



Hooksett Memorial School

COVID-19 Operational Protocols 2020/2021

**PARENT VERSION
August 26, 2020**

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Protocols for Responding to COVID-19

These protocols for responding to Covid-19 have been developed based on the guidelines from the Centers for Disease Control and Infection, the New Hampshire Division of Public Health Services, and the New Hampshire Department of Education. The guidance from these agencies is updated on a regular basis and these protocols will be modified in accordance with these changes.

Every effort will be made to limit the exposure of the school community to the COVID-19 virus. Systematic protocols are developed to keep students, families, staff and the surrounding community physically and emotionally safe and healthy.

Know the Symptoms of COVID-19

The single most important thing to do if **ANY** of the following symptoms are present for students and staff to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Students and staff should STAY HOME if they have any of the symptoms listed on the next page.

Below is the [full list of symptoms](#) from the CDC as of 8/13/2020 for which caregivers should monitor their children, and staff should monitor themselves:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Screening

Students and staff will be required to stay home if they, or anyone in their homes, have COVID-19 symptoms. It is the responsibility of the family to ensure that students are well when they come to school.

Students will be screened before leaving their home.

- Parents will use the Pick Up Patrol App to answer the COVID-19 symptoms and exposure questions and to document their child's temperature at home before departing for the bus stop or arriving at school.
- Students exhibiting symptoms at home may not attend school.
- If a parent does not submit the daily screening via the Pick Up Patrol App the student will be screened for symptoms upon arrival to school

Staff will be screened upon entering the building each day

- Staff will complete and answer the COVID-19 symptoms and exposure questions and have their temperature checked by a designated employee.

- Staff exhibiting symptoms will leave the building immediately.

If staff or students exhibit any of the above symptoms, we recommend that they are tested for COVID-19. The NH DPHS has [information and resources regarding testing for COVID-19 in New Hampshire](#). Staff and students who have symptoms should also contact their primary care physician for further instructions.

Daily screening questions for staff and students (as of 8/24/20)

Do you have any of the following symptoms of COVID-19:

- Fever (a documented temperature of 100.4 degrees Fahrenheit or higher) or are feeling feverish;
- Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath;
- General body symptoms such as muscle aches, chills, and severe fatigue;
- Gastrointestinal symptoms such as nausea, vomiting, or diarrhea; or
- Changes in your sense of taste or smell?
- Have you been in close contact with someone who is suspected or confirmed to have had COVID-19 in the past 14 days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment are not considered to have a close contact exposure and should answer “No” to this question).
 - Have you traveled in the past 14 days either:
 - Internationally (outside the U.S.);
 - By cruise ship;
 - Domestically (within the U.S.) outside of NH, VT, RI, CT, MA. Or ME (regardless of his/her mode of transportation);

If the answer is yes to any of the above questions, the student or staff member may not enter the building.

Parent Guardian Infographic and Decision Flowchart

This document is not a substitute for nursing judgement and does not dictate an exclusive course of action. NH state laws and district policies should be followed.

Symptoms of COVID-19

- Fever 100.4F or more or chills
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Nasal congestion or runny nose
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste/smell
- Nausea or vomiting
- Diarrhea

Contact your child's healthcare provider and notify your school nurse.

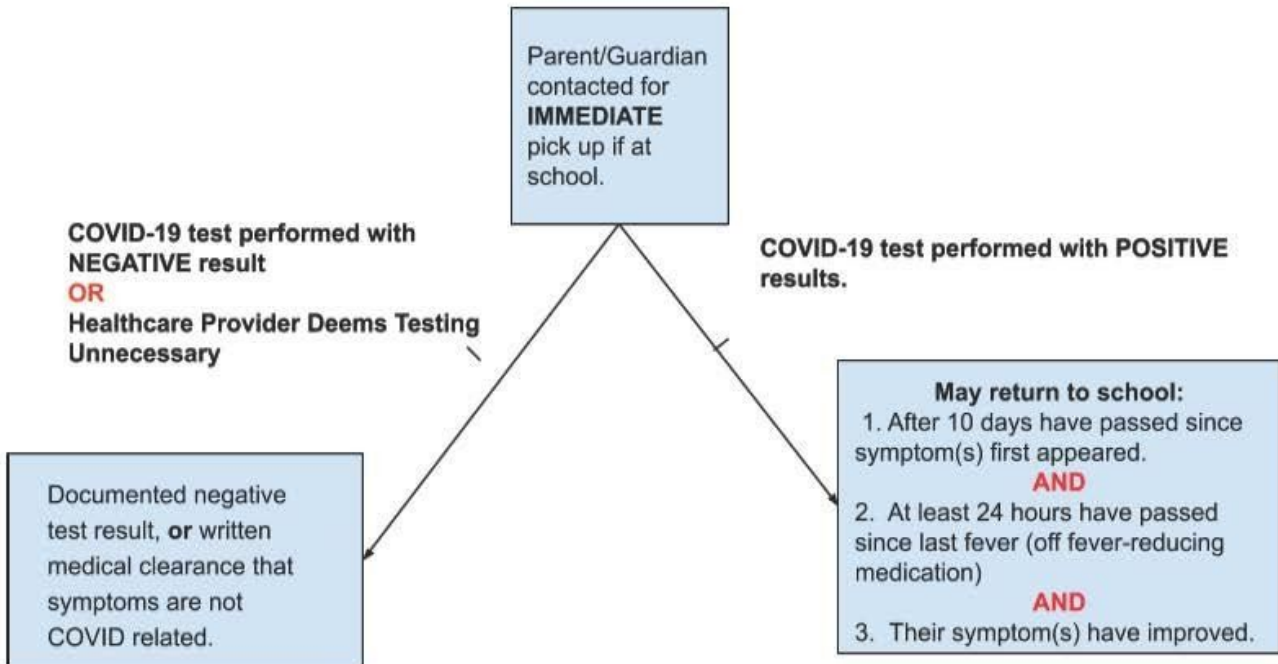
When do I keep my child home from school?

If my child...

- Has any symptoms, even if mild (see flowchart below).
- Has had close contact with a person suspected or confirmed to have COVID-19.
- Has traveled outside of NH, VT, ME, MA, CT, or RI in the prior 14 days.

Contact your child's healthcare provider and notify your school nurse.

Decision Flowchart For Child who Exhibits Symptom(s) of COVID-19



Colleen Roy MSN, RN, NCSN

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

Student or staff member answers “Yes” to any screening questions prior to or upon entry to school:

Scenario	Action	Protocol for Return To School
Individual has symptoms of COVID-19 outlined in screening questionnaire	<ul style="list-style-type: none"> ● Exclude from school and advise to contact health care provider for testing. 	<ul style="list-style-type: none"> ● Documented negative test result, or written medical clearance that symptoms are not COVID related. ● If not tested or test is positive, individual can return to school after 10 days of onset of symptoms, and when symptoms improve and they are fever-free for 24 hours without fever reducing medication.
Has had close contact with someone who is <i>confirmed</i> to have COVID-19 in the prior 14 days	<ul style="list-style-type: none"> ● Exclude from school and advise to contact health care provider ● Advise individual to follow NHDPHS guidance. ● Refer to Coronavirus Disease Self-Quarantine Guide (NHDPHS). 	<ul style="list-style-type: none"> ● An individual must self-quarantine for 14 days from last exposure to a positive person. ● An individual cannot test out of 14-day self-quarantine in NH.
Has had close contact with someone who is <i>suspected</i> to have COVID-19 in the prior 14 days	<ul style="list-style-type: none"> ● Exclude from school and advise to contact health care provider. ● Advise individual to follow NHDPHS guidance. ● Refer to Coronavirus Disease Self-Quarantine Guide (NHDPHS). 	<ul style="list-style-type: none"> ● If in close contact with a suspected person, individual must self-quarantine for 14 days from last exposure until the suspected case tests negative. ● Individual cannot test out of 14 day self-quarantine in NH.
Traveled outside of New England States (NH, ME, CT, RI, MA, VT), internationally, or by cruise ship, in prior 14 days	<ul style="list-style-type: none"> ● Exclude from school. 	<ul style="list-style-type: none"> ● If having traveled outside of NH, VT, ME, RI, CT, MA, internationally, or by cruise ship, an individual must self-quarantine for 14 days. ● An individual cannot test out of 14-day self-quarantine in NH.

Student or staff member- potential scenario presenting <u>during the school day</u> :		
Scenario	Action	Protocol for Return to School
<p>Symptomatic student or staff member during the school day, including any new or minor symptoms:</p> <ul style="list-style-type: none"> • Fever or chills (including subjective fever) • Cough, shortness of breath or difficulty breathing • Sore throat, nasal congestion, or runny nose • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Nausea or vomiting • Diarrhea 	<p><u>Student</u></p> <ul style="list-style-type: none"> • School nurse will assess symptomatic students in an isolation room • Contact parent or guardian for immediate pick up via private transportation • Advise contacting their health care provider for COVID testing. • School nurse will notify NHDPHS for highly suspect cases <p><u>Staff Member</u></p> <p>School nurse will recommend immediate dismissal and advise them to contact their health care provider for testing.</p> <p>School nurse will notify NHDPHS for highly suspect cases</p>	<ul style="list-style-type: none"> • Documented negative test result, or written medical clearance that symptoms are not COVID related. • If not tested or test is positive, individual can return to school after 10 days of onset of symptoms, and when symptoms improve and they are fever-free for 24 hours without fever-reducing medication. • Refer to CDC Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings

People who have been in “close contact” (within 6 feet for 10 minutes or longer) to an individual with confirmed COVID-19 need to quarantine for 14 days.(person cannot “test out” of quarantine).

- This will vary by classroom situation
 - In older age groups, it may just be the 2-4 individuals seated around the person depending on level of contact.
 - In younger age groups where more classroom mingling tends to occur, it could be the entire classroom.
- NH DPHS will work with schools to notify and inform parents/guardians, students, and other staff.

Protocol: Presence of cases in the school or district

If a student or staff member tests positive for COVID-19, the school may be closed for a period 2-5 days. This initial short-term dismissal allows time for NH DPHS to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities.

If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the superintendent will work with NH DPHS to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

If the decision is made to close for any number of days, Hooksett Memorial School will send clear information and instructions to families and staff.

In addition, if there is a significant outbreak in Hooksett or surrounding towns, the Superintendent, school administrators and Hooksett School Board will consult with NH DPHS to determine whether it is appropriate to close a specific school, schools, or the entire district.

School administrators and the Superintendent will work together with the School Board to determine how and when the school will reopen for any level of in-person instruction after a closure.

Health and Safety Protocols

Cloth Face Coverings/Masks, Face Shields, and Clear Plastic Barriers

- Cloth face coverings/masks are required and provided (if needed) for staff and students.
- Cloth face coverings/masks will be available for students if the student needs one. All students at HMS will be required to wear cloth face coverings/masks.
- Cloth face coverings/masks should be cleaned or replaced daily.
- All HMS students will be required to wear cloth face coverings/masks. Students may be exempt from wearing cloth face coverings/masks based on the CDC guidelines for students that should be exempt. The list is:
 - Children under 2 years,
 - Students who have baseline difficulty breathing, students who are unconscious, incapacitated or unable to remove the cloth face coverings/masks on his/her own.
 - Face shields will be available for students who are unable to wear cloth face coverings/masks.
- Cloth face coverings/masks are required:
 - On school buses
 - Entering or exiting the school building
 - Transiting in hallways and between classes.
 - Arriving to or leaving a classroom.
 - Engaged in group activities.
- Cloth face coverings/masks breaks will be provided throughout the school day.
- Proper CDC cloth face coverings/masks recommendations will be taught and reinforced regularly.
- Clear masks for classrooms with students who are deaf or hard of hearing will be provided.
- Clear plastic barriers will be provided for staff who need to work in close proximity with students or other adults. The clear plastic barrier is not a substitute for a cloth face covering/mask.

Social Distancing

- Classrooms will be arranged to accommodate 3 ft of physical distance between students and staff. Students and students will maintain 6 ft of social distance for transitions into/out of the school building and through the hallways.
- Storage furniture, fabric covered furniture, and other non-student furniture will be removed.
- Adequate spacing and furniture placement will be marked with floor tape and/or decals.
- Unified Arts (Art, Music, Physical Education, and Library) teachers will provide instruction in classrooms following a cohort model.
 - Physical Education classes will take place outdoors with 6ft of physical distance between students if the weather permits.
 - Other UA's may use outdoor space, weather permitting.
- Student Services (Special Education, Occupational Therapy, Physical Therapy, Speech and Language, Literacy Support, Title I, ESOL, Counseling) will be delivered in designated settings with 3 ft of physical distance. There may be instances when students will need adult assistance for physical, medical, or safety needs. This will require staff to be within 3-feet and they will need to wear protective gear: gloves, cloth face coverings/masks, face shields, gowns, etc.

Cohorting/Grouping

- Stable cohorts/groupings will be established school-wide to reduce the risk of exposure.
 - Transportation Cohort
 - There will be stable groups of students riding the buses each day. Groups may vary by AM/PM routes.
 - Logs will be maintained daily for bus dismissal using PickUp Patrol.
 - Grade 3 to 5 Classroom Cohorts (Classrooms)
 - Grade-level cohorts, classrooms, are maintained throughout the school day, including Unified Arts classes, lunch, and recess.
 - Students will stay in one classroom throughout the school day with the same group of students.
 - Unified Arts teachers will travel to each classroom to deliver their instruction (except Physical Education, weather permitting).
 - Students will eat lunch in the cafeteria or gym with 6ft of physical distance from other students,
 - unless they need special accommodations due to medical or disabling conditions. Students will
 - be seated together by homeroom. There will be assigned seating for lunch time. Teachers will
 - submit seating charts to the principal.
 - Students will eat lunch in the cafeteria or gym with 6ft of physical distance from other students, unless they need special accommodations due to medical or disabling conditions. Students will be seated together by homeroom. There will be assigned seating for lunch time. Teachers will submit seating charts to the principal.
 - Each class will stay in a designated area for recess (outdoor and indoor).
 - Staff traveling to different classrooms will sign into the classroom as they enter each cohort for contact tracing.
 - All staff will wash/sanitize their hands between interactions with different cohorts.
- Designated surfaces will be disinfected before students enter the buses and classrooms.
 - Buses will be disinfected after each run.
 - Frequently touched surfaces will be disinfected during the school day.
 - The building will be cleaned and disinfected after school daily.

Visitors and Volunteers

- Visitors' access into the school will be limited to activities that cannot be done virtually.
- Adult visitors who enter the building will be required to wear a cloth face coverings/mask and practice social distancing and hand hygiene.
- If a visitor needs to enter the building administration approval is required.
- Visitors will be screened by school personnel upon entry (temperature check and COVID-19 symptom and exposure questions).
- As appropriate, parent/teacher conferences and other meetings may be held virtually.
- The volunteer programs at all Hooksett schools will be suspended until further notice.
- Parents/visitors must call the school before arriving.
- Visitors/Parents will ring the newly installed buzzer under the overhang outside of the building in the main entrance. They may be able to enter the vestibule to communicate a message.
- It will be encouraged that student belongings are not dropped off in the main office if forgotten at home.
- Any student materials being dropped off by parents will be placed under inside the foyer outside the main entrance. An administrative assistant or staff member will deliver the item to the student.
- Parents will be required to wait under the overhang outside the main entrance if picking up their child during and after school hours.
- Vendors are required to wear cloth face coverings/masks. A custodian will be called to provide access to the building if necessary. If feasible, vendors will be scheduled to enter the building before or after school hours.

Cleaning/ Sanitizing/Disinfecting Protocols

- SAU 15 schools are reopening our facilities to students and staff for the 2020-21 school year under the guidelines informed by the Centers for Disease Control and the State of New Hampshire to mitigate the spread of COVID-19. (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)
- Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label. Below is information regarding our cleaning and disinfecting procedures.

Specialized Flu/Virus Cleaning Routines

- Our schools will have all common area touchpoints (*listed below) disinfected regularly throughout the day by our professional custodians. Concentration will be on areas of high student traffic and contact, including special attention to restrooms following and exceeding when possible, current CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).
- Teachers will be encouraged to disinfect classroom touchpoints on a frequent basis. Staff will be encouraged to disinfect their office areas and touchpoints as needed but at least daily. Evening disinfecting will primarily be done with an electrostatic sprayer, using a disinfectant listed on the EPA site for use against SARS-CoV-2, the virus that causes COVID-19 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>)
- Other procedures will be implemented as needed on a case by case basis.
- Touchpoints:
 - Door handles & push bars
 - Light switches
 - Shared tables/chairs
 - Classroom equipment and supplies as applicable
 - Restroom doors and handles
 - Hallway and stairwell railings and banisters
 - Toilet and urinal handles
 - Sink and faucet handles
 - Office countertops
 - Toilet paper dispensers
 - Telephones
- **Cleaning and disinfecting products**
 - Soap and water or another detergent will be used to clean dirty items. Then, a disinfectant for Use Against SARS-CoV-2 (COVID-19) will be used following the manufacturer's instructions to ensure safe and effective use of the product. (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid19>)
 - Many products recommend keeping the surface wet for a period of time (see the product label), wearing gloves, and ensuring good ventilation during use of the product.

Daily Cleaning Routines

- In addition to the special work outlined above, custodians are performing their regular daily cleaning, including wiping down tables, desks, chairs and other surfaces, emptying trash, cleaning restrooms, vacuuming, and cleaning floors. Additional cleaning of desks will be performed during lunch periods. High touch surfaces on playground structures will be cleaned each morning.
- Routine cleaning (sweeping, vacuuming, etc) will occur each evening followed by disinfecting of all classrooms, offices, bathrooms, and gathering spaces. A daily checklist will be established to verify that all tasks have been completed on a daily basis.

Cleaning and Disinfecting Products

- Soap and water or another detergent will be used to clean dirty items. Then, a disinfectant for Use Against SARS-CoV-2 (COVID-19) will be used following the manufacturer's instructions to ensure safe and effective use of the product.
(<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid19>)
- Many products recommend keeping the surface wet for a period of time (see the product label), wearing gloves, and ensuring good ventilation during use of the product.

Hand Sanitizers

- Students, faculty and staff and visitors will be required to sanitize their hands before entering the school building each day and before entering a new classroom or location when moving within the building. Hands free alcohol based sanitizing stations with a minimum of 60% alcohol will be available at each student entrance during bus and parent drop off for use before entering the building and at the main entrance throughout the day. Touch free alcohol based sanitizing stations with a minimum of 60% alcohol will also be mounted on a wall right inside the classroom doorway for use throughout the school day.
- Students are permitted to use their personal hand sanitizer, though we recommend that it meets the [CDC guidelines](#). Adults should always supervise the use of hand sanitizers by children.

Sample Cleaning and Disinfecting Schedule

Before the school day:

- 1 custodian on duty.
- Complete disinfection process from the previous day.
- Station all exterior portable hand sanitizers in the designated spots. (one at the main entrance, one at parent drop-off, two at bus drop-off/recess doors).

During the school day:

- 2 custodians on duty.
- Routine cleaning and sanitizing of frequently touched surfaces (door handles, railings, push bars, light switches, bathroom surfaces, etc.)
- Lunch (Cafe & Gym)
 - Large trash barrels will be wheeled by duty staff up the aisles to have students dispose of waste.

- At Underhill, Half-day kindergarten and preschool classrooms will need to be cleaned and disinfected in between AM and PM sessions.

After the end of school:

- 2 or more custodians on duty.
- Routine nightly cleaning begins followed by building-wide disinfecting.
- A Cleaning/Sanitizing/Disinfecting Checklist will be placed outside each classroom.

Bus Drop-Off and Pick-Up Protocols

Bus Arrival & Departure Procedures

- **Bus Arrival**
 - Students arriving by bus will enter the building at the exterior doors near the cafeteria and proceed to the classrooms between 8:40 and 9:00AM. One bus will be off-loaded at a time to enter the school building. Students will be released from the bus in a stagger to create 6-foot of physical distance between each student. Students will maintain 6-foot of physical distance while transitioning from the bus and through the hallways. Staff members on duty will supervise and manage students exiting the bus and traveling to class.
- **Bus Dismissal**
 - Students will exit the building at the exterior doors near the cafeteria and proceed directly to their bus. Students will remain in their classroom until their bus number is announced over the PA. One bus will be dismissed at a time. Students will be released from their classes in a staggered manner to create 6-foot of physical distance between each student. Students will maintain 6-foot of physical distance while transitioning from the classroom to their bus. Staff members on duty will direct students to the bus while supporting social distancing for all.

Parent Drop-Off and Pick-Up Protocols

At parent drop-off and pick-up, parents/guardians will follow the established car route around the building (see map below). Parents will be expected to stay in vehicles in the parent pick-up and drop-off line and wait for a staff member on duty to bring the students into and out of the school building. Parent pick-up and drop-off students will be dismissed through the parent pick-up door in the front of the building. Parents will be issued a car pick-up tag with their child's name on it for dismissal time. It must be placed on their dashboard, visor, or hung from the rearview mirror.

In order to expedite the parent drop off and pick up this year, we will be asking parents to arrive at their child's school at an assigned time. Please try to follow these schedules if possible. We understand that there may be circumstances that will prevent your family from following these drop-off/pick up times. If you have any questions, please contact the Main Office at either school.

- **Morning Parent Drop-Off (Car)**

- Students with last names beginning with letters **A-M** - drop-off at **Underhill beginning at 8:40**
 - **NOTE:** If you have another child at the other school, please proceed to that school after your first drop-off
- Students with last names beginning with letters **N-Z** - drop-off at **Underhill beginning at 8:50**
- Students with last names beginning with letters **N-Z** - drop-off at **Memorial beginning at 8:40**
 - **NOTE:** If you have another child at the other school, please proceed to that school after your first drop-off
- Students with last names beginning with letters **A-M** - drop-off at **Memorial beginning at 8:50**

- **Afternoon Parent Pick-Up (Car)**

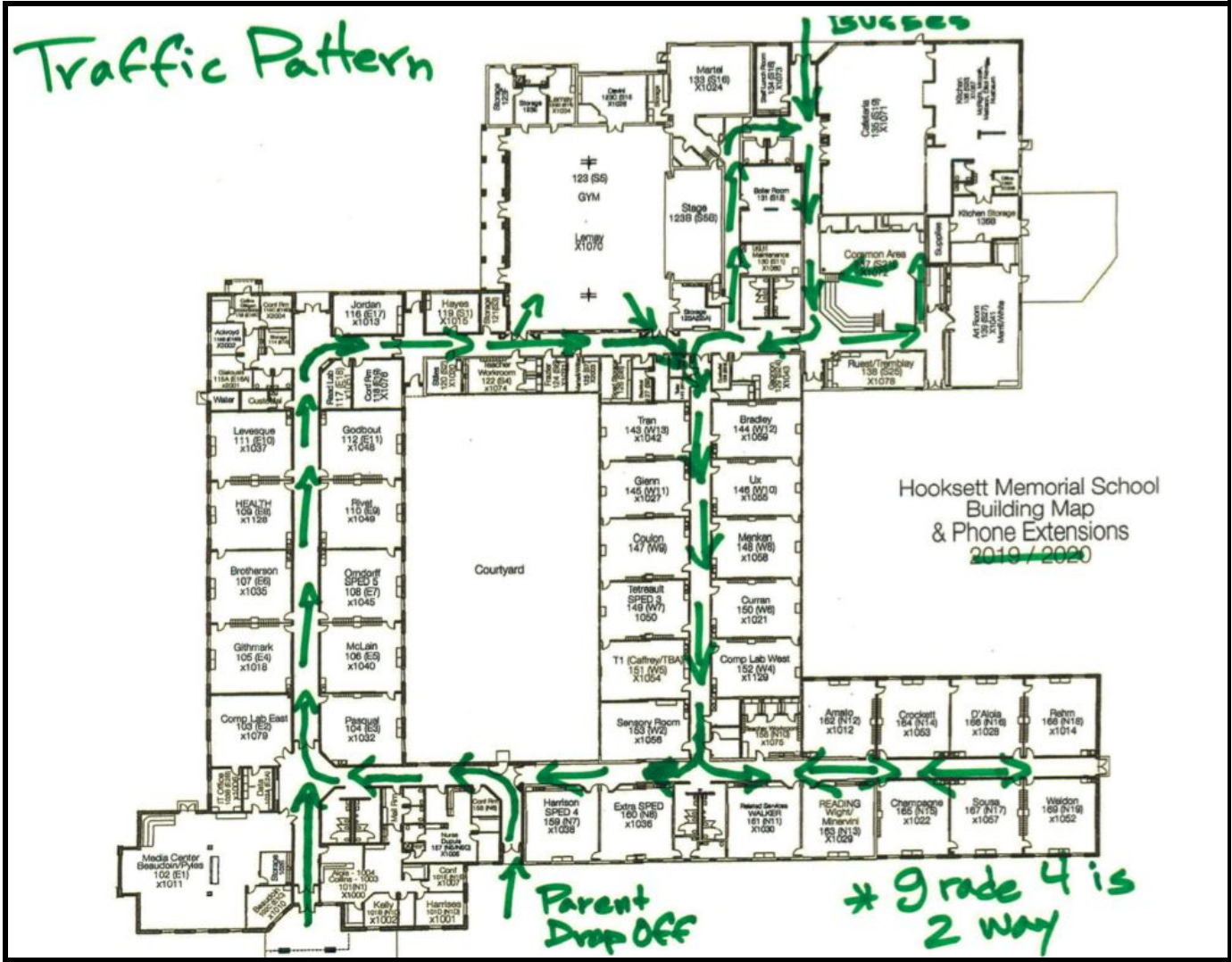
- Students with last names beginning with letters **A-M** - pick-up at **Underhill beginning at 3:10**
 - **NOTE:** If you have another child at the other school, please proceed to that school after your first pick-up.
- Students with last names beginning with letters **N-Z** - pick-up at **Underhill beginning at 3:20**
- Students with last names beginning with letters **N-Z** - pick-up at **Memorial beginning at 3:10**
 - **NOTE:** If you have another child at the other school, please proceed to that school after your first pick-up
- Students with last names beginning with letters **A-M** - pick-up at **Memorial beginning at 3:20**



Parent Drop-Off & Pick-Up Route

Student Traffic Protocols

At arrival and dismissal time, students will follow the established routes for walking in the hallways. Markings on the floor will provide students with a visual aid to support physical spacing. Student traffic will move in one direction towards the classrooms. Students are not permitted to stop at other classrooms or visit with other students or teachers. They must go directly to their assigned destination (classrooms, buses, parent pick-up, etc). Staff members on duty will support students with maintaining 6-foot of physical distance while traveling the hallways.



Breakfast and Lunch Protocols

For On-Site Meals (Breakfast and Lunch)

- All student meals will be eaten in the cafeteria or gym at assigned seats.
- Students will pre-order their breakfast prior to the next school day.
- Homeroom teachers will use a hard-copy check off list to document students lunch selection. HR teachers will put the paper copy in an envelope outside of the classroom.
- Students who participate in the school lunch program will have their boxed/bagged lunches delivered by food service personnel.
- Food service personnel will follow CDC and Health Department Guidelines for preparing and serving food.
- All students must wash hands prior to meals including snack time. If possible, students will wash hands in the classroom. If not, follow hallway and restroom procedures above.
- Students will not share utensils or other items during meals.
- Each table/seat will be cleaned before and after meals are consumed.
- Students will be provided an alternative location for eating as indicated on a 504 plan or IEP, based on food allergies or other medical conditions.
- Each teacher will be notified of students with food allergies.
- Students with food allergies will receive a meal with their name on it.
- Any student who is late will order their lunch and breakfast as they enter the building in the main office.
- At the end of lunch the trash cans will be wheeled down the aisles of the cafe/gym by duty staff and then removed by the custodians.

For Remote Meals

- If parents choose the remote learning option for their children, they may pre-order meals weekly from home. Parent pick-up will be necessary.
- If the school moves to a full-remote model, parents may pre-order meals on Mondays and Wednesdays and pick-up at David R. Cawley Middle School.

Contactless Payment

- Contactless Payment: It is highly recommended that parents use Myschoolbucks.com to fund students accounts.
- If parents pay through check or cash, it is required to be put in an envelope with the student's first and last name, grade and classroom teacher on it. It will be picked up by food service personnel when lunches are distributed.

Breakfast

- Students may purchase breakfast. They must preorder the day before. The breakfast will be pre-packaged. Students who purchase breakfast will eat it in the cafeteria before going to their classroom, while maintaining 6-foot social distancing.

Recess Protocols

- Playground equipment (swings, slides, climbing structures) will remain closed.
- Playground supplies (balls, jump ropes, etc.) will not be allowed.
- A cohorting model will be followed during recess periods.
 - The playground will be divided into four zones.
 - Each homeroom class will be assigned a specific zone for recess.
 - Students will be required to stay in their assigned zone for recess to avoid exposure to other students outside of their homeroom.
 - Students will be reminded to continue to follow 6-foot physical distancing guidelines at recess.
 - Cloth face coverings/masks breaks will be allowed at this time under adult supervision.
- Recess duty staff may facilitate activities that allow for physical distancing.
- Students will follow proper hand hygiene practices before and after recess.
- High-touch areas will be cleaned regularly.

Emergency Drills Protocols

Hooksett Memorial School commits to conduct training, drills, and exercises in preparation and planning for an emergency incident. Trainings, drills and exercises will occur as detailed in the Training and Exercise Plan in the school Emergency Operations Plan. School officials will coordinate training efforts with the local Emergency Management officials, and community partners. Six feet of social distance will be maintained during all outdoor practice emergency drills/exercises, including exiting and entering the building.

- NH educational facilities (K-12th grade) are required to follow the State Fire Code (RSA 153) and RSA 189:64 related to emergency response drills. The law requires six fire evacuation drills and four all-hazard drills during the school year. With any in school reopening model these drills must be accomplished to maintain the health and safety of students and staff.
- School Administrators should work closely with the local fire and police departments on creating flexibility to achieve the necessary drills based on the individual school reopening models.
- Drills need to include suitable procedures to ensure all persons participate. Emphasis needs to be placed on orderly evacuation rather than on speed.
- Drills will address hazards including but not limited to acts of violence, threats, earthquakes, floods, tornadoes, structural fire, wildfire, internal and external hazardous materials releases, medical emergencies, and any other hazard deemed necessary by school officials and local emergency authorities.
- Six feet of social distance will be maintained during practice evacuation drills.
- The school will review the most recent guidance from the New Hampshire Department of Education and the New Hampshire Department of Homeland Security and Emergency Management and make adjustments as needed.
- Emergency Drills:
 - **Drop, Cover and Hold** - Can be practiced and implemented as normal.
 - **Secure Campus** - Can be practiced and implemented as normal.
 - **Shelter-In-Place** - Can be practiced and implemented as normal.
 - **Lockdown** - Procedures for a drill will be altered to maintain social distancing. Additional explanation will be provided to address additional procedures for an actual event.
 - **Evacuation/Fire Drill** - Procedures for a drill will be altered to maintain social distancing. Rally location may change. Additional explanation will be provided to address additional procedures for an actual event.
 - **Reverse Evacuation** - Procedures for a drill will be altered to maintain social distancing. Rally location may change. Additional explanation will be provided to address additional procedures for an actual event.
 - **Scan** - Can be practiced as normal.
 - **Clear Hallway** - Can be practiced as normal.