRICT

#### Josiah Bartlett Elementary School

Principal: Joe Yahna

Main Office: 374-2331

### JACKSON SCHOOL DISTRICT

#### Jackson Grammar School

Principal: Gayle Dembowski

Main Office: 383-6861

### CONWAY SCHOOL DISTRICT

#### Kennett High School

Principal: Kevin Carpenter 356-4343

Vice Principal: Katy Meserve 356-4340

Main Office: 356-4343

Career & Tech Center: 356-4370

Director: Virginia Schrader

School Counseling: 356-4325

Athletic Department: 356-4335

Special Education: 356-4315

### A. Crosby Kennett Middle School

Principal: Rick Biché

Main Office: 447-6364

### Conway Elementary School

Principal: Jason Robert

Main Office: 447-3369

### John Fuller Elementary School

Principal: Danielle Nutting

Main Office: 356-5381

### Pine Tree Elementary School

Principal: Dr. Aimee Frechette

Main Office: 447-2882

### Project SUCCEED:

Director: Jessica DellaValla

Main Office: 603-662-6166

## District information at your fingertips!

For the most up to date information regarding the re-entry plan and the decision making surrounding the 2020-2021 school year, please visit our website.

- ◆ COVID-19 Resources
- ◆ Superintendent messages
- ◆ Family & Community Info
- ◆ Staff Information
- ◆ Food Service
- ◆ Transportation

... and more!

[www.sau9.org](http://www.sau9.org)

