



Hooksett Memorial School

COVID-19 School Reopening Guidebook
2020-2021 School Year

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Introduction

It is the Hooksett School District's intention to ensure that our schools are open, ready, and safe to welcome staff and students in response to COVID-19's impact on our schools. Superintendent William Rearick tasked the Hooksett Principals with creating reopening plans for their schools to address health, safety, equity, and instruction.

The principals formed reopening committees at each of their respective buildings to provide insights and develop strategies for reopening and operating the schools. The Hooksett Memorial School Reopening Committee is composed of representatives from multiple school groups including building administration, classroom teachers, special education/student services, school nurse, school counselor, unified arts, support staff, and facilities.

This document serves as a guidance tool for addressing the reopening of school for the 2020-2021 school year. We have developed strategies and protocols for three possible scenarios based on the information and guidance from the New Hampshire Department of Health and Human Services, the New Hampshire Department of Education, the Center for Disease Control, the American Association of Pediatrics, and various states' reopening documents.

Hooksett Memorial School Reopening Committee Members:

- Grade 5 - Mel Godbout
- Grade 4 - Maggie Weldon
- Grade 3 - Jennifer Menken
- SPED - Valerie Tetrault
- UA Rep - Zoe Martel
- Guidance - Jessica Jordan
- Student Services: Julie Ackroyd
- Nurse - Sherry Dupuis
- Admin Asst - Stacey Collins
- HMS Assistant Principal - Annie Kelly
- HMS Principal - Stephen HARRIS

Hooksett School District Reopening Committee Members

- HEA Co-President - Maryann Boucher
- HEA Co-President - Karena Cosgrove
- Fred C. Underhill Principal - Benjamin Loi
- Cawley Middle School Principal - Matthew Benson
- Media Director - Justine Thain
- Facilities Director - Dean Farmer
- Director of Technology - Dan Roma
- Director of Student Services - Christine Gialousis
- Assistant Superintendent - Marge Polak
- Business Administrator - Amy Ransom
- Superintendent - William Rearick

Overview

We continue to monitor COVID-19's impact along with following the guidelines provided by the the New Hampshire Department of Health and Human Services, the New Hampshire Department of Education, the Center for Disease Control, the American Association of Pediatrics

We have planned for two potential scenarios that may occur at the start of the school year and throughout the school year. We strive to provide a highly-engaging learning experience while keeping our students and staff safe and healthy.

In-Person Learning	Remote Learning
	
<p><i>All students may attend school in-person and follow the regular school schedule. The school building is open following CDC and public health guidelines. Possible modifications to the building and operations may be made to adhere to guidelines. This includes an option for parents to select in-person learning or full-time remote learning</i></p>	<p><i>Remote learning is available for students who are unable to return to school in-person. Remote learning will also be used for students in the event of potential classroom or school closures. The school building is closed to students following public health guidelines and 100% of students will attend school remotely to participate in Remote Learning.</i></p>
	

The school district and committee members realize that we need to be flexible and responsive to COVID-19's effect on our schools and community. It is important that our administration and staff are prepared to provide a highly-engaging learning experience while keeping our students and staff safe and healthy in each of the scenarios. The subsequent pages in this document provide information with regard to scenarios, instruction, health and safety guidelines, considerations, space needs, and communications. The school district could employ different instructional models throughout the course of the 2020-2021 school year as factors and contexts shift related to the local COVID-19 status.

1. Public Health Protocols

A. Communicable Disease Management Plan for COVID-19

- The school will implement measures to limit the spread of COVID-19 within the school setting, such as appropriate disinfectant/sanitizing procedures; screening, monitoring, and isolation/exclusion for illness among symptomatic staff and students; use of face coverings; limiting interactions between different groups of students (e.g., teachers/specialists moving between classrooms rather than students).
- The school will work with the school nurse and appropriate personnel to update the school's Communicable Disease Management Plan to include the requirements for COVID-19.

B. Screening

- 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.**
 - i. Below is the [full list of symptoms](#) from the CDC as of [2/22/21](#) for which caregivers should monitor their children, and staff should monitor themselves:
 1. Fever or chills
 2. Cough
 3. Shortness of breath or difficulty breathing
 4. Fatigue
 5. Muscle or body aches
 6. Headache
 7. New loss of taste or smell
 8. Sore throat
 9. Congestion or runny nose
 10. Nausea or vomiting
 11. Diarrhea
- **Student & Staff Screening**
 - i. 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.
 - ii. **Students will be screened before leaving their home.**
 1. 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.
 2. Students exhibiting symptoms at home may not attend school.
 3. 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
 - iii. **Staff will complete screening upon entering the building each day**
 1. Staff will complete and answer the COVID-19 symptoms and exposure questions **and check their temperature each morning.**
 2. Staff exhibiting symptoms will leave the building immediately.

- iv. **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 \(link\)](#). Staff and students who have symptoms should also contact their primary care physician for further instructions.
- v. **Daily screening questions for staff and students (as of 8/13/20)**
 - 1. Do you have any symptoms of COVID-19:
 - a. Fever of 100.4 degrees Fahrenheit or higher, or are feeling feverish;
 - b. Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath;
 - c. General body symptoms such as muscle aches, chills, and severe fatigue;
 - d. Gastrointestinal symptoms such as nausea, vomiting, or diarrhea
 - e. Changes in a person's sense of taste or smell.
 - f. Have you had close contact with someone who is suspected or confirmed to have COVID-19 in the prior **10** days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" to this question).
 - 2. Have you traveled **internationally (outside of the U.S.) or by cruise ship in the prior 10 days?**
- vi. **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 judgment and does not dictate an exclusive course of action. NH state and district laws and 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.

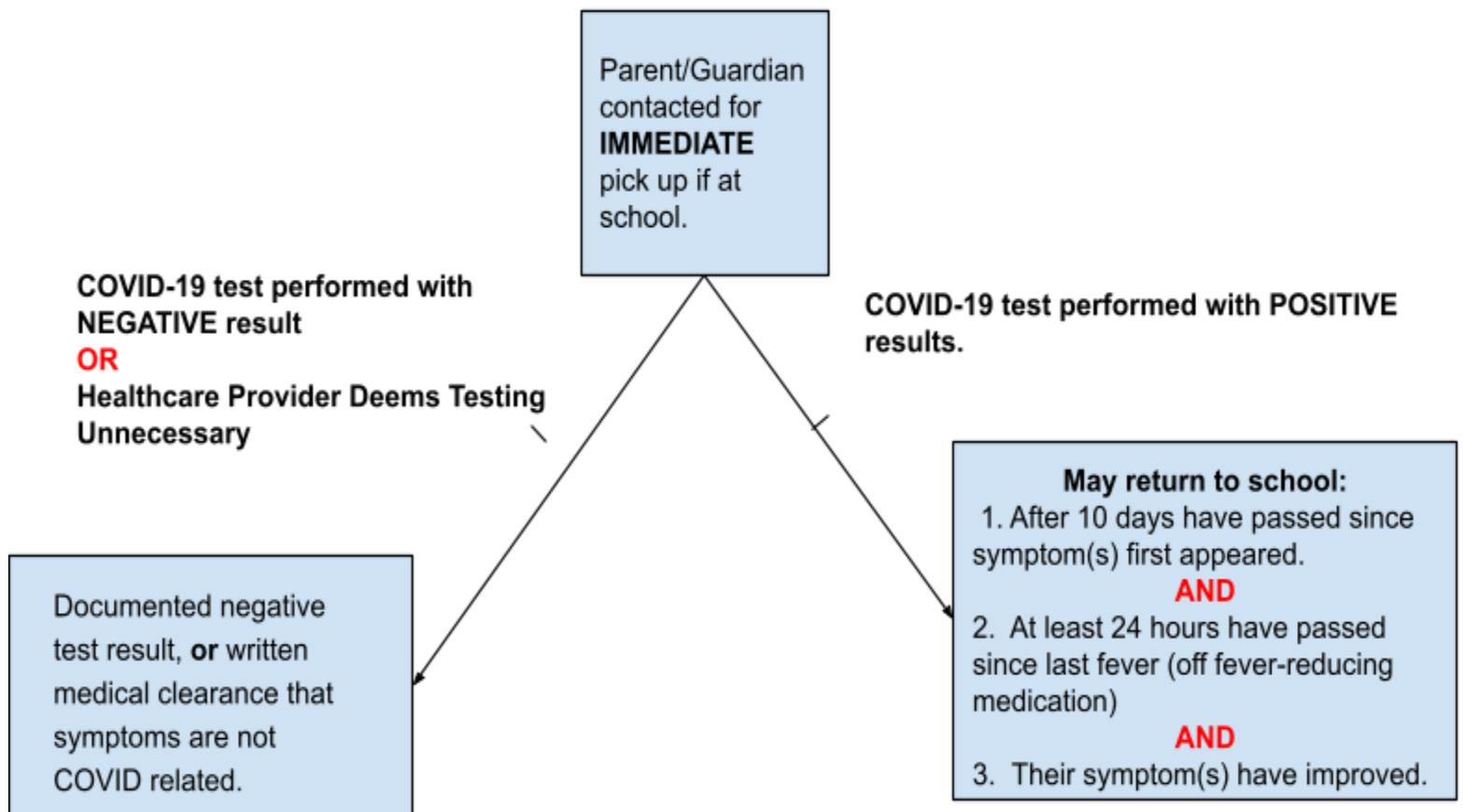
When do I keep my child home from school?

If my child...

- Has any symptoms, even if mild
- Has had close contact with a person confirmed to have COVID-19.
- Has traveled internationally or on a cruise ship in the prior 10 days.

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

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



C. Protocols for Possible Scenarios

- While specific protocols vary, there are common elements for each possible COVID-19 scenario:
 - i. Evaluate symptoms
 - ii. Separate from others
 - iii. Clean and disinfect spaces visited by the person
 - iv. Test for COVID-19 and stay at home

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 10 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.
Traveled internationally or on a cruise ship in prior 10 days	<ul style="list-style-type: none"> ● Exclude from school. 	<ul style="list-style-type: none"> ● If having traveled outside of New England, an individual must self-quarantine for 10 days.

Student or staff member- potential scenario presenting during the school day:

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> <ul style="list-style-type: none"> • School nurse will recommend immediate dismissal and advise them to contact their health care provider for testing. • School nurse will notify NHDPHS for highly suspect cases 	<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

- NH DPHS will not recommend quarantine for students or staff if a COVID-19 exposure occurs in the classroom setting where students and staff are seated and spaced at least 3 feet apart with consistent and correct face mask use.
 - This guidance applies only to controlled and monitored educational classroom settings. It does not include recess or other times when students are not seated in the classrooms such as physical education class or the school bus.
 - Students who are seated less than 6 feet apart during times when masks are not in use such as snack or lunch time may still need to quarantine.
 - In other uncontrolled settings (recess, bus, non-school-related activities, etc.), NH DPHS will continue to recommend quarantine for persons within 6 feet of someone with COVID-19 for a cumulative time of 10 minutes or longer during the person’s infectious period, regardless of mask use.
- **Presence of cases in the school or district**
 - If a student or staff member tests positive for COVID-19, **school administrators will work with NH DPHS to determine who should be excluded from school.**
 - 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.
 - 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.

D. Social Distancing

- There will be 3-foot distancing in the classrooms and 6-foot distancing in the hallways, recess, bus stops, etc.
- Storage furniture, fabric covered furniture, and other non-student furniture will be removed.
- Adequate spacing and furniture placement will be marked with floor tape or decals.
- Unified Arts (Art, Music, Physical Education, and Library) teachers will provide instruction in classrooms following a cohort model.
 - Physical Education classes may take place outdoors 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 3ft and they will need to wear protective gear: gloves, facemasks, face shields, gowns, etc.

E. 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.
 - 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.

F. Visitors and Volunteers

- a. Visitors will not be permitted to enter the building unless it is critical. Exceptions may be made by administration with a minimum of 24 hours notice given to the building principal in writing.
 - i. Visitors will be screened by school personnel upon entry (temperature and COVID-19 symptom and exposure questions). This information will be documented.
 - ii. Visitors must wear face coverings and follow proper hand hygiene upon entry.
 - iii. Visitors must maintain 6-foot distancing guidelines.
 - iv. The volunteer program for in-school volunteers has been temporarily postponed until further notice. At-home volunteer activities may be available for completion (e.g. folding, stapling, organizing)
 - v. It will be encouraged that student belongings are not dropped off in the main office if forgotten at home. If student materials must be dropped off, those materials will be dropped off in the entry vestibule.
 - vi. Staff will hold Parent-Teacher Conferences, Special Education, and 504 meetings remotely.

G. Face Coverings, Face Shields, and Clear Plastic Barriers

- a. Face coverings are required and provided (if needed) for staff and students.
- b. Face coverings will be available for students if the student needs one. All students at HMS will be required to wear face coverings.
- c. Face coverings should be cleaned or replaced daily.
- d. All HMS students will be required to wear face coverings. Students may be exempt from wearing face coverings based on the CDC guidelines for students that should be exempt. The list is:
 - i. Children under 2 years,
 - ii. Students who have baseline difficulty breathing, students who are unconscious, incapacitated or unable to remove the face covering on his/her own.
 - iii. Face shields will be available for students who are unable to wear face coverings.
- e. Face coverings are required:
 - i. On school buses
 - ii. Entering or exiting the school building
 - iii. Transiting in hallways and between classes.
 - iv. Arriving to or leaving a classroom.
 - v. Engaged in group activities.
- f. Mask breaks will be provided throughout the school day.
- g. Proper CDC face covering recommendations will be taught and reinforced regularly.
- h. Clear masks for classrooms with students who are deaf or hard of hearing will be provided.
- i. 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 face covering.

H. High-Risk Populations

- j. All staff and students will be given the opportunity to self-identify as high-risk or living with a vulnerable family member.
 - i. If a staff member cannot return to work for specific health-related reasons or requires accommodations from in-person instruction, he or she must communicate directly with the Director of Human Resources.
 - ii. Staff members who are unable to return to work in-person, may be reassigned to support online instruction or to complete projects/tasks without in-person contact. Leave options may also be considered.

- k. Students are eligible for distance learning. Some parents who qualify may want to send their children to school.
- l. Students who receive IEP services or 504 accommodations will continue to receive those services and accommodations.
- m. Students with ESOL services will continue to receive those services.

2. Facilities and School Operations

A. Cleaning, Sanitizing, Disinfecting Protocols

- a. 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>

- b. 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.

- i. **Specialized Flu/Virus Cleaning Routines:**

- 1. 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>).
 - 2. 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>).
 - 3. Other procedures will be implemented as needed on a case by case basis.

- a. *Touchpoints:

- i. Door handles & push bars
 - ii. Light switches
 - iii. Shared tables/chairs
 - iv. Classroom equipment and supplies as applicable
 - v. Restroom doors and handles
 - vi. Hallway and stairwell railings and banisters
 - vii. Toilet and urinal handles
 - viii. Sink and faucet handles
 - ix. Office countertops
 - x. Toilet paper dispensers
 - xi. Telephones

c. Daily Cleaning Routines:

- i. 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.
- ii. 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.

d. Cleaning and disinfecting products:

- i. 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-covid-19>)
- ii. 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.

e. Hand Sanitizers:

- i. 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.
- ii. 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.

B. Health Services

a. Nurse's Office

- i. The room's ventilation system, including air conditioning, is part of the entire school's system so fresh air is brought in on a regular basis.
- ii. The office also has a sink, storage cabinets, and a bathroom.
- iii. There will be a separate space within the nurse's office for non-illness related visits; medication, injury, diabetes, etc.
- iv. There will be a separate designated area in the nurse's office for treatments that may trigger aerosolization (i.e. nebulizer, MDI inhalers). Nebulizer treatments may be done at school if absolutely necessary.
- v. There are isolation rooms (2) adjoining the nurse's office. The rooms have doors with windows for monitoring purposes. There is ventilation in the isolation rooms. There will also be an overflow isolation room available if needed. Each room will be outfitted with a bed(s) and chairs.
 1. Isolation Area #1 - Room N8 (regular size classroom, two rooms from the Nurse's Office, air conditioned, private bathroom)
 2. Isolation Area #2 - Room 134/S18 (Staff Lunch Room, air conditioned)
 3. Isolation Area #3 - Side Room in Nurse's Office (only if Areas 1 & 2 are occupied, air conditioned)

- vi. There will also be storage outside the Isolation Rooms for gowns, N95, goggles, face shields, gloves, along with hand sanitizer stations, two beds, and two chairs.
 - vii. The nurse's office is away from high traffic areas and accessible to exit for dismissal.
 - viii. The furniture in the nurse's office can be easily disinfected.
 - ix. Social distancing will be practiced in the health office waiting area. Chairs will be 6 feet apart.
 - x. Plexiglass partition for areas without 6 feet social distancing in all welcome areas
 - xi. There will be barriers between rest areas.
- b. School Nurse Services
- i. To reduce exposure, minor injuries will be treated in the classroom. Teachers will use discretion when sending students to the nurse. If a student reports that they are not feeling well, teachers will call the nurse's office to alert the nurse that a student needs care. The school nurse will decide if and how the student will come to the nurse's office. If the teacher cannot reach the school nurse via the phone, leave a message. If it is an emergency (diabetic, major injury etc) call the main office as they can notify the nurse/help. The nurse will return all calls when she is available.
 - ii. Students coming to the nurses office MUST be wearing a face covering.
 - iii. Daily medication will be distributed to students in a separate area outside of the nurse's office, possibly via delivery directly to the classroom.
 - iv. The School Nurse will have access to medical grade PPE's.

C. Enrollment

- a. Students will be enrolled in Hooksett Memorial School following NHDOE guidelines.
- b. Students will not be disenrolled for non-attendance under the following conditions:
 - i. Are identified as high-risk or otherwise considered to be part of a population vulnerable to infection with COVID-19, or
 - ii. Have COVID-19 symptoms for 10 consecutive school days or longer.
 - iii. Students who choose to remain at home due to COVID-19 will follow remote instruction guidelines for enrollment and attendance.

D. Attendance

- a. Full-time students who are enrolled in-school or remote courses are considered in attendance following normal policy for in-person days and through direct check-in with teachers on remote days.
- b. It is the responsibility of the teacher of record to take attendance daily for all students for each class by either physical presence in their classroom or "check-ins". "Check-ins" are defined as two-way communication between student and teacher (two-way email communication, video call, phone call, messaging, assignment submission)
- c. Students must check-in with their teacher on each remote day to be counted as present for the day. Attending live classes remotely will count as a check-in.

E. Technology Devices

- a. Students will be issued a school-owned device for their individual use either at home or in the building.
- b. The HMS Acceptable Use and Chromebook Agreement will be in effect. All students and parents will sign the agreement before using a school-issued device. This may be a digital-type signature.
- c. Devices will not be shared between students.
- d. Cleaning procedures for devices will be published to users.

- e. School district will help families with internet connectivity, as needed.
- f. School personnel will continue utilizing Help Desk to support families with technology concerns as they arise.
- g. Parent informational meetings/videos will be held remotely and posted to the website to support Schoology, video conferencing, and academic programs.
- h. Each device brought in for updates, repair, return, inventory, or redistribution will be cleaned and sanitized.

F. School Specific Functions/Facility Features

a. Handwashing/Hand Sanitizer Stations/Handwashing

- i. Additional signage promoting hand hygiene and proper handwashing will be added throughout the building.
- ii. Students and staff will be encouraged to follow proper hand hygiene guidelines as recommended by the CDC.
 - 1. Handwashing
 - a. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - b. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - c. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 - d. Rinse your hands well under clean, running water.
 - e. Dry your hands using a clean towel or air dry them.
 - 2. Hand Sanitizer
 - a. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
 - b. Rub your hands together.
 - c. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.
- iii. Additional hand sanitizer stations will be installed throughout the school building that meets CDC guidelines (minimum of 60% alcohol).

b. Equipment

- i. All shared equipment will be cleaned and sanitized before use by another student or cohort group.
- ii. Proper sanitizing procedures will be taught to staff.

c. Events

- i. In-school group events such as assemblies, performances, school-wide parent meetings or other large gatherings will only take place if physical distancing requirements can be met.
- ii. Field trips will be temporarily postponed.

d. Transitions/Hallways

- i. All efforts will be made to maintain 6-foot physical distancing while traveling throughout the building.
- ii. One-way traffic routes will be established, when possible, for high-travel times such as arrival, dismissal, or recess. (see Appendix)

e. Personal Property

- i. All student belongings will be stored in the classroom in designated areas. Coats and outerwear should be stored at the students' desks.
- ii. If personal items are brought to school, they must be labeled and use should be limited to the item owner. It is encouraged that personal items are limited to essential school items.
- iii. It will be encouraged that forgotten student belongings are not dropped off in the main office for students during the day.

f. Bathrooms

- i. Two persons can use student bathrooms at one time. There are three separate student bathrooms throughout the school. A two-prong hook will be installed at the doorway of each bathroom. Students will be issued a personal card. Cards will be hung on the hook when the bathroom is in use. When the bathrooms are fully occupied, students can wait outside the entryway until space is available. Designated spots observing appropriate social distancing.
- ii. Students will have scheduled bathroom breaks where they will be supervised by staff outside of the bathrooms.
- iii. Classroom teachers will keep a bathroom log (time listed).

g. After-School Programs

- i. School sponsored after-school activities will be held at the discretion of the school administration.
- ii. Contracted after school care will continue following physical distancing guidelines.
- iii. Playground equipment will remain closed to after school programs.
- iv. School space will be properly cleaned/disinfected by after school program staff.

h. Community Use of Facility

- i. At the discretion of the Superintendent's Office.

G. Arrival and Dismissal

a. Health Screening at Entry

- i. Check for signs of illness for all staff at entry each day.
- ii. Physical distancing, traffic patterns, stable cohorts, square footage and robust cleaning requirements must be maintained during arrival and dismissal procedures as well as throughout the day.
- iii. Parent interactions at drop-off and pick-up should be limited and must be as brief as possible.

H. Classroom Set-Up

i. Seating

- i. Classrooms will be rearranged to accommodate a minimum of 3-feet of social distance for each student and staff member, however, 6-feet when possible.
- ii. Students will be assigned seating.
 - 1. Assigned seating will remain consistent until further notice.
 - 2. Teachers will submit their seating charts to the building administration.
 - 3. All seats will face the same direction.
- iii. Visual aids will be applied on floors to indicate assigned seating areas and appropriate spacing.

3 Foot Social Distancing



Grade 3 Sample Classroom - 18/19 students max



Grades 4/5 Sample Classroom = 20/21 students max

j. Furniture

- i. Rugs and upholstered furniture will be removed from classrooms.

k. Materials

- i. Students will be issued personal school supplies to minimize sharing of high touch materials to the greatest extent possible (e.g. assigning each student their own scissors, glue, pencils, markers, math manipulatives, etc.).
- ii. If it is not possible to issue personal supplies, the teachers will limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

l. Classroom Procedures

- i. Students will utilize personal cubbies and desks to store their personal belongings and school supplies. Coats, outerwear, and backpacks will be stored at the student's desk.
- ii. Students are not permitted to share electronic devices, toys, books, and other games or learning aids.
- iii. Books from classroom libraries will be quarantined for 4 days from when a book is used/handled to when it is available to be used/handled again.

m. Hand Hygiene/Sanitary Supplies

- i. Hand sanitizer with a minimum 60% alcohol content will be readily available in all classrooms and learning spaces.
- ii. Antibacterial soap and paper towels will be provided in each classroom as well as other spaces with sinks.
- iii. Tissues will be provided throughout the school building.
- iv. Cleaning, sanitizing, and disinfecting products will be provided for classrooms and other learning spaces.

n. Environment

- i. Whenever possible, windows should be open to allow for fresh air to enter the classrooms.
- ii. Teachers may choose to take their students outside for instruction as long as the students are spaced out by six feet and if the weather permits. Teachers must notify the office when taking their students outside. Cohorting rules apply.

I. Playgrounds, Fields, Recess and Breaks

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

J. Meal Service/Nutrition

a. Meals at School

- i. All meals will be eaten in the cafeteria or gym. Students will be able to order lunch at the start of each school day. Students who wish to participate in the school lunch program will have their boxed/bagged lunches delivered to their homerooms.
- ii. Classroom 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.
- iii. 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.
- iv. Food service personnel will follow CDC and Health Department Guidelines for preparing and serving food.
- v. Each table/desk will be cleaned before and after meals are consumed.
- vi. 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.
- vii. Each teacher will be notified of students with food allergies. Students with food allergies will receive a meal with their name on it.
- viii. Any student who is late will order their lunch and breakfast as they enter the building in the main office.
- ix. 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.

b. Meals Provided for Remote Students

- i. If parents opt out of in-person instruction for their children, they may pre-order meals weekly from home. Parent pick-up will be necessary.
- ii. 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.

c. Contactless Payment

- i. Parents may continue to use Myschoolbucks.com to fund students accounts. If they choose to pay through check or cash, it must 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.

d. Breakfast

- i. Students may purchase breakfast. They must preorder the day before. The breakfast will be delivered to their classrooms. Students who purchase breakfast will eat it in their classrooms. They must wash their hands before and after eating.

K. Bus Transportation

- a. HMS will be working closely with Student Transportation of America when planning for the transport of students. Other transportation services are provided by Durham School Services and various contracted service providers.
- b. All transportation companies will submit a plan to maintain social distancing and recommended guidelines from the CDC.
- c. Buses will be thoroughly cleaned and disinfected after each bus run.
- d. Drivers will wear face coverings when students are on the bus.
- e. Families are asked to maintain physical distancing guidelines while waiting for the bus. Students should maintain 6 feet of distance from each other at the bus stops and when boarding/exiting the buses.
- f. All students are required to wear face coverings while riding the bus unless otherwise exempt.
- g. Bus route times may be altered as necessary to accommodate CDC guidelines and arrival/dismissal routines at each of the Hooksett schools.
- h. Families are encouraged to provide private transportation to school if they are able. This will help to reduce wait times and to decrease the number of contacts a student has in the course of the day.
- i. Buses will unload/load with physical distancing guidelines in place. These additional precautions may delay student dismissal. For bus dismissal:
 - i. One bus will be boarded at a time.
 - ii. Students will remain in their classrooms until their bus number is called over the intercom. The secretary will use the PA system to call students by homeroom. For example, She will say, "Mrs. Jones, please send these students for Bus 11". The classroom teachers will release each student in a stagger to create 6-foot of physical distance. Staff members on duty will direct students to the bus while supporting students with maintaining 6-foot of physical distance.

3. Social Supports

A. Principles in Action

- a. The Principals, School Counselors, School Nurse, Homeless Liaison, Food Service Director, the Town of Hooksett's Family Services will work to ensure that all students are able to get adequate basic needs. Food, technology, education, and any other needs they may need.
- b. Students who had limited or no access to remote instruction in Spring 2020 will have supportive learning opportunities available. Students will be assessed early and those who need extra supports will be identified within the first few weeks of return to school. These students will be provided with differentiated instruction, interventions and/or additional check-ins.
- c. Secure partners and resources to respond to the basic needs of students and families (e.g., food, shelter, clothing, mental/social/emotional health supports) and the needs of students and families to access online learning (e.g., digital devices, hot spots, technology support).
- d. Gather feedback through surveys, discussions, formal and informal assessments, and any other relevant sources of information.
- e. Strategically pair educators who infuse culturally responsive and sustaining practices with students who will benefit most from instruction that centers student identity, builds intellectual capacity, and develops academic mindsets.
- f. Create and build professional, positive, and supportive relationships with students and their families (virtual or physically distanced) through social emotional learning activities and frequent communication.
- g. Respond to trauma and collective grieving as it arises. These routines should continue in any of the learning models.

4. Instruction

A. School Programming

- a. Instructional considerations to address gaps
 - i. Fall assessments
 1. Teachers receive instructional gap data.
 2. Benchmark assessments in areas of math and reading to guide instruction for small and whole group planning; in person when possible. ie, opening unit pre-tests
 3. DIBELS, NWEA, NH SAS, to be administered in person as soon as prudent upon return to school to provide recent information for gaps in skills and to guide instruction for individual students.
 - ii. Training will be conducted on the days prior to the start of the school year for students. Additional training will also be ongoing during the school years.
 1. Training for teachers and support staff on digital components of academic programs (Math in Focus, Wonders Reading).
 2. Training for teachers on adopted platforms (Schoology, videoconferencing, etc.) to create consistency among grade levels.
 - iii. Students and families will have online learning/training for in navigating platforms as well as instructional resources such as math, reading and science programs. The training schedule will be determined by August 15, 2020.

- iv. School schedules to include agreed upon academic time of each subject area both in class and on-line
- v. Social health of students/staff:
 - 1. Grades 3-5 to implement the socio-emotional, habits of learning and classroom culture learning as integrated within the reading program
 - 2. The school counselor will initiate and lead classroom lessons and individual counseling sessions to assist with social health of students.
 - 3. The school counselor and building administration will provide resources to support the emotional health of staff.

B. Instructional Time

- a. Students continue to follow instructional schedules, either for in-person or remote instruction.
- b. Instructional times will remain consistent for in-person days, following a master schedule.
- c. Remote learning instructional times will follow a consistent schedule, but allow for some flexible learning times as needed.
- d. Remote learning will utilize either digital attendance of in-person teaching or instructional videos and assignments in each subject area.

C. High-Risk Populations

- a. Students identified as vulnerable, either by a physician or parent/guardian notification, may participate in remote learning.
- b. Students who experience disability will continue to receive specialized instruction.
- c. Students with ESOL services will continue to receive those services.

D. Instructional Models

- a. On July 29, 2020, the Hooksett School Board voted to reopen schools with the option for parents to select In-Person Learning or Full-Time Remote Learning. Parents will need to select which option is best for them and inform the district. All students may attend school in-person and follow a regular school schedule. The school building will follow CDC and public health guidelines. Possible modifications to the building and operations may be made to adhere to guidelines.
- b. Parents may select Remote Learning for their children. Remote Learning will also be used for students in the event of potential classroom or school closures. Remote Learning programming will be provided by a remote learning instructor for students who have opted-out of In-Person Learning. At the elementary schools, students will receive instruction through a combination of live video-conferencing and recorded lessons. They will also be responsible for completing and submitting assignments electronically through a learning management system. Students and their families will be able to communicate with their remote learning instructor through the learning management system, email, phone, and videoconference.
- c. Students participating in Remote Learning must complete the trimester before being able to return to In-Person Learning for the next trimester. If parents/guardians want to have their child participate in Remote Learning for the school year, they must notify their child's principal.
- d. The school district could employ different instructional models throughout the course of the 2020-2021 school year as factors and contexts shift related to the local COVID-19 status.
- e. All HMS students will be provided with a district-owned Chromebook (or similar) for daily use for both In-Person Learning or Full-Time Remote Learning.

E. Instructional Schedule

- a. District Calendar
 - i. First day of work for teachers is Tuesday, August 24, 2020, allowing for professional development needs.
 - ii. First day of school for students is currently Tuesday, September 1, 2020.
- b. Sample HMS Schedule - Grades 3/4/5
 - i. Arrival/Handwashing: 8:40-9:10AM
 - ii. Morning Announcements: 9:10-9:15AM
 - iii. Morning Meeting/Calendar: 9:15-9:30AM

- iv. Reading/ELA: 9:30-10:15AM
- v. Bathroom/Snack/Handwashing: 10:15-10:45AM
- vi. Reading/ELA: 10:45-11:30AM
- vii. Bathroom/Lunch/Handwashing: 11:30AM-12:15PM
- viii. Math: 12:15-1:00PM
- ix. Unified Arts: 1:00-1:45PM
- x. Math: 1:45-2:30PM
- xi. WIN (Intervention/Enrichment) 2:30-3:00PM
- xii. Bathroom/Handwashing/Pack/Dismissal: 2:40-3:30PM

F. Instructional Considerations

- a. Prioritize most essential standards/competencies in the areas of Math and English/Language Arts, as identified by teachers and administration.
- b. Teachers will implement District approved curriculum and programs for consistency.
- c. The school will provide interventions to address students' needs.
- d. Technology integration will be emphasized in the classrooms to establish routines and procedures with technology tools for in-person and remote learning

G. Safeguarding Student Opportunity

- a. There may be students and families that the district cannot locate. This may be due to a variety of reasons such as relocation, family illness, houselessness, inability to access phone/internet, students working to support themselves/family, or that the school has not been able to establish a trusting relationship with the student/family. Districts should engage with additional staff as needed, such as McKinney-Vento liaisons.
- b. Should a district not be able to contact/engage a student or their family, the following must be done:
 - i. Document/record weekly attempts (at a minimum) to reach the student and family and keep a log of all efforts.
 - ii. Document letters (translated into home language) sent to the student's parent/guardian/person in parental relationship to re-engage the student.
 - iii. Document attempts to reach the family through partnerships with community based organizations, internal support staff, other support agencies, or other trusted partners.

H. Instructional Activities with a Higher Risk for Disease Spread

- a. Opportunities to engage students in a well-rounded education often requires hands-on, interactive and physical activities (e.g. laboratory activities, band, theater, physical education). As such, these activities may put students and staff at a higher risk for COVID-19 spread and may require modifications or specific health and safety protocols to protect staff and students.
- b. For these courses, Hooksett Memorial School will carefully consider Public Health Protocols and Facilities and School Operations. To the extent possible, modifications to the learning experience, course or physical space will be made.

5. Communication

- A. This reentry plan will continue to be updated based on:
 - a. The continuing impacts of COVID-19 and the state's evolving mitigation efforts as directed by Governor Sununu.
 - b. Input from educators, students, families, and community partners.
 - c. Learnings from efforts being rolled out in other states and countries.
- B. Frequent communication will continue throughout the school year as new changes are made.

6. Staffing and Personnel

A. Supports

- a. School personnel who meet criteria for high-risk populations should contact the SAU15 Human Resources Director.
- b. Develop protocols for communicating possible COVID-19 exposure to staff.
- c. Return to work protocol will be reviewed with staff.
- d. This plan will be reviewed with all staff at the start of the school year.
- e. Mask breaks will be taken at multiple points throughout the day.
- f. There will be multiple workspaces designated for teachers to have their lunch and to do their planning.

B. Public Health Training

- a. This plan will be reviewed with all staff at the start of the school year.
- b. Staff will be provided with training on updated protocols, policies and guidelines to adhere to physical distancing requirements and recommendations in this guide.
- c. Staff will be provided with training on new building procedures, cleaning protocols and COVID-19 health/safety requirements. The trainings will occur prior to the start of school for students.

C. Professional Learning

- a. Staff will participate in a variety of professional development activities designed to improve instruction in the in-person and remote settings. Trainings will include, but are not limited to: Schoology Learning Management System, video-conferencing tools (Zoom, Screencastify, etc.), academic programs (Math in Focus and Wonders Reading), SEL (social-emotional learning)
- b. Staff will have access to training materials to support
- c. New health protocols related to Covid - 19
- d. New facility protocols related to Covid - traffic patterns, bathroom use
- e. Hand hygiene
- f. Cleaning and sanitizing
- g. Live streaming training
- h. Suicide training
- i. Sexual harassment/bullying training
- j. Blood borne pathogens training
- k. Emergency exiting for fire drills etc
- l. Time with case managers to review IEP's and 504 documents
- m. Math in Focus Training
- n. Assessment schedules and implementation
- o. Training/info videos for parents and students
- p. Setting up isolation areas
- q. Arrival and Dismissal procedures

D. Substitutes

- a. Substitute teachers will be utilized for teachers who are absent.
- b. The assistant principals will provide training to substitute teachers on health protocols, new systems and routines, social distancing, cleaning and sanitization.

E. Staff Lunches

- a. Staff is required to social distance during lunch.
- b. Staff will be responsible for sanitizing and cleaning the space they eat lunch in.
- c. Staff will be assigned places to eat, but can rearrange the room to eat, while maintaining social distance.

F. Staff Preparatory Periods

- a. Staff will be required to social distance during prep periods.
- b. Staff will be responsible for sanitizing and cleaning the space where prep was taken.
- c. Staff will be assigned rooms for prep and lunch, but can alter the rooms to align with the need for preparation.

G. Team & Staff Meetings

- a. These meetings will be conducted via Zoom or other approved video-conferencing tool.

7. Unified Arts

1. Physical Education

- a. Physical Environment:
 - i. Class to be held outside with social distance of 6-foot apart if the weather permits.
 - ii. Students and staff will maintain social distancing.
 - iii. Students will be encouraged to bring their own water bottle to class.
- b. Personal Hygiene:
 - i. Students will be required to wash hands or use sanitizer before and after each class.
 - ii. They will be encouraged to wear appropriate physical education clothes and sneakers on days when they have physical education.
- c. Equipment Safety & Sanitization:
 - i. The teacher will limit the amount of equipment that will be used.
 - ii. If equipment is used, students will get their own item to use during the unit.
- d. Instructional Strategies:
 - i. All five National Standards for K-12 Physical Education will be addressed by selecting associated activities that require little or no use of shared equipment by students.

2. Art

- a. Physical Environment:
 - i. The art teacher will follow a cohort schedule to minimize contact with multiple classes over the course of a week.
 - ii. The teacher will travel to each scheduled class to provide instruction.
- b. Personal Safety:
 - i. Staff will be required to wash hands or use sanitizer before and after each class.
 - ii. Smocks will not be available for students. Students may bring an oversized shirt or smock from home as directed by the art teacher.

- c. Equipment Safety & Sanitization:
 - i. Art materials and supplies will be kept on a cart and maintained only by the teacher.
 - ii. Students will use their school-issued personal supplies (scissors, glue sticks, crayons, markers) in addition to one-time use materials (paper, pom poms, glitter, etc.) supplied by the art teacher.
 - iii. One time use materials will be distributed by the teacher.
 - iv. If students' artwork is incomplete or requires time to dry, it must be stored in their classrooms.
 - v. The teacher will need access to a cart for art supplies/materials.
- d. Instructional Strategies:
 - i. The art teacher will follow the New Hampshire Art Standards when designing lessons.
 - ii. The teacher will need access to a document camera and a data projector to provide visual modeling of the activities.

3. Music

- a. Physical Environment:
 - i. The music teacher will follow a cohort schedule to minimize contact with multiple classes over the course of a week.
 - ii. The teacher will travel to each scheduled class for instruction.
 - iii. The teacher may choose to teach outside if the weather permits.
- b. Personal Safety:
 - i. Staff will be required to wash hands or use sanitizer before and after each class.
- c. Equipment Safety & Sanitization:
 - i. Instruments should not be shared.
 - ii. However, if shared, proper and thorough cleaning and sanitizing should occur between each use.
 - iii. The music teacher should consider providing each student with a personal music kit that includes common classroom instruments (rhythm sticks, mallets, etc.).
 - iv. Sheet music or paper activities must not be shared. Students should have their own personal copy.
- d. Instructional Strategies:
 - i. The music teacher will follow the New Hampshire Music Standards when designing lessons.
 - ii. The music teacher will need access to audio/visual equipment to demonstrate/model music concepts and skills.
 - iii. There will be no indoor group or ensemble singing until further notice.
 - iv. There will be no school musicals until further notice.
 - v. The music teacher will need access to a cart for supplies/equipment.

4. Library/Media

- a. Physical Environment:
 - i. The library media specialist will follow a cohort schedule to minimize contact with multiple classes over the course of a week and will travel to each scheduled class to provide instruction.
- b. Personal Safety:
 - i. Staff will be required to wash hands or use sanitizer before and after each class.
 - ii. Only staff will visit the library during this time.
 - iii. A safety shield will be installed at the circulation desk.
- c. Equipment Safety & Sanitization:
 - i. Students will use their school-issued personal supplies in addition to one-time use materials supplied by the library media specialist.
 - ii. The library media specialist will utilize a cart to transport necessary learning materials and supplies.
- d. Instructional Strategies:

- i. The instructional focus will be on accessing the resources available through the library including print books, ebooks, audiobooks, online databases and digital learning tools.
- e. Book Return Procedures:
 - i. Students will return books to the designated bin for their class.
 - ii. Gloves will be worn by library media staff to check in and safely quarantine books.
 - iii. Books will be checked in and placed in a designated area for a four-day quarantine.
 - iv. After the quarantine, books will be returned to the shelves for checkout.
- f. Concierge Book Check-Out Procedures
 - i. Students will not visit the library.
 - ii. Students will be instructed to use Atrium to place holds and request books; the library media personnel will visit classrooms in person or via Zoom to teach and reinforce this skill.
 - iii. Library media personnel will pull requested books from the shelves, bag, label, and deliver the books to the student homerooms before or after school.
 - iv. Book checkout limits will be increased to ensure student access to materials.

Appendix

A. Parent Drop-Off and Pick-Up Procedures

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 which 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.**

B. 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.

C. Emergency Drills

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.

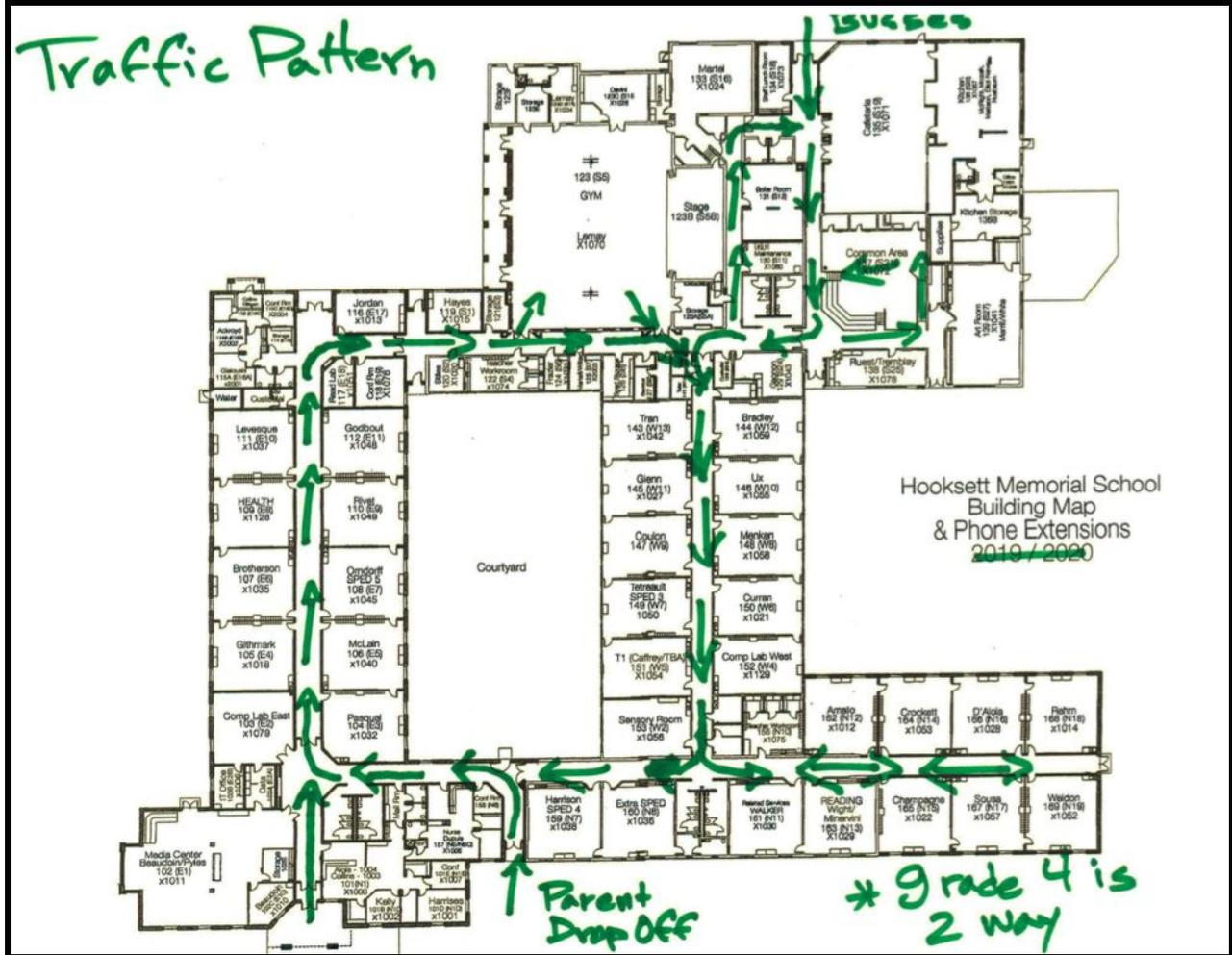
- NH educational facilities (K-12th grade) are required to follow the State Fire Code (RSA 153) and RSA 189:64 related to emergency response drills. The law requires six fire evacuation drills and four all-hazard drills during the school year. With any in school reopening model these drills must be accomplished 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.

D. Playgrounds, Fields, Recess

- 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.

E. School Traffic Patterns

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.



F. SAU15 Cleaning & Disinfecting Protocols

(updated 08/10/2020)

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

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.

Special Considerations:

- CDC guidelines will be followed when cleaning/sanitizing/disinfecting.
- Cleaning and disinfection process will be completed at night for the next day. The disinfection process may continue into the next morning.
- Staff will be polled about their usual arrival times, allowing custodians to prioritize classrooms to complete first so teachers do not interfere with the custodian cleaning/disinfecting in the morning.
- All products used are EPA certified and MSDS documents will be located at each school.

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.
 - Students will be dismissed one at a time to wash their hands at the classroom sink. Soap and paper towels will be provided. If the supply is running low, teachers must notify the custodial staff.
 - Trash will be thrown away in the large trash barrel. The custodian will remove the trash barrels.
- 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.