

**Approved (8/10/21)**

**2021-2022 CES**

# **Operations Plan**

Cornish Elementary School's Operations Plan

for the 2021-2022 School Year

Cornish School District

Revised October 18, 2021

August 2021

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**IMPORTANT NOTE:** This plan is based on the best information we have at this time. Changes could be made very quickly. More details are included throughout this plan.

# We Believe...

- The safety and wellbeing of our students and staff is our highest priority.
- Schools serve numerous, important roles in a community and it is our responsibility to support our students.
- The best place for students is in school – being out of school has had a big impact on learning and social connection for our students.
- The COVID-19 pandemic has altered many of the traditional methods of learning and we the staff, students, families and the community, will continue to be flexible and adapt our protocols/procedures/models of learning as necessary to ensure the best possible support and safety for the learning environment.
- We have an obligation to provide a learning experience that is equitable for all students.

## Summary

Schools are the core of our community for numerous reasons and the impacts of stay-at-home orders have upended students, families and staff. In addition to academic learning, schools provide social emotional learning, athletics, extracurricular activities, meals, family support, counseling, medical care, learning resources, companionship, a place for congregation, socialization, along with a sense of belonging.

By providing in-person and remote instruction and support in the past year, the District has gained invaluable experience and information that has helped guide our educational planning for this fall. This has made us better prepared to support the safety of our children and staff, provide all children with a high-quality educational experience, identify and close equity gaps, and allow all children to engage in an education system that best meets student needs.

The Joint Loss Committee, Cornish School Board, and school administration and staff have worked over the summer to review last year's procedures, study public health information, and understand how to return to school this fall as safely as possible. Our focus has been the safety and wellbeing of our staff and students while providing a high-quality education.

Student and staff safety remain the primary factor in developing recommendations, based upon the recognition that various mitigation efforts can be very effective in reducing risk, but cannot eliminate it. Our school district will be using the following documents as resources for our 2021-2022 school operation plan:

- State of New Hampshire: [School & Childcare Toolkit](#), the [K-12 Back to School Guidance](#), and [NH DHHS travel guidelines](#)
- CDC: [Guidance for COVID-19 Prevention in K-12 Schools and ECE Programs](#)
- American Association of Pediatrics: [COVID-19 Guidance for Safe Schools](#)

# Recommendation

This fall we will only be offering in person instruction for students who wish to return to CES. Based on family and educator feedback, we are working to streamline platforms and content delivery for in-class learning and remote models in the case of a need to pivot to a remote learning model. Families who do not wish for their child(ren) to attend school for in person instruction may decide to homeschool their child(ren) per New Hampshire Home Education rule.

Last year we made improvements to support a safe return to school including installing high quality air filtration units for classrooms and offices and installing touchless faucets. Additionally, we are fortunate that we have the space and grounds to utilize and repurpose for optimal distancing and outdoor learning. We will continue to make additional upgrades to our facility to increase the safety and wellness of all staff and students and limit the threat of illness.

**School will begin for students on Tuesday, August 31, 2021.**

**It is important to stress that this is the recommendation TODAY. The recommendation could change quickly based on federal, state or local orders, changes in COVID-19 cases staffing, or supply issues.**

**Families and staff should be prepared with backup plans in the case that CES needs to pivot to a remote model at any point during the school year.**

These models and decisions are in place for the 2021-2022 school year only. The Cornish School Board will review this plan and make any necessary changes based on the current data and evidence as needed and prior to the 2021-2022 school year.

# General Overview of Learning Models

**Please note: compliance is a communal responsibility and of utmost importance in staying open and avoiding an outbreak.**

Cornish School District is able to offer the following instructional models for the fall 2021. This chart represents an overview of the available instructional models. Additional details are outlined later in this plan.

	<b>In Person Instruction</b>	<ul style="list-style-type: none"> <li>● Students at CES 5 days per week</li> <li>● Grade-span cohorts of students</li> <li>● Follow state and federal public health guidelines and other safety protocols as recommended by the Joint Loss Committee and adopted by the School Board</li> <li>● Masks worn at all times when required**</li> <li>● Mask breaks throughout the day</li> <li>● Use of outdoors for learning as much as feasible</li> <li>● Some modification to the typical schedule and available content/instruction as needed in order to maintain safety measures and provide adequate staffing</li> </ul>
	<b>Pivot to Remote Instruction</b>	At any given time during the school year and due to a variety of factors, CES may need to shift to a remote model and discontinue in-person instruction. At this time, we anticipate that this model will be similar to what CES parents, students and staff experienced in the 2020-2021 school year, but with changes and adaptations made based on parent, student and staff feedback.
	<b>Home Education</b>	<ul style="list-style-type: none"> <li>● Family opts for home education per <u>NH Home Education rule</u></li> <li>● Special Education services will not be available</li> <li>● Family has flexibility for learning materials and platforms</li> <li>● Content and instruction will be provided and supported by the individual family</li> <li>● Students may participate in school-based activities per the state guidelines for home education</li> </ul>

# In Person Instruction

## Key elements of the plan include:

- Safety protocols, including social distancing and wearing [masks](#) when required\*\*
- Enhanced cleaning protocols throughout the building (explained later in this document)
- Grouping students into small cohorts that will stay together throughout the day
- Limiting visitors to the building to entry only by appointment and only during school hours
- Encouraging families to transport their students to and from school to reduce student interaction and the number of students on buses

## Safety Protocols for In Person Instruction

The district will use a layered approach to keep our students and staff as safe as possible. PPE and protective supplies will be provided for the nurse, custodial staff and others who are at direct risk due to interaction and/or contact with individuals who are symptomatic or cleaning spaces throughout the building, increasing risk of exposure.

## Masks

**\*\*STATUS as of 8/4/21: Masks will be required indoors at all times for all staff, students, and visitors.\*\***

- Students and staff will wear masks as required (see above)\*\* **(including Physical Education classes and recess if indoors)**, with the following exceptions:
  - During outdoor educational activities
  - During designated indoor mask breaks when 3' of social distancing can be maintained, with students facing forward (all in the same direction)
  - While actively eating/drinking when 3' of social distancing can be maintained
  - When masks are not being worn, they should be placed in a designated place for each child/staff member (this is the recommended practice of medical professionals).
- Students are required to wear masks on buses at all times and at shared bus stops.
- Students who refuse to wear a mask will be subject to regular disciplinary action as outlined in the Student Handbook.
- Masks must be secure to the face, cover the nose and mouth, and must fall below the chin, following CDC guidelines for [proper mask wearing](#).
- Parents will be expected to wash masks after each use or provide one-time use masks to be disposed of after each use. Parents are encouraged to provide extra masks daily.

## Health Screening/Symptoms

- Students and staff must stay home if they are ill, have a fever or any ***new or unexplained*** [symptoms of COVID-19](#). Parents should monitor their child for symptoms. If symptoms are present, the child should stay home from school and the parent should contact the child's health care provider and the school nurse.
- Staff will monitor students throughout the day and will report any symptoms to the school nurse.
- The school nurse will conduct additional assessment of children at school as needed.
- The nurse will serve as the COVID-19 contact in the building and has recommended PPE supplies per CDC guidelines.
- Staff will be educated about the [symptoms of COVID-19](#) and notify the school nurse with any signs of symptoms that are new or unexplained.
- Staff and students will be required to exercise proper hand hygiene (handwashing and/or sanitizing) before and upon arrival to school, before and after eating, after bathroom use, after sneezing, blowing nose or coughing, before putting on and after taking off masks, upon entering/exiting classrooms, and before dismissal.
- Any student who has Covid-related symptoms must be picked up by a parent/guardian or designee within 45 minutes of contact from the nurse or other school personnel.
- Parents need to have alternative plans if their child needs to be picked up with short notice.
- The school will have protocols in place to respond to any potential cases of infection.
- Any person with confirmed COVID-19 will be reported immediately to the department of public health and contact tracing will be initiated.
- The NH Department of Public Health will evaluate any potential or confirmed cases of COVID-19 and provide guidance to the school district.
- Person(s) with symptoms or confirmed COVID-19 must stay out of in person education programming until symptom-based criteria are met for [discontinuation of isolation](#).
- We will reference guidance such as that from the [NH DHHS](#), the [NH School Nurses Association](#) and the [CDC](#) regarding screening, exclusion from school, returning to school, etc.

## Positive Case Response

- The Cornish School District will follow the Centers for Disease Control and Prevention (CDC) and the New Hampshire Department of Health and Human Services (DHHS) guidance following a positive case of COVID-19 within the school.
- Only those who live in the same household as a positive person are required to quarantine.
- The cohort that includes the positive case will be required to wear masks indoors AND outdoors for the 14 calendar days following the date of a confirmed positive case.
- The School Nurse will send a letter to families/staff of the cohort/close contacts of the positive case to explain the [self-observe](#) protocol and recommend a PCR test 3-5 days following exposure.
- Students in the affected cohort will maintain assigned seats for the duration of the 14 day observation period.

## Travel Guidance

Students, families, and staff will follow [NH DHHS guidance regarding travel and quarantine](#) unless the School Board dictates otherwise.

## Class Setting

- Grade-level classes of students may mix with pre-determined cohorts throughout the year at recess and at predetermined times during the day to enable healthy social learning.
- Students will maintain social distancing with exceptions made for collaborative learning when it cannot be avoided and students are fully masked, or with younger students in PK-Grade 2 when it is developmentally not appropriate and students are fully masked.
- We strongly encourage learning to happen in an outside setting.
- Parents must prepare students for all weather conditions -- students will be going outside during rain, wind, snow, and sun -- they may get wet, dirty, sweaty, etc.
- As with any natural environment, there is potential for bug bites or other skin irritations, please plan accordingly.

## Lunch Setting

- Lunch will be eaten in the gymnasium.
- Tables will be arranged so that students will be seated at least 6' apart.
- Masks may be removed while students are actively eating/drinking.

## Building & Grounds

- Classrooms will be set up to create more space, removing unnecessary furniture and spacing desks to at least 3' apart and 6' when possible.
- High-contact surfaces and areas will be cleaned frequently, including desks, tables, bathrooms, door handles and railings.
- Bathrooms will be single occupancy.
- Teachers will have access to cleaning supplies to be able to clean surfaces at their discretion.
- Outdoor instruction will be encouraged.
- Cover may be available for use outside.
- We have purchased air purification systems for every classroom.
- The custodial team will have a disinfectant/sanitizing schedule daily.
- The district will continue to install touchless water faucets, touchless paper towel dispensers, and touchless soap dispensers in all bathrooms and touchless hand sanitizer dispensers around the building.
- All cleaning and disinfecting supplies will meet the approved EPA List N: Disinfectants for Use Against SARS-CoV-2

## Food Service

- Students who qualify for free and reduced breakfast/lunch will continue to receive meals as they have in the past.
- Breakfast/lunch will be eaten while maintaining social distancing guidelines.
- Bagged breakfast/lunches will be available for purchase from the Abbey Group
- The salad bar and other "self-service" options will not be available
- Food will be available for pick up at the school for students who choose to purchase a breakfast/lunch or who qualify for free and reduced breakfast/lunch if we need to pivot to remote learning.

## Transportation

- Parents are encouraged to drive their students to and from school
- Students may not be dropped at school until 8:00 AM
- Masks are required at all times on the bus
- Students will have assigned seats
- Siblings will sit together
- Parents are responsible for ensuring social distancing is maintained at bus stops

- Parents may not leave children unattended at bus stops, when there is more than one family present
- Policies related to transportation of students are still in effect
- Transportation of students via bus to **regular or routine** aftercare settings will be permitted via permission process.

# Pivot to Remote Learning

- We have made improvements to the remote instruction model based on feedback from families, students, and staff to help inform remote learning should we need to return at any time during the 2021-2022 school year.
- Remote learning will have a combination of scheduled lesson times and independent learning.
- The balance of scheduled lessons and independent work will vary by student, grade level and course.
- Remote learning students will be expected to participate in all scheduled meetings and real-time sessions during school hours.
- Students participating in remote learning retain access to support services as indicated in an IEP or 504 plan; efforts will be made to maintain a remote environment for the provision of related services.
- Students will enjoy the same level of access to the school counselor or any other support service.
- The instruction and material may differ from that which is offered and available in the classroom for in person instruction, but the grade level learning expectations and competencies will be the same.

## Remote Student Experience

- All students will participate in daily check-ins either via video conference or attendance check-in assignments.
- All synchronous classes will meet during a schedule set by the teacher.
- Support sessions will occur throughout the week during the school day as needed.
- Students will attend all synchronous learning sessions with their assigned teacher/staff member.
- Should a student need to miss a synchronous session, prior notification must be provided to the teacher/school.
- The school district's attendance policy applies to remote learning.
- Students will follow the Acceptable Use guidelines set forth by the district and follow video conferencing and online rules of etiquette.
- Students, with the support of their families, will be responsible for school materials that are sent home. They are expected to be returned unless otherwise specified.

## Remote students will:

- Check: Google Classroom (grades 4-8), Seesaw (grades K-3), their [cornishschool.org](mailto:cornishschool.org) email account daily, and [cornishschool.org/ces-online](https://cornishschool.org/ces-online) as assigned by their teacher
- Participate in remote check-ins to foster engagement
- Participate in live instruction with classroom teachers as established through grade-level expectations
- Ensure that all work completed is their own
- Ask for feedback from teachers on assignments
- Know when their teacher(s) are available for help
- Follow the Code of Conduct as outlined in the Acceptable Use policy
- Submit completed assignments by the established deadlines
- Have a proper space in their home set aside to do work (i.e. kitchen table, desk, etc.) that is consistent
- Be responsible for their school issued workbook in grades K-5

Students will need a computer or tablet with a camera and internet access to participate in remote learning. The district will loan equipment to students who need it.

## Remote Parent & Guardian Support

The remote learning experience is different from attending school daily in person. Parents and guardians will play an important role in their student's success in remote learning.

## Remote parents will:

- Report any sickness and/or if their child is absent when they are unable to participate in the day's learning
- Have a space set aside for each student to do their work (i.e., kitchen table or desk) that is consistent and free from distractions
- Make sure their student checks Google Classroom/Seesaw and their student email accounts, or other identified platforms, as assigned by their teacher
- Be aware of the teachers' daily expectations and support your student's learning to meet those expectations
- Know the school schedule and how to contact the teacher with questions
- Provide necessary items to support lessons and activities as indicated
- Support student with submitting completed work, both digitally and hard copy, when applicable

## Remote Teacher Role

Classroom teachers and staff will be providing remote instruction to their classrooms should a pivot to remote learning be required.

### Remote teachers/staff will:

- Communicate expectations to students and families about the instructional plan for the week, including learning objectives, required activities, assignments, links to resources, and assessments, along with any associated due dates
- Interact with students in real-time to deliver supplemental lessons, facilitate discussion and lead other instructional activities
- Provide timely and meaningful feedback on student work
- Communicate information about grading and returning assignments
- Be available during specified times for student questions and support
- Submit attendance pursuant to the school protocols
- Notify administration/school counseling of any student not engaging in remote learning or doing assigned work
- Notify parents of any student not engaging in remote learning or doing assigned work
- Follow guidelines for teacher absences or illness

# Home Education

Any family choosing the homeschool option will need to follow the rules and regulations of the state law ([NH Home Education rule](#)). Specifically, families will need to provide a letter (email is acceptable) to the school that includes the following information: a list of the names, addresses, and birth dates of all children who are participating in the home education program and the start date of the home education program. The New Hampshire Department of Education also has some [resources available for families regarding home education](#). If transitioning from home education students will need to take an assessment test prior to returning to school.

# Special Services

## Special Education

- IEPs will continue to be implemented for students when learning in person or in a remote model.
- Staff will support students' learning to tolerate and appropriately use masks; staff will also support students' learning of necessary COVID related hygiene processes.
- IEP team meetings can be held remotely either via video streaming or teleconference; if the parent(s)/guardian(s) or staff request to meet in person, this request may be accommodated for some/all participants when possible.
- Paraeducators will be paired with classroom cohorts and their transition between classrooms will be minimized as much as possible.

## Section 504

- Section 504 Plans will continue to be implemented during in person learning and in a remote model.
- Our school will work with parents to support the 504 plan.
- 504 team meetings can occur remotely either via video streaming or via teleconference; if the parent(s)/guardian(s) or staff request to meet in person, this request may be accommodated for some/all participants when possible.

The Cornish School District takes the health and safety of its students very seriously. For this reason, when determinations are made that affect "all students" it will be understood that this includes students who have educational disabilities, accommodation plans, or other unique needs.

# Social and Emotional Learning Support

The district is committed to supporting staff, families, and students in the transition back to full in-person learning. The school counselor will lead the delivery of resources and will coordinate with other staff members and agencies to ensure needs are met.

Support teams will offer:

- Resources such as videos, contacts, and local supports
- Contact with families of struggling students on a case-by-case basis
- Group and individual in person or virtual meetings as appropriate
- Connection with community health partners for appropriate supports in a coordinated and efficient way
- Parents and guardians should reach out to the school counselor if they note anxiety in their child or need support.
- Social emotional instruction will happen during the school day to the extent possible

# Academics

The Joint Loss Committee has learned from our experiences operating during the COVID pandemic in 2020 and 2021. While operating school during a pandemic has many challenges, the district remains committed to high-quality academics and instruction, whether in-person or remote. Some components of our academic program may need to be suspended or modified until we have a full in-person model without restrictions. Our academic program delivery may also differ between remote and in person instruction, but the grade level expectations and competencies will remain the same despite the delivery model. We will make every effort to ensure that we meet the needs of individual learners. Additionally, we will continue to have conversations, both internally and publicly, about grading and reporting during a pandemic.

# Technology & Communication

The Joint Loss Committee is evaluating tools and processes to improve the quality of learning and communication with students and families. The district plans to continue to improve communication. We will be leveraging social media platforms, our school district website, email communication to families and weekly newsletters to communicate and share information. Additionally, we are using the Alma platform to support the streamlining of communication and management of student information.

The district has purchased additional devices (Chromebooks and iPads) to support a 1:1 student environment. Each student will have access to their own device. Every classroom has been outfitted with an interactive whiteboard to support multiple modes of instruction. We are investing in the necessary hardware that can support both an in person and remote instructional model. We are also streamlining the platforms we use including Seesaw for grades PK-3 and Google Classroom for grades 4-8, to make remote learning days easier for families, students and staff.

Any family who does not have internet access at home is encouraged to contact the school. The school will work with the family to determine a suitable solution so that students may participate if we enter remote learning.

The administration and school board will also continue to hold meetings with a remote option for families and community members to attend with ease.

## Communication Plan

The district has identified the need to implement a clear communication plan, particularly for the year ahead. In 2020, a subcommittee of the School Reopening Task Force drafted a plan to establish communication protocols moving forward. The position responsible for each channel has been identified.

Communication plan objectives include:

- increase awareness, frequency, and transparency
- clear and consistent messaging
- proactive communication
- quick and effective response to the community as situations require

Communication channels will include:

- ALMA (new student information platform with parent portal)
- alerts via email and phone

- principal's newsletters and superintendent's communications
- school Facebook page
- school website ([cornishschool.org](http://cornishschool.org))
- Connect Cornish emails
- community Zoom sessions

Community messaging regarding school reopening and COVID-19 will include:

- expectations for proper use of cloth face coverings/masks
- operations for cleaning and disinfection
- prevention and mitigation strategies (handwashing, social distancing, etc.)
- requirements for families regarding when to keep students home from school
- requirements for staff members regarding when to stay home from work
- screening and reporting procedures and protocols

Communication will occur on a weekly or greater frequency, and will also include Zoom community meetings throughout the school year as frequently as needed.

# Co-Curricular Activities

We understand and support the value of Co-Curricular Activities and their importance to the holistic educational experience at CES. At this point in the year, ensuring minimal cohort mixing to maintain safety protocols is of utmost importance.

We will offer Co-Curricular Activities as outlined below. However, we will continue to make every effort to hold activities remotely when possible. We will also monitor the COVID situation in the state as the year progresses to see if other activities can be resumed safely according to state or medical guidance.

Any activity that occurs in the school building or on school grounds will follow school procedures.

## STATUS of currently offered co-curricular activities as of 8/4/21:

- Walking field trips on or around school grounds
- Off-campus, in-state day trips (i.e., Concord)
- Off-campus, out-of state day trips (i.e., Boston)
- Off-campus, in-state overnight trips (i.e., Hulbert Outdoor Center)
- Off-campus, out-of-state overnight trips (i.e., Washington, D.C.)
- Robotics
- Sports
- Approved activities provided by outside organizations

# After School Care

## STATUS of after school care as of 8/4/21:

The after school care option will be available for the 2021-2022 school year if internal staffing or a program offered by outside organization permits.

# Calendar & Schedules

- School will start for all students on Tuesday, August 31, 2021
- Teachers will start on August 26th for professional development.

**At any time, school may shift from being in-person to a remote model.**

## Next Steps

- Continue to plan logistics including transportation, food service and traffic flow through the school and revise as needed
- Develop planning maps for instruction that work with in-person and remote learning
- Continue to plan and implement health and safety protocols
- Create consistent protocols across all grades for technology
- Revise addendum to the school handbook to reflect current guidelines
- Revise recess structure as needed

# Decision Making Considerations

In the event of a school closure and the need to move to a remote model, more details will be provided.

There are numerous factors in deciding which learning model(s) will be implemented.

- COVID-19 status
  - Current cases in NH and Sullivan county
  - Impact of out-of-state visitors
  - Impact of rising national cases
- Federal, state and local directives and executive orders
- Use of social distancing and face coverings to reduce the spread of the virus
- Impact on learning
- Disruption to schedules
- Social and emotional wellness of students
- Availability for staff to work in-person
- Availability of supplies and PPE
- Transportation
- Adherence to rules

In 2020, a subcommittee of the Reopening Task Force developed a matrix to support the decision making process when shifting between instructional models (e.g. the criteria for having to shift to fully remote instruction). The primary purpose of the matrix is to serve as a communication tool for families so that they are better equipped to plan for when/if a shift in learning models must occur. The decision matrix will be used as a guidance tool/resource and will not be the only factor in decision making.

# Potential Budget Impact

Various committees, the School Board, and district administrators are gathering costs for the impact of COVID-19 on school operation during the 2021-2022 school year. Costs may include, but are not limited to, the following categories:

- Cleaning supplies
- Personal protective equipment
- Transportation
- Technology and communication tools
- Professional development
- Additional staffing
- Furniture
- Moving expenses
- Air purifiers/building modifications

# Appendix

## Taskforce Members

PK-4	Kellie Stuart, Mitzi Sinclair
5-8	Gary Budd
Paraeducator	Cherie Ryan
Superintendent	Cory LeClair
Business Administrator	Beth Bierwirth
Principal	Karin Denholm
School Board/Parent	Melissa Drye, Alexys Wilbur
PTO/Parent	Cathy Parks, Megan Tracy
Parent	John Drye, Kaya Fayen, Kristen Breen
Health Consultant	Laura Prignano

## **Taskforce Process**

- Formed district wide task force in the spring of 2020
- Surveyed parents and staff for feedback on remote learning in the spring 2020
- Teachers met and analyzed remote learning and suggested improvements to remote learning in June 2020
- Sent additional surveys for parents and staff about returning to school in the fall of 2020
- School Board/Superintendent Q&A Sessions with parents, community members and staff in the spring of 2020
- Discussions with transportation, food service, and childcare providers
- Researched and reviewed public health data (ongoing)
- Collaborate and share reopening information with local school districts
- Surveyed staff in the spring of 2021
- Joint Loss Committee meetings and discussions in the summer of 2021

## Resources

Centers for Disease  
Control and Prevention

[Community, Work & School: Schools and Childcare Programs](#)

NH Department of Health  
& Human Services

[COVID-19 Guidance](#)

NH Department of  
Education

[New Hampshire Grades K-12 Back-to-School Guidance](#)

Harvard T.H. Chan School  
of Public Health

[Schools for Health: Risk Reduction Strategies for Reopening Schools](#)

Supporting website: <https://covidpathforward.com/>

American Academy of  
Pediatrics

[COVID-19 Planning Considerations: Guidance for School Re-entry](#)

Thank you to the school districts around the state and the country for sharing your work and your plans. It is greatly appreciated. Special thanks to Hudson School District, SAU 81, for sharing their plan used as a template.