

**Madison Elementary School  
Madison School District**

# **RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*



**PROPOSED 7.27.2020**



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*Changes to the public health situation over the course of the school year may necessitate changes to this guidance.*

# INTRODUCTION

Dear Madison School Community,

COVID-19 impacted all of us in an unprecedented way in the spring of 2020. As we endure to learn and adjust to living in the midst of a continued pandemic situation, MES staff are working on plans to provide for the needs of the children in Madison. This document is the culmination of over two months of work as a dedicated team of staff representing different departments at MES met weekly; worked outside of our meetings; and researched what was happening around the world; understanding what spring remote learning looked like for Madison; and reflecting on what we can do now knowing what we know.

As we plan for a return to the building, we know that any of our plans are subject to change with a moment's notice. That being said, we feel that we have explored several different scenarios, thinking about as many "what if" questions that we can, and now present to our community what we have as of today. At the time of this first draft we have only had one known COVID case in Madison in March and currently no active cases. We understand that COVID still exists and is a threat to our community and the greater valley. This plan is designed within this situation knowing that if COVID cases increase we will have to change our course accordingly. Our team will continue to meet at least monthly.

In creating a plan we have to consider many different factors within our building. These factors have direct implications to our students and our staff. Our goal is to provide an environment for students and staff where we can connect with each other, provide support, and create an educational environment within which students can ground themselves and work to make progress.

We at MES have always believed in teaching children where they are at along the learning continuum. This philosophy couldn't be truer than right now. We understand that since children left our building in March that they have had a wide variety of experiences and have made different levels of progress. When students return to school, either in person or through remote learning, we will work to understand their current skill levels and their individual needs, to help us develop a program that we can realistically deliver to support their growth.

We understand that parents have truly become partners in their children's education. We do not want to change that, we want to build upon it. Whether parents choose to keep their child at home to continue in a remote learning environment or chose to send them to school, we look forward to working together with you.

We offer this Madison Re-Entry Plan as our current plan to provide an environment that works to mitigate risk while providing educational opportunities to support the "whole child." School WILL be different. I encourage parents to partner with us by starting to have those conversations with their children about how it might look. Take advantage of upcoming information and videos to share with your children to help them understand what school will be like. They will make their first impression of what school will be from your response, I encourage you to show them your brave face and to explain to them that different

doesn't have to be negative. No matter what choice parents make (in-person or remote) we will all work together to make it a memorable year together.

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the NH Department of Education (NH DOE), NH Department of Health and Human Services (NH DHHS), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO). Regular updates will be made to this plan based on updated information provided by the above organizations and applicable federal, state and local agencies.

### **MES Re-Entry Planning Team**

Heather Woodward, Principal  
Janet Cox, Food Service Manager  
Jim Curran, School Board Member  
Kim Cromie, School Nurse  
Ken Eckhardt, Head Custodian  
Tammy Flanigan, Library/Media Specialist  
Holly Hawkins, Administrative Assistant  
Kate Stanley, Classroom Teacher

## **Definitions:**

### **Close Contact**

This document refers to “close contact” with an individual who is *lab-confirmed* to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- Being within 6 feet for a cumulative duration of 10 minutes, while not wearing a mask or face shield;

If either occurred at any time in the last 14 days at the same time the infected individual was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

### **Exposure**

Close contact of less than 6 feet for more than 10 minutes to a person who *has COVID-19 symptoms or who has tested positive*.

## Face Coverings

Made of cloth, worn covering nose and mouth, and are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control. Face coverings are not considered personal protective equipment.

## Hand Hygiene

In the school setting, hand hygiene will be cleaning your hands by using either handwashing (washing hands with soap and water), or with a greater than 60% alcohol-based hand sanitizer (including foam or gel).

## Personal Protective Equipment (PPE)

Personal protective equipment is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. Equipment can include:

- **Face masks-** Provides barrier protection against large-particle droplets and does not effectively filter inhaled small particles, fumes, or vapors. A surgical mask is primarily used to protect patients and healthcare workers from people who may have a respiratory infection or to protect sterilized or disinfected medical devices and supplies.
- **Face shields/goggles-** Provides eye protection. Personal eyeglasses and contact lenses are NOT considered adequate eye protection.
- **Gloves-** depending on type, provides hand protection against scrapes, scratches, cuts, chemicals and contaminants.
- **Gowns (disposable):** Protects clothing as they may be resistant or impermeable to fluids.
- **Respirators-** Worn on the face, covers at least the nose and mouth, and is used to reduce the wearer's risk of inhaling hazardous airborne particles (including dust particles and infectious agents), gases, or vapors. Respirators are certified by the CDC/NIOSH, including those intended for use in healthcare (N95 masks).

## QUARANTINE

Keeps someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. [Additional info from CDC](#)

## ISOLATION

Keeps others separated from someone infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected.

People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available). [Additional info from CDC](#)

## **SECTION 1:**

# **SAFETY OF STUDENTS, STAFF, AND VISITORS**

## **EMPLOYEE AND STUDENT SAFETY**

### **FACE COVERING GUIDELINES**

Staff and students are expected to wear a face covering according to CDC guidance. Specifically face coverings must be worn when entering/exiting the bus, for the bus ride, when entering and exiting the building, walking in hallways, and when 6 feet of physical distance between another person is not possible. The school will provide reusable/washable face coverings, although staff and students may provide their own as long as it aligns with the CDC guidance.

If a student or staff member requires a modification or adaptation to this guideline, the principal will discuss individually each situation to identify a resolution that maintains staff and student safety to the best extent possible. All modifications and adaptations will be documented.

### **VISITOR RESTRICTIONS**

Madison Elementary School will not allow normal visitation to our building. Only Madison Elementary School staff and approved contracted service providers are allowed in the building when students are present. The building will remain locked at all times.

### **TRAVEL RESTRICTIONS**

Madison Elementary School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the principal and the office of the Superintendent.

Personal travel outside of the New England states is discouraged based on the NH DHHS Guidance as of July 14, 2020. Should staff or students travel outside of the New England states, they will be expected to self-quarantine for 14 days before re-entering the building. Accumulated sick time for staff is not permitted for use during this self-quarantine period.

### **EMPLOYEE SCREENING AND PROTOCOLS**

All screening information will be kept confidential by the principal and school nurse. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening. Self-screening should happen at home before leaving for the building if possible. Screening stations will be available at school if needed. Screening

will include a temperature reading and answering a set of questions related to COVID-19 symptoms which include:

- Fever or chills- Temperature of 100.0 degree fahrenheit or above.
- Cough
- Shortness of breath, or difficulty breathing
- Fatigue
- Muscle aches or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or Runny Nose
- Nausea or vomiting
- Diarrhea

## **HEALTH PROTOCOL**

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact the principal. You may be asked to submit a healthcare provider's note before returning to work.

## **HEALTH CLINIC/ISOLATION ROOM**

The MES health clinic has been moved to an enlarged space to accommodate physical distancing requirements and limit student and staff exposure. In addition, to respond to the needs of students and staff who may need a nursing evaluation for signs and symptoms of COVID-19 and provide separation from others, an isolation room has been assigned for this purpose. All persons entering the health clinic and/or isolation room will be required to wear the appropriate PPE and follow all safety precautions indicated. Any person entering and leaving the health clinic or isolation room will be required to perform hand hygiene per protocol. The isolation room is for authorized personnel only.

All staff and students being discharged from the health clinic due to health conditions will receive recommendations for healthcare and criteria for return in written form.

## **GUIDANCE IF EXPOSED**

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC and NH DHHS.

Please do the following:

1. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
  1. Your healthcare provider
  2. Madison Elementary School's Principal

2. Your principal will work with the SAU office to determine appropriate next steps.
3. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.
4. You may be contacted by NH DHHS and given further instructions.

## **PHYSICAL DISTANCING**

Physical distancing is an effective way to prevent potential infection. Madison Elementary School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Lines on the floor will mark the walking direction throughout the building in order to maintain the physical distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE may include facemasks, face shields, goggles, gloves, gowns and respirators.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## **PERSONAL WORKSPACE/CLASSROOM**

Madison Elementary School staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit other classrooms. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. A bucket of cleaning supplies will be provided by the custodial staff. Staff are NOT allowed to bring in cleaning supplies from home or request them as donations from parents.

## **SHARED WORKSPACE**

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Madison Elementary School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Madison Elementary School Custodial Team will clean all workspaces at their designated cleaning time.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity**– Madison Elementary School will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

**Conference Room**– The conference room will be limited in capacity until further notice. Signage indicating closure/capacity limits will be placed on the conference room door. All meetings are encouraged to use Google Meet as a virtual option even for employees in the office or school.

**Breakrooms or Teacher Lounge/Multipurpose Room**–These spaces will be limited in capacity with the expectation that staff complete their tasks and move out in an efficient manner. There should be no gathering and socializing in this designated space.

**Copy Areas** – There will be limited access to the copy area. Signage indicating restrictions will be posted.

## FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

### GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The school will be 100% disinfected prior to the returning of staff and students for the 2020-21 school year.

## GENERAL DISINFECTION MEASURES PROTOCOL

General measures will be followed regularly. See Appendix for more details.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing or as dictated by needs.

## SIGNAGE

Signage for MES will be placed throughout the offices and school.



## FOOD & DELIVERIES

Bringing or sharing refreshments during meetings or in the classroom is prohibited in order to limit the risk of contamination. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to Madison Elementary School.

## BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

Face coverings will be worn while on the bus and students will have assigned seating until further notice. Students will be brought home to their regular scheduled bus stops only. Bus stop changes or addition of riders will not be allowed.

## **SUSPECTED COVID-19 PROTOCOL**

If an employee or student becomes ill on campus/district, he/she will immediately notify the nurse and be directed where to report. If isolation is required, proper PPE/face covering will be donned by nurse and student/staff. Once evaluated and disposition determined, consultation with NH DHHS may be needed to determine further course of healthcare. The nurse will direct the ill employee to leave work or call the parent of the student to be picked up. With direction from NH DHHS, the nurse and principal may need to identify persons who may have come in contact with the suspected infected person and determine any exclusions. The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student per protocol.

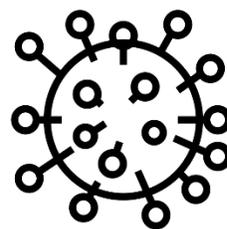
## **RESTROOM USAGE DURING THE SCHOOL DAY**

Maximum capacity for each bathroom will be established that allows for physical distancing. Signs will be posted with the maximum capacity on the door. Marked areas outside of restrooms will indicate where students should stand if they are waiting for the restroom.

## **STUDENT ARRIVAL**

By allowing your child to attend school you are attesting to their health status each day. Every morning it is expected that parents will take their child's temperature and assess for any of the following conditions:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19



Parents must ensure they do not send their student to school if the child has COVID19 symptoms or is lab-confirmed with COVID19, and instead should opt to receive remote instruction until the conditions for re-entry have been met.

**No student should arrive prior to 8:50 AM.** 1st-2nd grade students should be dropped off at the gym door entrance. Kindergarten and Grades 3rd-6th should be dropped off at the south side door near Kindergarten. **Do not let students leave the vehicle until you see a staff member at the door. THE DOORS WILL REMAIN LOCKED AND NO STUDENTS WILL BE ALLOWED TO ENTER UNTIL 8:50.** Students being dropped off at school should maintain physical distancing and wear a face covering while entering the building. Upon entering, students will go directly to their classrooms.

Students arriving via bus will continue to wear their face covering while going to their classrooms. Students will disembark the bus in an organized and spaced out manner to maintain physical distancing. Students will go directly to their classrooms when entering the building.

## **FORGOTTEN ITEMS**

Any items that need to be dropped off during the school day for your child must be left on the table outside the front office window. Use the intercom to let us know who it is for. The teacher will be notified and send the student down to pick it up at a convenient time.

## **STUDENT DISMISSAL**

During the school day a shared Google Doc will be created by the office as the Daily Bulletin. This document will be used to inform staff of who is absent and will be the primary communication of any change in plans for students for that day. The office and staff who receive messages concerning changes in plans for students will add them to this document. We will also use this document to facilitate pick up at the end of the day.

If you need to pick up your child between 9:15 and 3:00 please use the front loop. Use the intercom or call the office to let us know you are here, who you are picking up and why. We will make a note of the time and send your child to your vehicle.

At the end of the day students will remain in their classrooms until called for dismissal. Teachers will insure that all students have their face coverings on prior to leaving the classroom. Busses will be called one at a time and loaded in an organized manner to allow for physical distancing. All students will have assigned seats on the bus and their face coverings must remain on until they disembark at their bus stop.

Student pick up will begin at 3:20. At 3:10 parents can begin to arrive and line up. All cars must stop near the gym when arriving for pick up. A staff member will take the names of who you are picking up and then you will go around the building and line up, staying in your car, near the Kindergarten room. Our staff member will let the office know you are here and we will call for your children. Do not proceed to the line without giving your name to our staff member near the gym. If you do, you will be asked to go around the building again.

## **CHANGE IN PLANS**

Students will only be allowed to take the bus to and from their scheduled bus stops. If you have a change in a pick up schedule for end of day or an appointment, please email or call the office. 603.367.4642 or

[office@mes-nh.com](mailto:office@mes-nh.com). Notes sent to the teacher **will not** be brought to the office in order to minimize contact.

## **SCHOOL PROVIDED MEALS**

Students will be asked to pre-order and pre-pay for their meals on a weekly basis. Orders will be received on Wednesdays for the following week so that the food service department can plan accordingly.

We are currently researching options for ordering systems that could be online or using a paper based system. All families may use the MySchool Bucks program or send in payment if they prefer.

Breakfast and Lunch will be served in a “serve” status meaning that all students will get all of the menu options on their tray each meal. The only choices will be which type of milk they would like.

### **Breakfast:**

- Pre-ordered breakfasts will be delivered to classrooms between 9:07 A.M to 9:22 A.M.
- All food components will be on a tray or in a breakfast bag.

### **Lunch:**

Pre-ordered lunch will be delivered to classrooms starting at 11:30 A.M., 12:00 P.M., and 12:30 P.M. Students will come out of classrooms one class at a time, line up in the hallway along marked areas to maintain physical distance, to receive their food and return to their classrooms.

Food will be prepared and held at proper temperatures until ready to plate up.  
All food components will be put on tray (except milk - that will still have a choice at serve)  
Food will be transported in an enclosed cart to classroom hallways.

Dish tubs will be set outside of classrooms to collect the dirty dishes.  
Students will empty their trays inside their classroom. Then place their dirty trays in the tub.

Food Service will collect after second serve and clean tubs in between service.

Meal pick up for remote learners will be at 1:00 P.M.

## **CLASSROOM ARRANGEMENTS**

Classrooms will be set up to meet the state’s guidelines for physical distancing with the goal of 6 feet of separation if possible. Students will have assigned seats that allow for contact tracing if necessary.

Students will each receive their own personal caddy for school supplies and another storage container for their books, notebooks, journals, etc... All students will be assigned a chromebook for their individual use.

Teachers will have flexible seating options available for students and will arrange the room to maximize learning opportunities with their personal teaching style.

Students will remain in their classroom for all instruction with Integrated Arts teachers coming to the classroom for lessons. The outdoor environment will be used as much as possible weather permitting. When a teacher takes a class outside of the building, they will take a radio for communication with the office and nurse.

When necessary, students will work in another classroom with staff from our Special Education and RTI departments. All safety protocols will be followed as students and staff leave a room or enter a room.

When in the room and 6 feet of distance cannot be maintained, such as for individual conferencing, in addition to face coverings, teachers may use a physical clear barrier as an extra layer of protection.

## **STUDENT PROVIDED MATERIALS**

Students are expected to come to school each day prepared with basic materials including:

- A refillable water bottle
- Snack and lunch (unless ordering from school)
- Appropriate clothing for being outdoors for at least a 30 minute period each day

## **LUNCH & RECESS**

Lunch and recess periods will be divided by grade level. Students will eat lunch in their classrooms. Outside recess will occur in designated areas that rotate each day. Students will have at minimum a 30 minute and a 15 minute recess period throughout the day. Should weather conditions result in inside recess, teachers will provide opportunities for students to have non-structured down time in a safe way.

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

The school counselor will develop videos and resources for parents and teachers to access. The counselor may work with students individually or in small groups to address any well-being needs. The counselor will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

## **STAFF TRAINING**

1. **Pre-return to school training-**  
Presented remotely to ensure understanding and preparedness to align with this plan
2. **First Day Training/Orientation**  
Align school protocols and procedures with this manual; meeting area must adhere to physical distancing protocols or present via digital platform such as Google Meet
3. **Cleaning Crew Protocols**  
Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the building.
2. School checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. Face coverings and PPE donning and doffing, hand hygiene
8. Health care in the classroom
9. On site health screening
10. Daily self-screenings
11. Visitors
12. Cleaning Crew Protocols

**Powerpoint for First Day Orientation (not yet developed)**

## **COMMUNICATION METHODS**

To stay updated on the most current information:

1. Teachers and parents need to check their email often.
2. Class Dojo messages will be sent to parents for classroom specific information.

## II. ACADEMICS AND REMOTE LEARNING

Madison Elementary School developed a COVID19 Re-opening Committee to organize and develop systems in place for the school's reopening. The committee members were selected from various departments and grade levels to get a diverse set of knowledge and skills. As a whole, the committee meets regularly every Friday throughout the summer.

Together we focused on planning for 3 scenarios: All students in the building, All students learning remotely, and a combination of the two where most students attend each day and others opt for learning remotely staffed by MES teachers.

If parents choose not to send their children to school due to concerns about Covid-19 there are two options. Parents may continue with remote learning or choose to homeschool their children in accordance with Madison School Board Policy IHBG.

**Remote Learning:** Students will be assigned to a remote learning teacher and be expected to participate in daily scheduled online meetings, complete assignments, have work sessions, and complete other tasks as assigned. The remote learning teacher will collaborate with grade level teachers and IA teachers as needed to provide appropriate assignments to cover the expectations of the NH Competencies. A Remote Learning Handbook will be provided to provide clear guidelines and expectations.

**Homeschooling:** Students would be unenrolled from Madison Elementary School. Parents are required to notify the school and write a letter to the superintendent stating their intentions to homeschool their children. The parents are responsible for all aspects of their child's education.

### CHANGE IN ENROLLMENT STATUS:

If parents choose to change their child's enrollment status from remote to in-person, there will be a 2 week transition period after notification so that the school may adjust and prepare for additional students.

If a student new to Madison enrolls for in-person learning, they will automatically be enrolled in remote learning for the first two weeks so that the school can prepare and adjust.

### FALL SEMESTER RE-ENTRY

**As part of our re-entry plan for the fall semester, we are looking at the following areas to address as appropriate for students in their individual grade level assignments.**

**Re-entry Plan:** Our primary focus upon return will be the social-emotional wellness of students. We understand that they have had different experiences and related emotions of the past several months. We will spend time in classroom meetings engaging students, building relationships, and working through understanding individual circumstances. Our school counselor will work closely with our teachers providing training to support the work staff are doing in the classrooms.

In regards to academics, we will gather data through a baseline assessment. For K-6, it could be phonological awareness assessments, DIBELS for reading and/or STAR testing for Math & Reading. Assessments will be scheduled after a period of settling in, we expect the timelines for assessment to vary by grade level and potentially classroom groupings.

**Instructional Gaps:** We will take the data from the baseline assessment to determine where the gaps are with each student. Since they have been out for around 20 weeks, we expect there to be larger gaps than if they were just out for the summer. Especially in K-2 since they are foundational grade levels.

**Scope and Sequence:** Since we will not be starting out like a normal school year, our scope and sequence will look a lot different. We will need to integrate previous grade level competencies with our BOY instruction. We will work to provide individualized instruction as appropriate to support childrens' individual learning needs.

**Remote Learning Packets, Online Learning:** Should this ever happen again, we would like our instruction to be uniform across the board. MES staff will create packets for each grade level that we would use as "Emergency Go-Packets." We have taken into consideration parent feedback from this spring, and decided using consistent expectations and MES resources would eliminate the constant change and confusion for parents and teachers.

## **GRADING PROCEDURE**

### **Grading and Attendance**

To receive credit and attendance for this school year students are expected to complete the assignments.

Grades will be recorded as progress for the first two trimesters with a final grade on the report card. The MES reporting system also includes student-led conferences.

Students will be assessed throughout the year based on the body of work produced as they progress towards mastery of the NH Competencies.

## **Attendance Vs. Participation/Engagement**

It is the expectation that all students will engage in their learning. Through participation in class meetings, instructional opportunities, and completing work, students will demonstrate their engagement and work towards mastering the competencies.

## **Completion Protocols**

Students not making progress, not completing academic assignments, or opting not to participate during remote learning, risk being retained in their current grade level for the next academic year. For promotion to the next grade level, students will need to have completed the requirements outlined in this grading procedure.

## **RECEIVING AND RETURNING STUDENT WORK IF MES MOVES TO A FULL REMOTE INSTRUCTION MODEL**

In the event that the school has to move to a remote instruction model, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for all students. Google Classroom and Class Dojo will be communication methods for parents to be able to contact the classroom teachers.

In order to support our students instructionally while they are at home, we are offering paper based materials for families who do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls or online meetings- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be completed or submitted online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by Madison Elementary School staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

### **PACKET PREPARATION**

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum,

check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.

2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins. Hand hygiene protocol will be followed.
4. If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
5. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

### **PACKET DISTRIBUTION**

#### Direct delivery method

All printed packet distributions will initially be done as a school wide drive-thru pick up.

Subsequent packets will be delivered via the bus routes with food deliveries or will be available at school for an arranged pick up.

### **PACKET RETURN**

1. In the event that the district does not reopen on the set date, instructions to return materials or will be given in accordance with this safety plan.
2. In the event that the parent needs to drop off the packet, Madison Elementary School will establish a drop-off location. Our drop off location is the front entrances of the school. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic." Wait 24 hours after a drop off cycle before beginning to open the packets.
3. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) or via photo sharing.

### **ONLINE INSTRUCTION**

Google Meet is our online component to help deliver weekly live and pre-recorded instruction from the classroom teacher. The teachers will provide instruction for the lesson and then follow-up with tutorials in the same week. See Remote Instruction Expectation Guide for details.

### III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING

At this time there will be no before or after school programs and no organized sports. We will work towards reintroducing these in the future when we feel it is safe and feasible.

### IV. APPENDIX

#### PROTOCOLS:

##### Entrance into the Building

- Anyone who enters the building will immediately upon entry wash or sanitize their hands.
- Any approved visitors will complete the personal health screening form and take their temperature at the provided check station.

##### Staff Entering Classrooms:

- Wash hands /hand sanitize upon entering.
- Wash hands/hand sanitize upon leaving.
- Mindful of materials being brought in. They must be clean and have been in an isolated area. (Cannot take from one class to another without cleaning first)

##### Sending a Child to the Health Clinic:

If inside the building,

- Staff member calls the Health Clinic and communicates the situation
- Nurse will provide directions of where the child should go, if an escort is needed, etc...

If outside the building,

- Staff member will use the radio to communicate with the nurse or the office if the nurse is unavailable.
- Directions will be provided of where the child should go. A staff escort is most likely needed unless child can be seen from the front office.

Entering the health clinic or isolation room

- Wash hands/hand sanitize upon entering.
- Wash hands/hand sanitize upon leaving.
- While in the health **clinic**, a cloth face coverings must be worn.
- While in the **isolation room**, a cloth face/surgical mask must be worn.

### **Staff Member Screening:**

- Staff members will complete a Google Form Survey to document answers to screening questions and their temperature. Screening should be completed at home if possible. Otherwise thermometers will be available for staff as they enter the building.
- Thermometers must be sanitized after each use.

### **HALLWAYS AND STAIRWELLS**

- At all times students and staff will walk on the right side of hallways and stairwells
- Hallways will have markings to promote safe distances and directions
- Stairwells will be divided into traffic patterns with one going up and one for coming down from 9:15-3:15. During arrival both can be used to go upstairs and during dismissal both can be used to go downstairs.

### **STUDENT BATHROOM USAGE**

- Each bathroom area will have signage indicating maximum capacity
- Outside of the bathroom entrance will be the coordinating number of hooks
- Students will be given a hall pass from their classroom to hang on the hook as they enter
- If the hooks are filled, the student will wait on the marked area until the restroom is available
- Teachers will ensure sanitizing of the pass happens after each use

### **CLEANING, SANITIZING, AND DISINFECTION**

#### **Classroom**

- Each classroom will be provided a bucket with cleaning and sanitizing supplies that meet state and CDC guidelines for use in schools.
- The teacher will coordinate cleaning periodically in the room as needed, but especially after eating periods.
- If the need arises for additional cleaning during the day, the teacher will contact the custodian for support.
- At the end of each school day, custodians will do a thorough cleaning and disinfection of the room after all students and staff have left.

#### **General Areas/Frequently Touched Surfaces**

- Custodians will clean and sanitize common areas after student arrival
- On a regular basis, estimated every 2 hours, custodial staff will clean and sanitize restrooms and common areas

## **Cleaning and Disinfecting Products**

- All chemicals used throughout the building will have a Safety Data Sheet (SDS) on file in the principal's office and the maintenance office.
- Only products purchased by the school will be used in the building
- All products that may potentially come into contact with students or staff will meet the safety requirements
- Products will be Green Seal Certified where possible.

## **COVID Testing Guidance from DHHS as of July 20, 2020**

### *Testing for COVID-19*

1. Providers should continue to test any patient presenting with **even mild symptoms of COVID-19** using a PCR-based test; these patients should be instructed to **isolate pending test results**.
2. PCR testing for close contacts of people with suspected or confirmed COVID-19 in order to detect asymptomatic or pre-symptomatic infection.
3. Close contacts of people with COVID-19 still need to **quarantine for 14 days** after their last exposure, regardless of whether or not a person is tested.
4. Patients can access COVID-19 testing through a variety of specimen collection sites in NH.

### **GUIDANCE IF YOU HAVE BEEN DIAGNOSED WITH COVID-19**

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

1. At least 10 days\* have passed since symptom onset and
2. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
3. Other symptoms have improved.

\*A limited number of persons with severe illness may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts.

- Persons infected who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive test.
- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work/school until the three criteria listed above have been met.