LINCOLN-WOODSTOCK COOPERATIVE SCHOOL DISTRICT

SAU #68 intends to open schools in a safe and considerate manner while supporting mental health and academic advancement of students as well as the general wellness and social/emotional health of all stakeholders. Reopening establishes greater structure and consistency necessary to resume predictable, meaningful planning within our community.

Guidelines for Reopening/ COVID-19 Operation Plan

2021-2022

Approved: 06/16/2021

Committee Reviewed: 08/24/2021

Updated: 08/25/2021

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Executive Summary

August 25, 2021

The following document is the Lincoln-Woodstock Cooperative School District's revised reopening plan for the 2021-2022 school year. Educational programs for the 2021-2022 school year will resume as normal. Remote learning will not be implemented as a typical learning accommodation. This plan will include guidelines that involve:

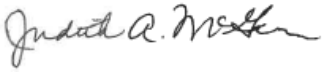
- Maintaining safety and health wellness (physical and mental) of the entire school community
- Educator and staff support
- Maximizing student engagement
- Effective delivery of curriculum, including Academic and Social Emotional Learning (SEL)
- Technology and Facilities Support
- Budgetary Considerations

The Reopening Committee consists of a myriad of stakeholders including a medical consultant. This committee worked collaboratively in revising this plan.

The goal of this plan is to include a review of the current plan, coordinate with state agencies, make appropriate changes in order to minimize risk and create a safer environment for all stakeholders of the communities of Lincoln and Woodstock. The plan is meant to be a fluid and working document that may have changes as the year progresses. Sanitizing of classrooms, hallways, and common areas will continue. Currently masks are required while inside the school buildings. As restrictions are lifted by state agencies, the fluidity of the plan will allow for change to occur.

The need for flexibility, patience, and calmness is at the forefront, as the plan can change at any time. As the district receives information from the state and as changes occur regarding the pandemic, the plan may be revised based on the needs of the community, students, parents, and staff.

Regards,



Judith McGann, Ed.D.

Acknowledgements

A special thank you to the members of the reopening committee who devoted many hours of research, planning, and thoughtful discussion which led to the creation of this plan.

Reopening Committee
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Kevin Bell

Transportation Consultant
Lee Bruno, Durham Bus Company

Food Service
Frank Gillespie, Café Services

School Board
Jay Duguay, Chairperson
Tamra Ham, Vice-Chairperson
Brian Angelone, Secretary
Joe Bossie
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Guiding Principles

Maintain Safety, Health and Wellness both physically and emotionally of our school community

Educator and Staff Support/Maximize Student Engagement

Effective Delivery of Curriculum both Academic and Social Emotional Learning in any scenario

Technology/Facilities and Budgetary Considerations

Considerations

Planning	Communication	Prevention
Expert Recommendations	Digital and Social Media	Parental Responsibilities - Communication to School
Supplies/Resource Needs	All-Call Email, Telephone, and Text Message System	Self-Screening
Environment and Facilities	Public Informational Meetings	Report
Scheduling	Regular COVID-19 Agenda Item at Bi-Monthly School Board Meetings – Public Input Welcome at Meetings	Implementation of Prevention
Professional Development	Email Address Established for Input from Stakeholders: community@lin-wood.org	
School Meals		
Transportation		
Co-Curricular/Sports		
Stakeholders' Needs		

Communication

Lin-Wood will use various means of communication to reach our stakeholders including email, phones, an all call system, the School website, Facebook, and Instagram. Remember, information regarding the School's plan, policies, and procedures is the most reliable and accurate when received directly from the School.

School Contacts:

Lincoln-Woodstock Cooperative School District
Judith McGann, Superintendent
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Lincoln NH 03251
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Website: https://www.lin-wood.org/
Facebook: https://www.facebook.com/lwpsnh
Instagram: https://www.instagram.com/linwoodpublicschools

Stakeholders are encouraged to submit questions, comments, and feedback via email to:
community@lin-wood.org

Expert Recommendations

State of NH Universal Best Practices:
https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/sonh/universal-best-practices.pdf

State of NH DOE - Grades K-12 Back-to-School Guidance:
https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/sonh/k-12-back-to-school.pdf

CDC Coronavirus Disease 2019 (COVID-19) Considerations for Schools:
https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html

AAP COVID-19 Planning Considerations: Guidance for Safe Schools:
https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/

NH Department of Health and Human Services:
https://www.dhhs.nh.gov/

NH COVID-19 Response:
https://www.covid19.nh.gov/

****NH Department of Health and Human Services, Division of Public Health Services Decision Matrix:**
Recommendations for use of facemasks indoors based on the level of community transmission and COVID-19 transmission within a facility * Face masks still recommended for people who want maximal protection for themselves or others (e.g., a household member who is unvaccinated or medically vulnerable) † Exceptions can be made for classrooms/schools that have achieved a high vaccination rate (e.g., high-school), or where other prevention measures can be strictly implemented (e.g., 6 feet of physical distancing)

		Level of Community Transmission		
		Minimal	Moderate	Substantial
Cases Within Facility	Sporadic cases without evidence of facility transmission	Optional*	Optional*	Universal†
	Single Cluster	Targeted	Targeted	Universal†
	Multiple clusters or a larger outbreak	Universal†	Universal†	Universal†

** Face masks still recommended for people who want maximal protection for themselves or others (e.g., a household member who is unvaccinated or medically vulnerable)*
† Exceptions can be made for classrooms/schools that have achieved a high vaccination rate (e.g., high-school), or where other prevention measures can be strictly implemented (e.g., 6 feet of physical distancing)

*****The decision matrix and language above is provided by the NH Department of Health and Human Services, Divisions of Public Health Services as part of the COVID-19 School & Childcare Toolkit 2021-2022 School Year***

Health in Action

	Why	How
Physical Distancing	Physical Distancing minimizes the transmission of COVID-19. Maintaining a 3–6 ft. separation in the classroom will be pivotal in protecting individual from contact with asymptomatic carriers.	**Modified Layouts:** Classrooms, buses, nursing offices, playgrounds **Closing Communal Spaces:** Where distancing measures cannot be applied
Face Coverings	Face coverings are utilized to slow the spread of COVID-19. NH Department of Health and Human Services (NHDHHS) and Center for Disease Control (CDC) recommendations will guide the use of face coverings in school. Should the recommendations differ between agencies, the NHDHHS guidance will be followed. 	**Use:** Face coverings practices will be determined by the Grafton County Community Transmission Rates per the NHDHHS Decision Matrix located on page 6. The 2021-2022 School Year will begin with Universal Indoor Masking based on Grafton County's substantial community transmission rate. Face covering practices will be reviewed monthly and updates will be communicated to all stakeholders. Face coverings will not be required in outdoor settings. Per Federal Mandate, face coverings are required while utilizing District provided transportation services. **When Utilizing a Face Covering:** Change face covering if damaged (example: if moist from breath); no fidgeting with face coverings; proper way to wear face coverings (covering nose and mouth); launder cloth face coverings nightly.
Isolation/Quarantine	Safe practices to help prevent the spread of infection.	**Contact Tracing:** Trace and monitor contacts of infected individual **Isolation:** Areas have been identified and will be monitored by the nurse and administration **Quarantine:** As per current NH-DHHS recommendations
Vaccinations	The CDC indicates COVID-19 vaccinations will help keep individuals from getting COVID-19 or from getting seriously ill should COVID-19 be contracted. COVID-19 vaccinations are available for individuals aged 12 and above.	**Where:** For individuals wishing to receive a vaccination, COVID-19 vaccination sites are available throughout the State of NH: https://www.vaccines.nh.gov/. Additional sites include pharmacies and local doctor's offices.
Social Emotional Wellbeing	The District recognizes that the COVID-19 pandemic has been detrimental to the mental/social emotional health and wellbeing of students and staff.	**What:** Additional BC/BA support is available for all students and staff. Focused services are available through the School guidance counselors and social worker. For their wellbeing, students and staff are encouraged to eat healthy well-balanced meals; exercise regularly; get plenty of sleep; connect with others; and talk about concerns and feelings.

The School Environment

Drop Off/Pick up:

- May change depending on bussing. Drop-off no earlier than 7:30 AM.

Health Screenings:

- Staff and students, with the help of their parents, will be asked to self-screen.

Quarantine/Isolation:

- If exposed to illness or presenting symptoms, students and staff members will be required to quarantine per current NHDHHS guidelines. Testing may be required to return.

Visitors:

- All visitors and parents will follow building entry procedures and current School COVID protocols including current face covering practices. IEP meetings will be organized through the Special Education Department.

Children with Special Needs:

- Appropriate accommodations will be made with respect to health and safety for children with special needs. Please contact the Director of Pupil Services.

Sanitization Practices:

- Sanitation and handwashing will be required. Daily sanitization practices for the facility and buses will be implemented.

Face Coverings:

- Face coverings practices will be determined by the Grafton County Community Transmission Rates per the NHDHHS Decision Matrix located on page 6. The 2021-2022 School Year will begin with Universal Indoor Masking based on Grafton County's substantial community transmission rate. Face covering practices will be reviewed monthly and updates will be communicated to all stakeholders. Face coverings will not be required in outdoor settings. Per Federal Mandate, face coverings are required while utilizing District provided transportation services. Masks are available free of charge to all students, staff, and visitors at the main entry of each school building.

Personnel:

- Trained staff such as the school nurse, school counselors, and school social worker will be strategically utilized to ensure student and staff safety.

Lunch:

- Lunch will be served for all students in the Middle/High School Cafeteria in a modified structure based on the needs of our students. Additional space may be used to increase capacity as necessary to adhere to current social distancing guidelines for schools. During the 2021-2022 School Year, free meals (breakfast and lunch) will be provided to all students through a waiver provided by the National School Lunch Program.

Co-Curricular/Sports:

- Co-curricular and athletic offerings will be based on the guidance from the State and NHIAA recommendations.

Social Emotional:

- Additional BC/BA support is available for all students and staff. Focused services are available through the School guidance counselors and social worker.

Responsibilities

Parent Responsibilities	**Keep your child at home** and communicate with the school if they are sick; if they display COVID-19 symptoms; or if the student has been exposed to someone with COVID-19. Monitor and screen health concerns including temperature and/or screening checks prior to sending your child to school.
	If you have traveled internationally or on a cruise ship, quarantine per current State guideline prior to returning to School.
	Practice hygiene and sanitization with children in preparation for attending school.
	Prepare your child for the implementation of wearing and cleaning face coverings.
	Prepare for full open and full remote instruction scenarios. Make arrangements for your child's social and educational needs and ensure your child attends classes should the School transition to a remote learning schedule.
	Have a contingency plan for childcare should your child not be able to attend school or needs to be sent home.
Student Responsibilities	**Stay home when sick.** Monitor health symptoms and maintain health screening practices.
	If you have traveled internationally or on a cruise ship, quarantine per current State guideline prior to returning to School.
	Practice hygiene and sanitation protocols – FREQUENT HAND WASHING.
	Adhere to current physical distance guidelines.
	Wear face coverings as required by current School protocol.
	Prepare for the transition of fully open to remote learning.
	Comply with new bus expectations.
Personnel Responsibilities	**Stay home when sick.** Monitor health symptoms and maintain health screening practices.
	If you have traveled internationally or on a cruise ship, quarantine per current State guideline prior to returning to School.
	Employees will follow the policies and procedures related to proper hygiene including frequent hand washing.
	Wear face coverings as required by current School protocol.
	Clean and disinfect educational areas.
	Adhere to all state and federally ordered guidelines
	Adhere to SAU Plans and Policies enacted to maintain integrity of the school.
	Participation in trainings guided by NH.Gov: State of NH Universal Best Practices CDC Cleaning and Disinfecting Public Spaces CDC Things to Know about the COVID-19 Pandemic

Schedule Scenarios

Full Opening – Descriptions and Scenarios:

- School as "Normal" as possible
- Spacing rules / minimal contact with grade levels
- Recess ground rules
- Transportation (Durham Bus Company – Regulations/Expectations)
- Face coverings will be worn on the bus, upon entering/exiting the building, and throughout the school.

Full Remote - Descriptions and Scenarios:

- Government or administration recommends/requires closure of School

All plans are subject to change based on information from Federal, State, and Local sources.

Full Opening

Full Opening Schedule High School 2021-2022

Time	Monday, Wednesday, and Friday
7:45 AM - 7:50 AM	Homeroom
7:52 AM - 8:43 AM	1st Period
8:45 AM - 9:36 AM	2nd Period
9:36 AM - 9:41 AM	Break
9:41 AM - 10:32 AM	3rd Period
10:34 AM - 11:25 AM	4th Period
11:27 AM - 12:18 PM	5th Period
12:18 AM - 12:46 PM	Lunch
12:46 AM - 1:37 PM	6th Period
1:39 AM - 2:30 PM	7th Period

Time	Tuesday	Thursday
7:45 AM - 7:50 AM	Homeroom	Homeroom
7:52 AM – 9:22 AM	1st Period	Advisory/Wellness/SEL/Clubs/Class Mtgs.
9:22 AM - 9:27 AM	Break	Break
9:29 AM – 10:59 AM	3rd Period	2nd Period
10:59 AM – 12:29 PM	5th Period	4th Period
12:29 AM – 12:58 PM	Lunch	Lunch
1:00 PM – 2:30 PM	7th Period	6th Period

Full Opening Schedule Middle School 2021-2022

Time	Monday - Friday
7:45 AM - 7:50 AM	Homeroom
7:52 AM - 8:35 AM	Specials
8:35 AM - 9:35 AM	1st Period
9:35 AM - 9:40 AM	Break
9:40 AM - 10:40 AM	2nd Period
10:40 AM - 11:50 AM	Dear/Advisory/Recess/Lessons
11:50 AM - 12:15 PM	Lunch
12:20 PM – 1:20 PM	3rd Period
1:20 PM – 2:20 PM	4th Period
2:20 PM - 2:30 PM	Homeroom

Full Opening Schedule Elementary School K-5 2021-2022

Sample Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 AM - 7:50 AM	Attendance	Attendance	Attendance	Attendance	Attendance
7:50 AM - 8:10 AM	Responsive Classroom Morning Meeting	Responsive Classroom Morning Meeting	Responsive Classroom Morning Meeting	Responsive Classroom Morning Meeting	Responsive Classroom Morning Meeting
8:10 AM - 9:20 AM	Math	Math	Math	Math	Math
9:25 AM - 9:40 AM	Snack	Snack	Snack	Snack	Snack
9:40 AM - 10:45 AM	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
10:45 AM - 11:05 AM	Lunch*	Lunch*	Lunch*	Lunch*	Lunch*
11:05 AM - 11:35 AM	Recess*	Recess*	Recess*	Recess*	Recess*
11:35 AM - 11:50 AM	Quiet Time/Read Aloud	Quiet Time/Read Aloud	Quiet Time/Read Aloud	Quiet Time/Read Aloud	Quiet Time/Read Aloud
11:50 AM - 12:25 PM	Science	Science	Science	Science	Science
12:25 PM - 1:00 PM	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
1:00 PM -1:35 PM	WIN	WIN	WIN	WIN	WIN
1:35 PM -1:45 PM	Closing Meeting	Closing Meeting	Closing Meeting	Closing Meeting	Closing Meeting
1:45 PM - 2:25 PM	PE	Music	Health	Library	Art
2:25 PM	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

*Recess and lunch times vary by grade.

Remote Learning Schedules for COVID-19 Related Shutdown

High School Remote Learning Schedule 2021-2022

Each online period will be 30 minutes maximum. We are allotting 15 minutes between virtual classes. Attendance will be taken daily, grades for attending will be factored into final grade.

Monday & Tuesday 8:30 - 11:30

Periods	Day / Time	
1	Mon. & Wed.	8:30 AM - 9:15 AM
2	Mon. & Tues.	9:30 AM - 10:15 AM
3	Mon. & Tues.	11:00 AM - 11:45 AM
4	Mon. & Tues.	12:00 PM - 12:45 PM
Lunch		12:45 PM - 1:15 PM
Office Hours / Planning	Teacher Created	1:15 PM - 2:30 PM

Thursdays & Friday

Periods	Day / Time	
5	Thursdays & Friday	8:30 AM - 9:15 AM
6	Thursdays & Friday	9:30 AM - 10:15 AM
7	Thursdays & Friday	11:00 AM - 11:45 AM
Advisory	Thursdays & Friday	12:00 PM - 12:45 PM
Lunch		12:45 PM - 1:15 PM
Office Hours / Planning	Teacher Created	1:15 PM - 2:30 PM

Wednesdays 8:30 - 11:45

Periods:	**Day / Time**	
Office hours for Middle and High School (Small group instruction, Additional time for AP/Running Start Classes (Coordinate amongst those teachers)	Friday	1:15 PM
Lunch	Friday	1:15 PM
Teacher Planning	Friday	1:15 PM

AP and Running Start Classes:
Teachers may allot for additional AP & Running Start Classes during the 12:15 pm - 2:30 pm time frame. This may impact office hours.

Note the start of the day is 8:30 am for students. Teachers report to school at 8:00, .5 hrs. available which can be used as additional planning time.

* Coordinate through grade level teams.

Middle School Remote Learning Schedule 2021-2022

Monday, Tuesday, Thursday & Friday 8:30 - 11:30

Periods	Day / Time
1 - Specials	8:30 AM - 9:15 AM
2 - Core Class	9:30 AM - 10:15 AM
3 - Core Class	11:00 AM - 11:45 AM
4- Advisory / Lessons / Band Chorus	12:00 PM - 12:45 PM
Lunch	12:45 PM - 1:15 PM
5 - Core Class	1:15 PM - 200 PM
Office Hours / Planning	2:00 PM - 3:00 pm

Wednesdays 8:30 - 11:45

Periods	Day / Time
Office hours for Middle and High School (Small group instruction, Additional time for AP/Running Start Classes (Coordinate amongst those teachers)	8:30 AM - 11:45 AM
Lunch	11:45 AM - 12:15 PM
Teacher Planning	12:15 PM - 2:30 PM

Remote Learning Schedule School Elementary (K- 5) 2021-2022

8:30 - 9:00	***Morning Meeting**** and attendance
9:00 - 9:05	Rhythmic Movement Break (RMB)
9:05 - 9:35	Literacy- instruction and practice LIVE Group A
9:05 - 9:35	Math- instruction and practice LIVE Group B
9:05 - 9:35	Math & Science Project Group C
9:05 - 9:35	ELA & Social Studies Group D
9:35 - 9:40	RMB
9:40 - 10: 10	Literacy- instruction and practice LIVE Group B
9:40 - 10: 10	Math- instruction and practice Group C
9:40 - 10: 10	Math & Science Project Group D
9:40 - 10: 10	ELA & Social Studies Project Group A
10:10 - 10:15	RMB
10:15 - 10:45	Literacy- instruction and practice LIVE Group C
10:15 - 10:45	Math- instruction and practice Group D
10:15 - 10:45	Math & Science Project Group A
10:15 - 10:45	ELA & Social Studies Project Group B
10:45 - 10:50	RMB
10:50 - 11:20	Literacy- instruction practice LIVE Group D
10:50 - 11:20	Math- instruction and practice Group A
10:50 - 11:20	Math & Science Project Group B
10:50 - 11:20	ELA & Social Studies Project Group C
11:20 - 11:25	RMB
11:25 - 12:30	LUNCH & RECESS BREAK
12:30 - 1:15	Allied Arts - Specific Schedule per grade level and Classroom
1:15 – 2:30	Office Hours - Teachers accessible by phone, email, or *Google Meet*

Responsive Classroom

Transportation

Durham Bus Company

Routes:

Two Determined Routes

General Regulations:

I. Students and staff will abide by all Durham Bus Company regulations.
II. Regular riders only. No “guests” will be allowed on buses.
III. Switching buses and bus stop changes will not be allowed.

Student Expectations:

I. Students, with the help of their parents, are asked to self-screen including temperature check and symptom check prior to entering the bus each day.
II. Students will wear face coverings on the bus at all times. Face coverings will be provided if necessary.
III. Students will have assigned seats based on safety.

Facilities

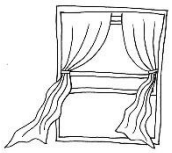
VENTILATION

The District has a mechanical service contract. Bi-annually, the HVAC system's filters are removed and replaced, the air ducts are cleaned, and all other scheduled maintenance (i.e. compressor fan belts, etc.) is completed per the manufacturer's specifications. Facilities staff double checks and recleans as necessary, the filters and the interior and exterior of the ducts.

To continue to improve air filtration and overall air quality, the District will routinely monitor and service the system. Routine service will include checking, cleaning, and/or changing filters more frequently as well as checking the ducts.

Every classroom has an opening window, and all windows will be serviced and in working order. However, if all the windows in the school are open, the negative pressure system will not work properly. The system has been adjusted to maximize outdoor air intake which will increase the amount of fresh air circulating throughout the classrooms and other common areas.

American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) and CDC standards have been consulted and will be monitored for any future changes or recommendations.



CLEANING/PREPARATION

The District has a cleaning and sanitizing plan for the custodial staff based on the educational model being followed. Cleaning supplies will be made available in the classrooms so desk areas may be cleaned regularly. These supplies will be kept out of the reach of children. Only District supplied cleaning and disinfecting chemicals may be used. Afterschool crews will prioritize cleaning and disinfecting of classrooms, offices, halls, and floors utilizing electrostatic sprayers to disinfect classrooms and other large areas.

Co-Curricular/Sports

ATHLETICS:
It is the expectation of the Lincoln-Woodstock Cooperative School District athletics department that all individuals and user groups utilizing its athletic facilities will abide by all guidelines set forth by the CDC, the State of NH Universal Best Practices, NHIAA, and the school.

Guidelines and Recommendations:
NHIAA Sports Medicine

Employees

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

Covid-19 Protocol
Employees will follow policies and procedures related to hygiene which will include, but not be limited to:
Frequent handwashing
Frequent and thorough cleaning and disinfecting of workspaces
Wear face coverings as required by current School District protocol.
Mitigate risk of exposure by adhering to all state and federally ordered guidelines
Will participate in training identified below

Training
Initial training should be provided to all employees prior to the return to school buildings.
Available online and in person
Mandatory for all employees
Topics to Include:

- COVID-19 Overview
- Use of PPE
- Cleaning and Disinfecting
- Screening tool use and self-reporting
- Response to symptomatic students and colleagues
- Training guidance:
    - State of NH Universal Best Practices
    - CDC Cleaning and Disinfecting Public Spaces
    - CDC Things to Know about the COVID-19 Pandemic
    - CDC How COVID-19 Spreads

Policies & Procedures:
Complete daily self-screening
Report symptoms to administration as soon as possible
Wear face coverings as required by current School District protocol.
Clean and disinfect workspaces

Employee Leave

The following information outlines leave options available to employees of School Administrative Unit #68. The SAU will notify employees if additional resources and/or leave options become available.

All leave request questions should be directed to the Superintendent of Schools, Judith McGann, Ed.D. Additionally, if an employee wants to discuss the need for job accommodations and feels they have protection under the ADA, they should contact the SAU office as soon as possible.

Family Medical Leave Act *(FMLA)* - Federal
To be eligible for *FMLA*, an employee shall have been employed for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. Eligible employees shall be entitled to a combined total of 12 weeks of leave per year to use for qualifying reasons. FMLA leave is unpaid, job protected leave where the district continues to pay its portion of the health insurance premiums.

NH FMLA - State (HB14)
September 26th, 2019, the Governor of New Hampshire signed into law HB14 and it was made retroactive back to June 30, 2019. This new state law expands *FMLA* eligibility for NH School District employees by reducing the number of hours an employee must work in the year proceeding their *FMLA* leave request from 1,250 to 900. The employee who has worked the 900 hours or more shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act.

Accrued Sick Leave
This is the sick leave employees are awarded each year as part of the employment package. Please see your collective bargaining agreements (LWEA, LWSSA) and/or personnel policies (GDB-R) for accrual and usage of sick/illness leave.

Sick Leave Bank
For employees who contribute to the sick leave bank as per their collective bargaining agreement (LWEA), requesting leave from the bank may be an option should all other available leave options be used.

Accrued Vacation Leave
Please see your collective bargaining agreements (LWSSA) and/or personnel policies (GDB-R) for accrual and usage of any awarded vacation leave.

Americans with Disability Act *(*ADA)
The ADA prohibits discrimination against people with disabilities. The ADA does not specifically name all impairments covered under this Act, so if an employee thinks they might be entitled to protections under the law, they should reach out to the SAU#68 office to discuss options. Under the ADA, discussions between the employee and employer take place to try and find reasonable accommodations for employees that meet the criteria under this Act. Medical documentation supporting the disability will be required.

Worker's Compensation
If an employee is diagnosed with COVID-19, they may be eligible for Worker's Compensation. Current law says for an employee to claim worker's compensation for an infectious disease, the employee must demonstrate that they contracted the disease in the course and scope of their employment. In the unfortunate event that an employee contracts COVID-19 at work, a worker's compensation claim can be filed and *Primex* will assess the claim and determine if coverage is warranted.

Unpaid Leave of Absence -Some collective bargaining agreements (LWEA, LWSSA) and personnel policies (GDB-R) provide for an unpaid leave of absence for qualifying employees. All applications for such leave must be made in writing and approved by the school board prior to the beginning of the leave.

Employer Responsibilities

The Lincoln-Woodstock Cooperative School District will:

- Provide supplies required for cleaning and disinfecting work areas as well as PPE (face coverings and other as appropriate). Only District supplied cleaning and disinfecting chemicals may be used.
- Consider emotional and medical needs of all employees (especially those who are medically vulnerable).
- Identify, designate, and monitor employee leave options.
- Train staff and faculty on expectations and new procedures as they develop.
- Follow the recommendations of NH DOE, NH-DHHS, and CDC.

Response

SYMPTOMATIC INDIVIDUAL

I. Screening:

- Screening is essential to keep symptomatic students and staff members out of the building.
- Students, with the help of their parents, are asked to monitor and screen health concerns including temperature checks prior to school.
- Staff members are asked to self-screen health concerns including temperature checks prior to school.
- A staff member and student self-screening guide has been developed as a reminder of COVID-19 risks and symptoms.
- Good communication with staff members, students, and parents is necessary to let each know what is expected. Lin-Wood will utilize email, phone calls, an all call system, the School website, Facebook, and Instagram as communication avenues.

II. Assessment:

- Symptoms of COVID-19 are general. Staff members and students will be assessed on a case by case basis. (For example: a child with documented seasonal allergies presents with respiratory symptoms. Is it allergies or COVID-19?)
    - If symptoms are new for the individual; the individual will be sent home and should contact his/her primary care physician (PCP) or other medical professional.
        - How do we know if a symptom is "new or unexplained" and not due to a chronic condition (e.g., allergies)?
            - The School will document and verify with staff members, parents, and healthcare providers if a student/staff member has any chronic health conditions and the typical symptoms the health condition presents with. If a student/staff member presents with symptoms during school, and it is unclear (or undocumented in the student/staff member's medical record) if the symptoms are chronic, then the student/staff member will be excluded until they have met the return to school criteria, or a healthcare provider can document a chronic/stable condition that accounts for the student/staff member's symptoms and that there are not any new or unexplained symptoms of COVID- 19.

III. Testing:

- Currently there is no requirement for student/staff to be tested prior to starting the school year.
- If a student/staff member is sent home sick, they should be evaluated by their PCP or other medical professional.
    - If found to have COVID-19 the individual can return to school 10 days after onset; if symptoms are improved and they have been fever-free off medication for 24 hours.
    - Testing is done at the discretion of the individual.
- When a student/staff is sent home:
    - The NH Department of Health and Human Services will be the School's primary point of contact.
    - The State will help to direct the level of cohorts to send children home.
- Strong suspicions of COVID-19 may require siblings to be dismissed and monitored as well.
- If a student/staff tests positive, the lab will send a report to the state and the state will assist the school in contact tracing and assist with which staff/students should be quarantined.

IIII. Return to School:

- Confirmed case:
    - Mild to moderate cases, the individual may return to school 10 days after onset; if symptoms are improved and they have been fever-free off medication for 24 hours.
    - Severe to critical cases, the individual may return to school 20 days after onset; if symptoms are improved and they have been fever-free off medication for 24 hours.
    - Asymptomatic individuals that have tested positive can return to school in 10 days.
- If a student/staff member refuses to test, they will be considered positive and must be quarantined for 14 days and follow the same guidelines as a confirmed case.

NH DIVISION OF Public Health Services
Department of Health and Human Services

Bureau of Infectious Disease Control

Quarantine Guide for Unvaccinated People Exposed to COVID-19 in their Household

If you are unvaccinated and have been identified as a household contact to someone diagnosed with COVID-19, then you are at risk of developing COVID-19 in the 14 days after you were exposed, and you should quarantine for 10 days and should get tested and monitor for symptoms. Household Contact: any individual who lives and sleeps in the same indoor shared space as another person diagnosed with COVID-19 (either a temporary or permanent living arrangement), leading to close contact and potential repeated exposure to the person with COVID-19. This includes situations where there may be temporary but prolonged exposure such as occurs as sleep-over events, shared camp cabins, vacation rentals, etc.

1. Stay home (quarantine) for 10 days from last exposure*

- You should stay at your home and avoid other people for 10 days after your last close contact with the household member with COVID-19 while they are considered infectious (their 10-day isolation period). You can begin your 10 day quarantine period sooner if the person with COVID-19 sleeps in a different room than you and you can avoid ongoing close contact in your home. Follow the guidelines here.
- You must not go out in public places - not even to the grocery store or to run errands-except to receive a COVID-19 test or to see a healthcare provider. Please do not visit with other people outside of your home, and do not invite others into your house to visit. Keep your distance from others in your household (at least 6 feet).
- Wear a facemask to protect those around you.

As long as you don't develop symptoms of COVID-19, you can stop quarantine after 10 days have passed starting from the day of your last exposure to the person with COVID-19.

2. Get tested*

- Get tested 5 – 7 days after your exposure to a person with COVID-19. This should be a test that detects active infection using a PCR-based test on a nose swab. You can find testing locations on our COVID-19 testing guidance webpage.
- A negative test does NOT mean that you can end quarantine early (you still need to quarantine for 10 days), but a test does help to identify infection early even if you're not showing symptoms, and it can help prevent spread and protect others around you.
- If you test positive for COVID-19, then you need to follow the instructions found in the Isolation Guide.

3. Monitor for symptoms

- Take your temperature. You should do this twice a day for 14 days after you were exposed (even if you end your quarantine after 10 days) and take your temperature anytime you feel like you might have a fever.
- Monitor yourself closely for other potential symptoms of COVID-19 such as respiratory illness (cough, sore throat, runny nose, shortness of breath), body symptoms (fatigue, chills, muscle aches), change in taste or smell, nausea, vomiting, or diarrhea, even after you end your quarantine.
- If you develop any symptoms of COVID-19: Seek medical advice and get tested – call ahead before you go to a healthcare provider's office or emergency room. Tell them you were recently exposed to someone with COVID-19 and have symptoms.

4. Take care of yourself

Reach out to your healthcare provider or seek emergency care if you have any concerns about your health. Social isolation can be lonely. Connect with others through phone, video chat, text, and email. Seek help from others to safely provide you and your household food and supplies you need while in quarantine. If you need support to maintain isolation, call 211 (TTY: 603-634-3388).

If you have a medical emergency, call 911. Tell them that you are under quarantine for COVID-19 exposure.

Please review these resources to help keep your home clean and protect others:

What to do if you are sick / Caring for yourself at home / Cleaning and disinfecting your home / Coping with stress

*You do NOT need to stay home (quarantine) for 10 days but it is recommended that you be tested 3-5 days after exposure (or if you develop symptoms), and to wear a mask in public indoor setting for 14 days after exposure or until you receive a negative test result:

1. You are fully vaccinated against COVID-19 and more than 14 days have passed since you received the last recommended dose of a COVID-19 vaccine series.
2. You have previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days (if you had a previous infection that was more than 90 days ago, then you still need to follow all of these instructions).

This document is available online at: https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/self-quarantine-covid.pdf

12/1/2021

Contact **211** with COVID-19 questions.
TTY: 603-634-3388

Self-Observation Guide for People Exposed to COVID-19
Who Are Not Required to Quarantine

If you were in close contact with someone with COVID-19 in the community (non-household contact), you should follow the instructions below. If you are a household close contact** to someone with COVID-19 but you are fully vaccinated, you should also follow these instructions.*

1. Monitor for Symptoms

Monitor yourself closely for potential symptoms of COVID-19 for 14 days after you exposure, including: fever, respiratory illness (cough, sore throat, runny nose, shortness of breath), whole body symptoms (fatigue, chills, muscle aches), change in tase or smell, nausea, vomiting, or diarrhea

2. Get tested and Wear a Face Mask in Indoor Public Places

If you live or sleep in a shared space with someone diagnosed with COVID-19 (household close contact) but you are fully vaccinated against COVID-19, you do not need to quarantine. You should get tested for COVID-19 with a PCR-based test 5-7 days after your exposure (even if you do not have any symptoms). You should also wear a facemask in indoor public settings for 14 days, or until you receive a negative test result.

If you had close contact exposure to someone diagnosed with COVID-19 in the community (non-household close contact), you should also consider following the above recommendations for testing and face mask use (even if you do not have any symptoms).

3. If you become sick

If you develop any symptoms of COVID-19, you should:

- Stay home and isolate from other people, including those you live with
- Seek medical advice for any concerning symptoms – call ahead before you go to healthcare provider's office or emergency room, and tell them you were recently exposed to COVID-19
- Get tested for COVID-19 – you can find testing locations here
    - If you test negative, you should still stay home until you are fever-free for at least 24 hours (off any fever-reducing medications) and other symptoms are improving
    - If you test positive, you should follow the instructions found in the Isolation Guide

4. Take care of yourself and others

Additional things you can do to keep yourself and other healthy are:

- Get fully vaccinated against COVID-19
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based had sanitizer that contains at least 60% alcohol
- Avoid touching eyes, nose and mouth with unwashed hands
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing
- Attempt to stay 6 feet away from others and wear a facemask when in indoor public location to protect yourself and others from COVID-19

***Close contact** being within 6 feet of a person with COVID-19 for a cumulative time of 15 minutes or more within a 24 hour period.
****Household contact:** any individual who lives and sleeps in the same indoor shared space as another person diagnosed with COVID-19 (either a temporary or permanent living arrangement), leading to close contact and potential repeated exposure to the person with COVID-19. This includes situations where there may be temporary but prolonged exposure such as occurs as sleep-over events, shared camp cabins, vacation rentals, etc.

As per the New Hampshire Department of Health and Human Services State of New Hampshire Coronavirus Disease 2019 (COVID-19) School & Childcare Toolkit, the Lincoln-Woodstock Cooperative School District will partner with Public Health for contact tracing, isolation, and quarantine.

Toolkit Contact Tracing Guidelines:

□ People who are diagnosed with COVID-19 must still isolate at home until they have met criteria for discontinuation of isolation

□ Close household contacts of someone diagnosed with COVID-19 ARE required to quarantine if they are NOT fully vaccinated

□ Close household contacts of someone diagnosed with COVID-19 are NOT required to quarantine if they ARE fully vaccinated; however, in accordance with CDC guidance for people who are fully vaccinated, such persons are recommended to get tested 3-5 days following their exposure, and wear a facemask in indoor public settings for 14 days, or until they receive a negative test result

□ Non-household contacts should self-observe and monitor for symptoms

□ Continue to report positive cases to NH DPHS

Definitions:

Close household contact	Any individual who lives and sleeps in the same indoor shared space as another person diagnosed with COVID-19 (either a temporary or permanent living arrangement), leading to close contact and potential repeated exposure to the person with COVID-19. This includes situations where there may be temporary but prolonged exposure such as occurs as sleep-over events, shared camp cabins, vacation rentals, etc.
"Close contact" in the K-12 school setting (see CDC definition):	If facemasks are not consistently and correctly used, then a close contact would include persons sitting within **6 feet** adjacent on either side, in-front, or in-back of a person with COVID-19 (for each classroom, including during lunch and snack breaks, or on a bus) for a cumulative time of 15 minutes or longer over a 24 hour period If facemasks ARE consistently and correctly used, then a close contact would include persons sitting within **3 feet** adjacent on either side, in-front, or in-back of a person with COVID-19 (for each classroom, including during lunch and snack breaks, or on a bus) for a cumulative time of 15 minutes or longer over a 24 hour period The entire classroom if students are allowed to interact in close contact in an uncontrolled fashion Persons part of a team or group that interacted with a person with COVID-19 during indoor recess or physical education when they come in close or direct contact

	Any person in the same room (i.e., a closed confined space) as a person with COVID-19 while they were singing or playing a wind instrument (regardless of physical distancing). These situations will need to be investigated on a case-by-case basis with the NH DHHS CSI to identify risk of exposure, and may take into account the amount of physical distance, size of the room, and use of face masks during activities Any person participating in indoor close contact sporting events (training sessions, practices, games) or any contact sports (whether indoors or outdoors) with a person with COVID-19. Because these situations may be higher risk, they will need to be investigated on a case-by-case basis with the DHHS investigator to identify risks for close contact exposure
K-12 school or childcare associated case	COVID-19 case (confirmed or probable) who is a student, teacher, or staff member physically present in the school setting or participated in a school sanctioned extracurricular† activity a. Within 14 days prior to illness onset or a positive test result OR b. Within 10 days after illness onset or a positive test result
Standardized K-12 school or childcare transmission definition	A subset of school-associated cases where the most likely place of exposure is determined to be the school setting or a school-sanctioned extracurricular activity.
A cluster in the school or childcare setting	Multiple cases comprising at least 10% of students, teachers, or staff within a specified core group* OR at least three (3) within a specified core group* meeting criteria for a school-associated COVID-19 case; with symptom onset or positive test result within 14 days of each other§ , AND NO likely known epidemiologic link to a case outside of the school setting.
An outbreak in a school or childcare setting	Multiple cases comprising at least 10% of students, teachers, or staff, within a specified core group* OR at least three (3) cases within a specified core group* meeting criteria for a probable or confirmed school-associated COVID-19 case with symptom onset or positive test result within 14 days of each other§ ; who were not identified as close contacts of each other in another setting (i.e. household) outside of the school setting; AND epidemiologically linked

* A “core group” includes but is not limited to extracurricular activity†, cohort group, classroom, before/after school care, etc.) † A school sanctioned extracurricular activity is defined as a voluntary activity sponsored by the school or local education agency (LEA) or an organization sanctioned by the LEA. Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities. § For onset, use symptom onset date whenever available. If symptom onset date is unknown or if a case is asymptomatic, use specimen collection date for the first specimen that tested positive. The 14-day period refers to 14 days before the date of first symptom onset or first positive test sample.

Employee and Student Self-Screening Guide

Daily Self-Screening Guide:

To protect all users of our facilities we are asking all employees and students, with the help of their parents or guardians, to self-screen.

Please take your temperature and, if you have a temperature of 100.4° or over, please stay/go home and contact your medical provider.

SELF-SCREENING QUESTIONS
Did you have a body temperature of over 100.4° today?
Have you had a fever or felt feverish in the last 72 hours?
Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
Are you experiencing any general body symptoms such as muscle aches, chills, or severe fatigue?
Are you experiencing any gastrointestinal symptoms such as nausea, vomiting or diarrhea?
Have you experienced any new changes in your sense of taste or smell?
Have you been in close contact with a confirmed case of COVID-19 from your household in the last 10 days?
In the last 10 days, have you traveled internationally (except for essential travel to/from Canada) or by cruise ship? (Please see specific State guidelines regarding travel if fully vaccinated or within 90 days of COVID-19 diagnosis.)

If you answered yes to any of these questions, please stay home from school today and contact your primary care provider and/or DHHS (211; (866) 444-4211) as necessary.

Sources

State of New Hampshire: https://www.covid19.nh.gov/

New Hampshire Department of Health and Human Services: https://www.dhhs.nh.gov/index.htm

New Hampshire Department of Health and Human Services State of New Hampshire Coronavirus Disease 2019 (COVID-19) School & Childcare Toolkit:
https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/school-childcare-toolkit-2021-2022.pdf

Stat of New Hamps21` hire Department of Education: https://www.education.nh.gov/

NH Grades K-12 Back-To-School Guidance:
https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/nh-k-12-january-2021-back-to-school-guidance-3-17-2021.pdf

Center for Disease Control: https://www.cdc.gov/coronavirus/2019-ncov/index.html

World Health Organization: https://www.who.int/emergencies/diseases/novel-coronavirus-2019

American Academy of Pediatrics: https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/

New Hampshire Interscholastic Athletic Associations: http://www.nhiaa.org/sports-medicine

New Hampshire SAU #9: http://www.sau9.org/

Addendum

Stakeholder Response

The District continues to have “Reopening Plan” updates on a regular basis for all stakeholders. This includes opportunity for stakeholders to give feedback at Board meetings through the agenda item, “Covid-19”. These Board meetings occur every second and fourth Wednesday evening per month, unless otherwise posted. Also, public may access the “community input” link. This input link is an email box for public input via the COVID-19 page on the District’s website to share any concerns or feedback the public may have.

Socio-economic/Social-emotional Well-being

During the 2021-2022 school year, the District offers free lunch for all students attending school. The District also has increased counseling services for both staff and students through more focused services via guidance counselors and social worker as needed. Additional services for a BC/BA is currently in place to better meet the needs of students.

Safety Needs for the District

Face masks are provided free of charge to all students, staff and visitors at the main entry of each school building. All classrooms continue to receive appropriate disinfecting at the end of every school day. Disinfecting also is done during the school day throughout the school buildings.