

Madison Elementary School
Madison School District

FALL RE-ENTRY PLAN

IN RESPONSE TO COVID-19



Revised 10.26.2021

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

10.4.2021 Revisions are noted in red.

10.26.2021 Revisions are noted in green.

INTRODUCTION

Dear Madison School Community,

Despite the presence of COVID-19 and variants in our lives, we celebrate what we accomplished in the school year 2020-21. Following our re-entry plan from last summer, we completed a full school year with in-person learning. We all did our part, had no in school transmission, and successfully handled the brief periods of remote learning. As we look to a new school year, our Re-entry Committee is meeting again, looking at the recommendations for schools, using survey data from parents and staff, and taking what we have learned this past year about what works for our MES school community to revise our plan with the goal of creating a safe learning environment which best meets the needs of our students. This document is the culmination of that effort.

We know and want to stress that any of our plans are subject to change with a moment's notice. We have been able to relax a few of our procedures from last year's plan due to the current guidance, our success from last year, and monitoring our local community transmission. We again understand that COVID-19 still exists and is a concern to our community and the greater valley. This plan is designed within this situation knowing that if COVID-19 cases in our school community increase (including students, families, and staff), we will have to change our course accordingly. Our administrative team in consultation with the school board will continue to monitor the situation closely.

This plan considers 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 will continue to teach each child where they are along the learning continuum and look forward to working together with you.

We have updated this plan to continue to aid our employees, students, and families to feel comfortable and to reduce the impact of COVID-19 conditions upon the learning environment. The guidelines referenced in this document 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. Our monthly school board meetings will have reports/updates as a standing agenda item.

MES Re-Entry Planning Team

Michael Whaland, SAU 13 Superintendent
Heather Woodward, Principal
Janet Cox, Food Service Manager
Sarah DeMartino, Parent/School Board Member
Kim Cromie, School Nurse

Ken Eckhardt, Head Custodian
Tammy Flanigan, Library/Media Specialist
Holly Crockett, Administrative Assistant
Kate Stanley, Classroom Teacher

DEFINITIONS:

Below are brief summarized descriptions of terms used in relation to COVID-19. For more detailed definitions, please refer to the State of NH COVID-19 School & Childcare Toolkit for the 2021-22 school year attached at the end of this document. The Toolkit has embedded links to assist in locating the most current information and materials available.

Close Contact

Close contact is defined as someone who was within 6 feet of a person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). See for the School Toolkit more specific information regarding close contact in the K-12 school setting, household and non-household contact definitions and protocols.

Contact Tracing

Contact tracing is a collaborative effort with NH DHHS and involves identifying people who are at risk of COVID-19 following close contact to someone with COVID-19 then notifying them of their risk, recommending testing and advising isolation, self-quarantine or self-observation.

Exposure

Close contact with a person who has tested positive for COVID-19.

Face Mask

Masks have two different important purposes. They are used to protect the person wearing the face mask and prevent the spread of COVID-19 from the person wearing the face mask to others. They should be made of multiple layers of tightly woven breathable fabric. It should be worn over the nose and mouth and should fit snugly with no gaps. They should not be worn wet or dirty. Masks with exhalation valves or vents are not permitted.

According to the NH DHHS School Toolkit, face masks are recommended for anybody who desires maximal protection for themselves or others, including people who:

1. Have not been fully vaccinated
2. Have a weakened immune system that makes them more susceptible to COVID-19, even after vaccination
3. Wants to protect a household member who may be medically vulnerable or unvaccinated (i.e., to prevent the person wearing the face mask from picking up COVID-19 and bringing it home)

Fully Vaccinated

You have been vaccinated against COVID-19 **AND** more than 14 days have passed since you received the last recommended dose of a COVID-19 vaccine series.

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).

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 such to the person with COVID-19. This includes situations where there may be temporary but prolonged exposure such as occurs with sleep-over events, shared camp cabins, vacation rentals, etc.

Isolation

Is used to separate people infected with COVID-19 from those who are not infected.

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

Used to keep someone who might have been in close contact with a person with 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.

Risk Factors for COVID-19

- Symptoms of COVID-19
- In close contact with a person who has tested positive for COVID-19
- International or cruise ship travel in the prior 14 days.

School Community

Includes students, staff, and their families. Extends to our Madison community especially through partnerships with local businesses and organizations.

Self Observation

Self monitoring for any symptoms of COVID-19 after exposure to COVID-19.

Variants

Viruses constantly change through mutation, and new versions of a virus are expected to occur over time. These variants have the potential to spread more easily and quickly than other variants, which may lead to more cases of COVID-19.

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

HEALTH PROTOCOLS

EMPLOYEE ILLNESS

While we all hope to avoid exposure and illness from COVID-19, we need to be prepared for that possibility. 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.

If a staff member has any of the following **risk factors for COVID-19**

- Symptoms of COVID-19
- In close contact with a person who has tested positive for COVID-19
- International or cruise ship travel in the prior 14 days

The staff member will

1. Not come into the building.
2. Contact the following (in order of priority), let them know of any of the above, then follow their instructions.
 1. Healthcare provider
 2. Madison Elementary School's Principal
 3. The principal will work with the SAU office to determine appropriate next steps.
 4. In case of an emergency, call 911 and let them know you have been exposed to or have COVID-19, and then follow their instructions.
3. Know that they may be contacted by NH DHHS and given further instructions.
4. May return to work when criteria to return per COVID-19 Protocols is met

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.

EXPOSURE TO COVID-19 PROTOCOL

If a staff/student has been exposed to COVID-19, we will follow the procedures outlined in the NH DHHS Toolkit. See flow charts at the end of this section or pages 8 & 9 of the toolkit for specific info.

Those who have been instructed to follow the "Self-Observation Guide For People Exposed to COVID-19 Who Are Not Required to Quarantine" will be expected to wear a mask indoors when 6 feet of physical distancing cannot be maintained for 14 days from the date of last exposure. Students who opt not to wear a mask have the option to remain home for the specified 14 days.

In an outbreak situation, NH DHHS may choose to expand quarantine to other non-household contacts to control the outbreak.

SUSPECTED COVID-19 PROTOCOL

If a staff/student becomes sick or reports a new COVID-19 diagnosis at school, we will follow the procedures outlined in the NH DHHS Toolkit. See flow charts at the end of this section or pages 8 & 9 of the toolkit for specific info.

Return to School Conditions:

Parameters for return will be given, which may include, but not limited to, COVID-19 testing results and/or written authorization from a medical doctor to return to school.

If you have symptoms of COVID-19 with a negative test result you may return to school

- At least 24 hours have passed since you had a fever (without the use of fever-reducing medications like acetaminophen or ibuprofen) **and**
- Your symptoms are **improving**.

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work/school until the three criteria listed below have been met.

- At least 10 days have passed since your symptoms first started **and**
- At least 24 hours have passed since you had a fever (without the use of fever-reducing medications like acetaminophen or ibuprofen) **and**
- Your symptoms are **improving**.

CONFIRMED COVID-19 PROTOCOL

If a staff/student has tested positive for COVID-19 we will follow the procedures outlined in the NH DHHS Toolkit. See flow charts at the end of this section or pages 8 & 9 of the toolkit for specific info.

Contact Tracing Protocol Initiation:

In the situation of a confirmed case of COVID-19 by an employee or student who has been within the building during the suspected time of their infection, **contact tracing** in collaboration with NH DHHS will be initiated. All confidentiality and privacy rules will be followed to comply with HIPPA and FERPA rules. Community Notification will be sent AFTER all identified close-contacts have been communicated with directly. The superintendent will discuss the situation with the appropriate officials such as the local health officials, DHHS and NHDOE. A decision will soon follow regarding the length of closure, if needed, and any further measures that the school or district will need to take.

COVID-19 TESTING GUIDANCE

Any **symptomatic** person (one or more, new or unexplained COVID-19 symptom(s) or someone who has risk factors for COVID-19 (e.g., exposure, travel, etc) **even if fully vaccinated** should be tested for COVID-19. Staff or students will be directed to contact their primary care physician for testing.

If COVID-19 testing is required, results from home testing kits for COVID-19 will not be accepted. A copy of lab tested results must be received by the school prior to re-entry. The doctor's office can fax the results to 603-367-8784. Please speak to the nurse for alternate ways to provide documentation.

The process of needing to be tested for COVID-19 will be determined dependent on current CDC and NH DHHS guidance. Testing sites can be located at [Testing Guidance | NH COVID-19 Response](#)

Further testing recommendations are outlined in the following documents: Isolation, Quarantine, Self Observation and Travel Guidelines.

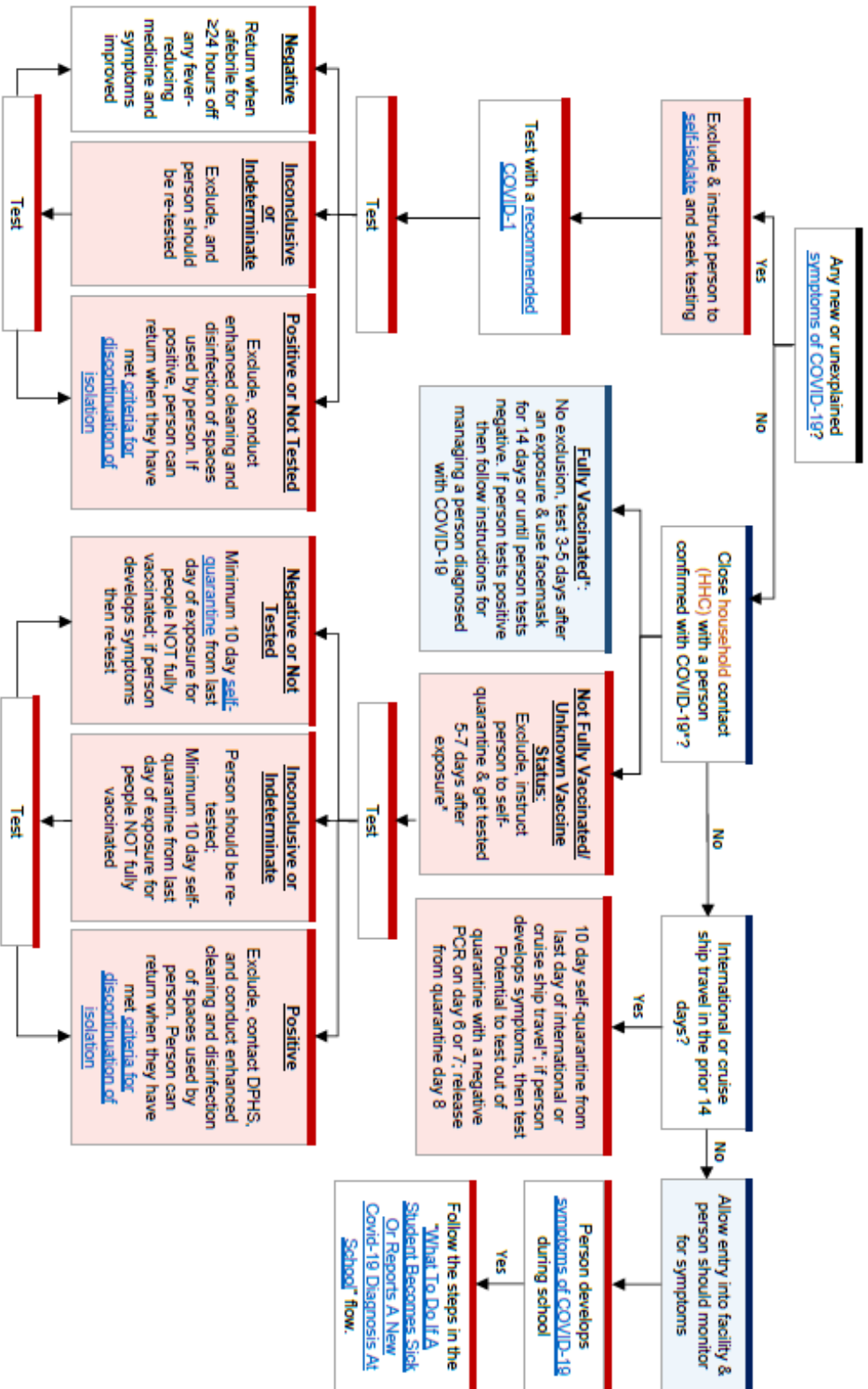
[Self-Quarantine Guide for Unvaccinated Household Contacts](#) (8/5/21)

[Self-Observation Guide for People Exposed to COVID-19 Who Are Not Required to Quarantine](#) (8/5/21)

[Self Isolation Guide](#) (7/7/21)

[Bureau of Infectious Disease Control NH COVID-19 Employer Travel, Screening, and Exclusion Guidance June 17, 2021](#)

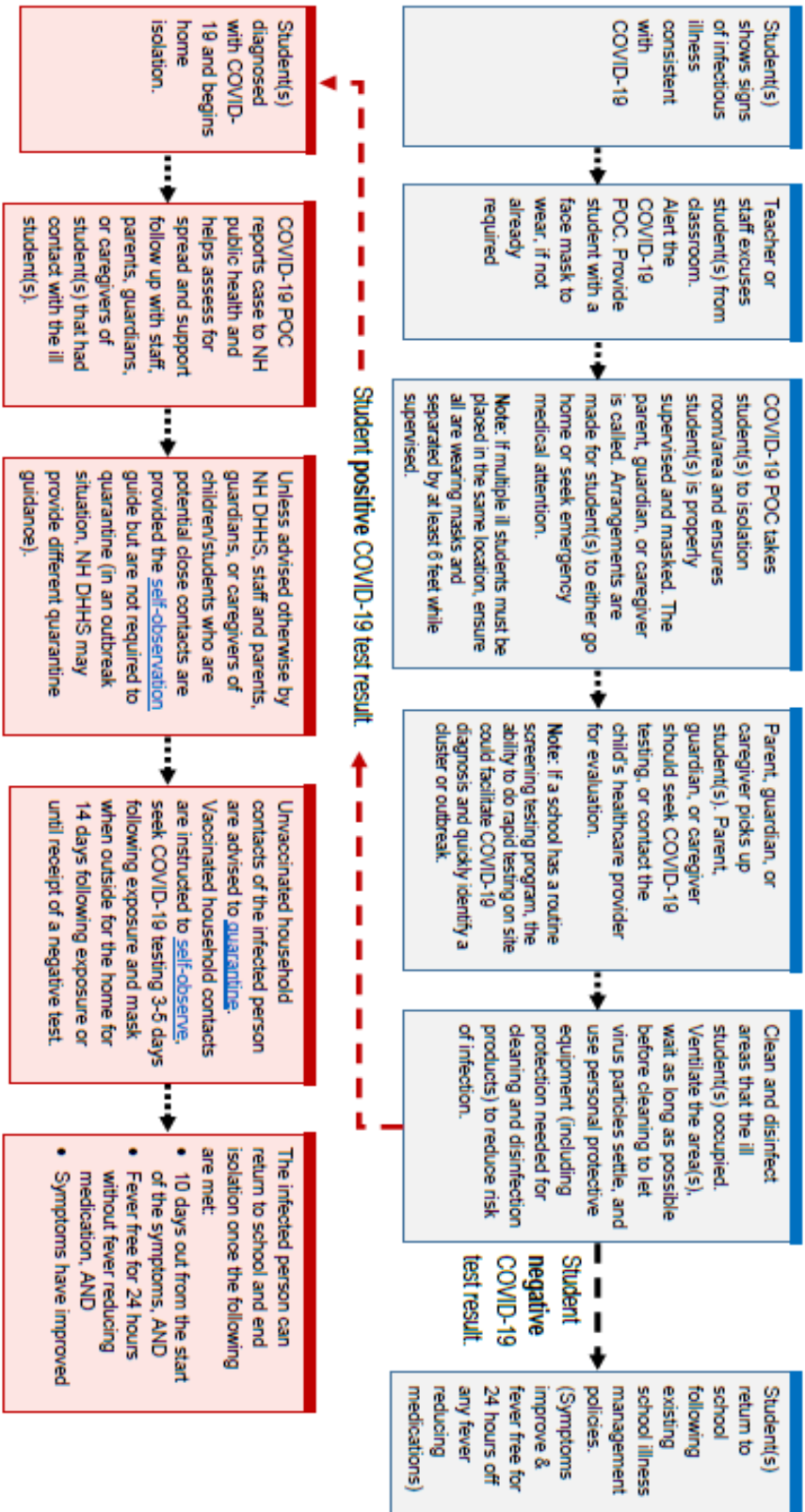
STUDENT & STAFF SCREENING ALGORITHM



*The following people do not need to quarantine (see Checklist below for greater detail):

1. Persons who are 14 days or more beyond completion of COVID-19 VACCINATION
 2. Persons who are within 90 days of a prior SARS-CoV-2 infection that was diagnosed by PCR or antigen testing
- Household contact (HHQ): any individual who lives and sleeps in the same indoor space as another person diagnosed with COVID-19 (either 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 sleeper events, shared camp, cabins, vacation rentals, dorm living scenarios, etc.)

WHAT TO DO IF A STUDENT BECOMES SICK OR REPORTS A NEW COVID-19 DIAGNOSIS AT SCHOOL



Note: COVID-19 POC = designated point of contact (a staff person that is responsible for responding to COVID-19 concerns)

Adopted from: Centers for Disease Control and Prevention, *What to do if a Student Becomes Sick or Reports a New COVID-19 Diagnosis at School*, <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html>. Updated July 14, 2021.

SECTION 2: EMPLOYEE AND STUDENT SAFETY

DIAGNOSTIC SCREENING & TESTING

The district will not provide any diagnostic screening or testing; however, we will continue to ask students and staff to conduct morning wellness screenings at home and if not feeling well for any reason, stay home.

FACE MASK GUIDELINES

~~Based on school community survey results and guidance from the NH Department of Health and Human Services, the use of a face mask will be recommended indoors and outdoors with some exceptions. Staff will not monitor or enforce parental mask wearing preferences unless mask wearing is medically necessary and documented by a physician.~~

Beginning on Thursday, Oct. 28, students and staff will wear masks indoors when 6 feet of physical distance cannot be maintained. This includes transition times in the hallways and when working in small groups. The Madison School Board and administration will continue to monitor local data. The school re-entry plan is a standing agenda item at each monthly meeting when decisions may be made to increase or decrease protocols. Masks are available at school if students are in need of one.

Exceptions include but are not limited to:

- When necessary due to COVID-19 exposure
- Riding a bus due to federal mandates
- When entering the health clinic as determined

As part of our social-emotional learning (SEL) supports for next year, the Guidance Counselor will provide information to staff about how to support students who wish to wear masks in school.

~~In the event of a change to the recommended status of face mask use and~~ 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.

HEALTH CLINIC/ISOLATION AREA

The MES health clinic has space to accommodate physical distancing requirements and limit student and staff exposure. A designated isolation area will be used when indicated 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.

All persons entering the health clinic will be required to wear the appropriate PPE, which may include a disposable mask provided by the school nurse, and follow all safety precautions indicated. Any person entering and leaving the health clinic will be required to perform hand hygiene per protocol. 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.

PHYSICAL DISTANCING

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

We recognize there are times when 6 feet is not possible and we would seek to maintain at least 3 feet. Such times include:

- Walking through hallways
- Students lining up in the classroom, in the lunch line, or at the end of recess
- Meetings:— Staff and visitors are encouraged to maintain a minimum of 3 feet of distance during meetings inside the building.
- Working in a small group setting with a teacher or a peer
- Entering or exiting the building.

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 to limit visits to other classrooms based on priority/need. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. 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 provide a virtual option using Google Meet for those who are not comfortable attending in person. A mobile TV is available to support this process.

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.

TRAVEL RESTRICTIONS

Madison Elementary School will allow staff to travel to conferences and workshops which are pre-approved by the principal and the office of the Superintendent.

Staff and students will follow the guidance in the [Bureau of Infectious Disease Control NH COVID-19 Employer Travel, Screening, and Exclusion Guidance June 17, 2021](#)

VACCINATIONS:

Vaccination is a choice and a personal decision. Unfortunately, we have no mechanism for verifying vaccinations. If we have verification of vaccinations, we can expedite contact tracing because those vaccinated, currently, do not need to be quarantined if exposed to a household member with COVID-19, or other circumstance as identified by NH DHHS, or for travel related risk factors.

To help expedite contact tracing and the notification process, you are welcome to share your vaccination card with the school principal or nurse, but are not required to.

VISITOR RESTRICTIONS

Madison Elementary School will begin allowing scheduled/planned visitors into the building for meetings or approved volunteer opportunities. As we monitor the situation throughout the year, we will work towards our “normal” visitor operations. The building will remain locked at all times.

Visitors will be screened for any symptoms or risk factors of COVID-19 prior to entry.

SECTION 3: 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
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least once daily
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day

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 2021-22 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.

BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum once per day.

Due to the federal mask mandate on public transportation, face coverings will be worn while on the bus until further notice. Students will have assigned seating to allow for proper distancing. Students will be brought home to their regular scheduled bus stops only. Bus stop changes or addition of riders will not be allowed.

SECTION 4: DAILY PROCEDURES

ABSENCES

Parents are to inform the office of the reason for any absences and parameters for their student to return will be given.

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 the end of day or an appointment, please send an email to office@mes-nh.com or call the office at 603.367.4642. Notes sent to the teacher **will not** be brought to the office in order to minimize contact.

CLASSROOM ARRANGEMENTS

Classrooms will be set up to meet the state's guidelines for physical distancing with the goal of 6 feet of separation at minimum.

Students will each receive their own personal caddy or other storage 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. Teachers will be responsible for assisting in determining close contacts within their classroom.

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.

For transitions to other classrooms and outdoor spaces, students will maintain physical distancing of at least 3 feet. When in a line, students should not be able to touch the shoulders of the student in front of him/her. Distancing should be maintained for all transitions to and from the classroom (i.e. travelling to specials, lunch, outdoors, etc.)

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.
3. Weekly School Newsletter, school website
4. Alert notifications through the school's messenger program Connect 5 (call, text, and email).

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.

LUNCH & RECESS

Lunch and recess periods will be divided by grade level groupings. Outside recess will occur in designated areas. 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.

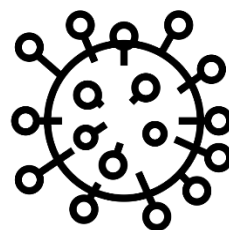
RESTROOM USAGE DURING THE SCHOOL DAY

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:

- Fever (100.0 degrees Fahrenheit or greater) or repeated shaking with chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose



- Nausea, Vomiting or Diarrhea
- Close contact with a person who is lab confirmed to have COVID-19
- Someone in your household has been lab confirmed to have COVID-19
- Traveled internationally or on a cruise ship in the prior 14 days
- Tested positive for COVID-19

Parents must ensure they **do not send their student to school if he/she has ANY ONE OR MORE, new or unexplained, even if mild, including cold symptoms,** COVID-19 symptoms or risk factors until the conditions for re-entry have been met. If your child has ongoing health conditions such as allergies or asthma, be sure to coordinate communication between your child's doctor and the school nurse.

No student should arrive prior to 9:00 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. **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. Upon entering, students will go to their classrooms to drop their personal belongings and then go directly to pick up breakfast if needed. Physical distancing of 3ft or more should be maintained at all times if possible.

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. 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. 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.

SCHOOL PROVIDED MEALS

Students will be asked to pre-order using the Google Form available on the website and sent through the weekly newsletter email. Pre-payment for their meals and milk is expected on a weekly basis. Orders will be received on Thursdays for the following week so that the food service department can plan accordingly. All families may use the MySchool Bucks program or send in payment if they prefer.

Breakfast:

Breakfast will be served from the cafeteria from 9:00 A.M. to 9:15 A.M. Breakfast will be "offer versus serve" status instead of "serve" which means students will have to take at least three of the four offered items. Students will pick up their breakfast in the cafeteria and take it back to the classroom to eat.

Students will empty their trays inside the classroom and then place their dirty dishes in the dish tub that will be available to them in the hallway.

Lunch:

Students will verify their lunch order daily in the classrooms with their teachers via MMS by 9:30 A.M. There will be three lunch periods starting at 11:30 A.M., 12:00 P.M., and 12:30 P.M. If a student arrives late and needs a lunch, the classroom teacher will notify the kitchen.

Food will be prepared and held for hot service at proper temperatures until students arrive and proceed through the lunch line. Lunch will be "offer versus serve" status which means students will need to choose at least three of the five offered food items.

Lunch Routines: All students will eat in the cafeteria, with assigned seating that observes 6 ft. physical distancing. Students who are getting hot lunch will line up when their class is called and maintain 3 feet of distance throughout until seated at their table in their assigned spot.

If we have the need at any time to go remote we will use the online Google Form to order. This will include selections for sides as well. Students must choose 3-5 items.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The school counselor and social worker will develop 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 school social worker will be available to work with families, including home visits.

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

SECTION 5: ACADEMICS AND REMOTE LEARNING

Madison Elementary School developed a COVID-19 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 Thursday throughout the summer.

Together we focused on planning for a safe re-opening of our school for in-person learning that provides an environment for learning emotionally, socially, developmentally, and academically.

Once a plan is approved by the school board parents may decide not to send their child to MES for in-person learning. Options available to parents include: choosing to homeschool in accordance with Madison School Board Policy IHBG using VLACS or another curriculum, attendance at another school such as a charter school, or participation in NH Learning Pods Initiative.

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.

Enrollment in another school: Parents would complete enrollment paperwork at the new school which would include a request for records. Upon receipt of the request, Madison School staff will forward all related school files to the new school.

Learning Pods: Parents would enroll their child through the Learning Pod program provided through the NH Dept. of Education. Madison School District has no connection with current learning pods.

TEMPORARY REMOTE INSTRUCTION

IF MES MOVES TO A FULL CLASSROOM OR SCHOOL-WIDE REMOTE INSTRUCTION MODEL

In the event that the school has to move to a remote instruction model, we will follow the guidelines below.

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.

Use of Online Tools

In an effort to cut down on paper packets, the district uses Google Classroom for all students. Google Classroom and Class Dojo will be communication methods for parents to be able to contact the classroom teachers. Teachers will provide a daily schedule for students.

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.

SECTION 6: EXTRACURRICULAR AND DISTRICT-WIDE PLANNING

We will begin with before-school programming five mornings a week from 7:45-9:00. Afterschool programming will be offered in six week sessions. The number of days per week will depend on the availability of staffing.

It is our intent to begin sports programming this fall while following all available criteria for safety protocols. This is also dependent upon availability of volunteers.

SECTION 7: APPENDIX

ROUTINES/PROCEDURES:

Entrance into the Building

- Anyone who enters the building will immediately upon entry wash or sanitize their hands.
- Scheduled/Expected visitors will register in the main office for security purposes.

Staff Entering Classrooms:

Wash hands /hand sanitize upon entering.

Wash hands/hand sanitize upon leaving.

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 the child can be seen from the front office.

Entering the health clinic

- Wash hands/hand sanitize upon entering.
- Wash hands/hand sanitize upon leaving.
- While in the health clinic, at the discretion of the nurse, correctly wearing a cloth mask or surgical mask may be required.

Staff Member Screening:

- Staff members will self screen for symptoms at home and not attend school if any new or unexplained symptoms, or risk factors are present.

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
- For hallway transitions to other classrooms and outdoor spaces, students will maintain physical distancing of at least 3 feet. When in a line, students should not be able to touch the shoulders of the student in front of him/her. Physical distancing should be maintained for all transitions to and from the classroom (i.e. travelling to specials, lunch, outdoors, etc.)
- Staff will accompany all students throughout the building to ensure the 3 feet of distance is maintained.

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

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, during the day, in the room as needed.
- 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 monitor restrooms and clean as needed.
- The gym/cafeteria tables will be cleaned and sanitized after each lunch period.

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.

Links for More Information/Resources Referenced:

[State of NH School & Childcare Toolkit: Rev.9.17.2021](#)

[NH COVID Dashboard including maps of transmission and school data: Continuously updated](#)

[CDC Guidance for Schools: Rev. 7.9.2021](#)

[Learning Pod info provided by the NH Dept. of Ed.](#)

[Bureau of Infectious Disease Control NH COVID-19 Employer Travel, Screening, and Exclusion Guidance June 17, 2021](#)

[NH COVID-19 Resources](#) including what to do if exposed, if test positive, or other related info.