Manchester School District
Return Plan
Fall 2021
Dear Manchester Community,

The following document is the result of a year of successes, of challenges, of learning, of reviewing, of revising, and of committing to improve upon our successes and learn from our mistakes. Our initial Re-Entry Plan for the Fall of 2020 represented countless hours of research, discussion, planning, writing, and reviewing by district leadership, staff, and community members. Our Return Plan for the Fall of 2021 builds from that work and incorporates the feedback and experiences of hundreds of parents and staff. Our focus is learning from what we have done over the past year, and the primary guiding principles will remain the health and safety of our students, staff, and community members.

We are excited that many of the changes to this document represent a return to a normal school experience with plans of what we will do in the unlikely chance we have to shift to more mitigated instructional models. We know that returning to a model closer to normalcy is in the best interest of our students — academically, socially, and emotionally. We will continue to make decisions based on health data, not personal preferences, emotions, or politics. Specifically, we will look to guidance from the Manchester Public Health Department. The district-established COVID-19 Response Team will continue to meet periodically to assess real-time information to our staff and community members.

Please know that the information presented here is based on the most current information at the time. As we have all learned this year, the situation is fluid, and we will likely be making changes throughout the 2021-2022 school year. The plan that follows demonstrates our confidence that the 2021-2022 school year will represent the Manchester community putting much of the pandemic behind us and moving forward toward recovery and resiliency.

The last eighteen months were filled with many types of uncertainty for all of us. I cannot imagine moving through those challenges without the dedication of the staff of the Manchester School District. We are pleased to provide you with a plan that is based on more certainty, an eye to recovery, and the building of resilience for our staff, our students, and the Manchester community.

Sincerely,

John Goldhardt, Ed.D.
Superintendent
Executive Summary

In response to the COVID-19 pandemic and the requirement of the New Hampshire Department of Education to have a Reopening Plan for the 2021-2022 school year, Manchester School District has developed the following Return Plan for the 2021-2022 school year. The central aim of the plan is to return to an in-person model of instruction with meaningful and intentional plans in place to be used in the unlikely circumstance that we need to shift to more rigorous levels of mitigation.

Basic Premise and Starting Point

The expected starting point for the safe return of students and staff to MSD schools is Blue Phase operating conditions. When school is operating in the Blue or Green Phase, school buildings will be open for full in-person instruction. The District’s COVID-19 Response Team will assess conditions for school operation periodically and will respond in turn by moving to a different level of the metric if the transmission or school impacts show higher rates or impacts. Significant shifts in operating conditions, i.e., those that would warrant a transition from one phase to another, will be communicated to the public by the Superintendent or his designee.

Abbreviations

The following abbreviations will be used throughout this Plan:

- NHHHS = New Hampshire Health and Human Services
- MHD = Manchester Health Department
- MSD = Manchester School District
- CDC = Center for Disease Control
Introduction

The COVID-19 pandemic has significantly disrupted multiple facets of everyday life. Public education has been no exception. MSD has worked to respond to the evolving circumstances surrounding the pandemic by constantly monitoring the state of public health in the district, region, state, and country while planning, revising, and implementing adaptive school programming.

In this document, you will find the details for the district’s return in the Fall of 2021. We explain the overall approach and provide information for what school will look like during each phase.

Due to the significant drops in community transmission, we are enthusiastic about welcoming all of our students back to school for in-person instruction at the beginning of the school year. We have developed models at the elementary, middle, and high school levels with specific safety precautions in place. While this document outlines plans for the coming school year, it is important to note that we may need to adjust the plans in accordance with federal, state, and local health guidelines.

Planning Process

Building from our planning process that first began in the spring and summer of 2020, we have reflected on experiences, and feedback from the 2020-2021 school year and to put together this Return plan for stakeholders to review and provide their thoughts on.

While there are risks and uncertainties involved with any planning process that takes place during the current pandemic, the implementation plan for returning focuses on the safety of staff and students, and an unwavering commitment to the education of the children of the Manchester School District.

This work is not finished; we are asking for feedback and providing a period for public and staff comment so that we can adjust if necessary to meet the expectations of the MSD community. As in the past, this document will need to remain fluid for an evolving situation. The work will continue by examining implementation, maximizing effectiveness and efficiency, and creating a successful pathway for students, staff, and the community into the 2021-2022 school year.

COVID Response Team

The COVID Response Team was charged with overseeing, consulting, and responding to pandemic issues during the 2020-2021 school year. The team will continue to function during the 2021-2022 school year and will continue to monitor national, state and local data as a means to inform and guide decision making in regard to COVID-19.

COVID RESPONSE TEAM MEMBERS

Manchester School District Return Plan Fall 2021
Mitigation Strategies

The district is charged with providing for health and sanitation in the school buildings as evidenced by the response to COVID-19 since February 2020. This duty includes “the daily administration and provision of educational services to students at the school facility including . . . staff, student and parent safety. . .” (see RSA 194-C:4, II(j)). We will continue to seek and apply current research and data to inform and guide all actions regarding the response and planning for the district regarding COVID-19.
To this end, the district will continue to implement a variety of layered mitigation strategies aimed at keeping people safe. While the following routines outlined by the MHD COVID-19 Response Plan for Schools (see Appendix A).

**Travel Routines and Transportation**

We plan on opening school in the *Blue Phase*, in this phase transportation will return to traditional bus routes based on geography with students assigned to seats. We will resume the typical scheduling process for bus rosters and routes as we anticipate remaining in blue. All routes and rosters will be posted on our webpage (under transportation). In addition, school messenger alerts will be sent in mid to late August.

In the event that the COVID-19 status and CDC/Manchester Public Health/NHHHS recommendations dictate, the district will shift to a different phase. Should the District need to transition into the *Yellow Phase*, in order to minimize the risk of community spread, it will be strongly recommended that family members drive students to and from school or that licensed students drive themselves. School transportation will be provided but will not be guaranteed during the *Yellow Phase*.

Masking and physical distancing guidelines related to waiting at bus stops, entering a bus, traveling on a bus, and exiting a bus will follow the recommendations of the CDC/MHD/NHHHS.

**Arrival Routines**

Signage will be posted at entrances indicating that all persons — students, staff, contracted service providers, or parents/guardians — are subject to screening for symptoms of COVID-19. All persons awaiting screening will be required to stand in a physically distanced line outside of the building.

**Screening Procedure**

Screening procedures will follow the MHD COVID-19 Response Plan for Schools.

**Additional In-School Routines in the Green and Yellow Phases**

- In the *Blue Phase* students will return to typical spacing prior to the pandemic.
- In the *Green Phase* and *Yellow Phase*, students will maintain a physical distance of three feet.
- The set-up of classrooms will incorporate individual student learning spaces that are aligned with phase.
● One-way traffic patterns will be identified and labeled in hallways and on stairs to maximize physical distancing. This will occur at the beginning of the school year, regardless of phase, to get all students familiar with the traffic flow. It can be changed based upon the phase as well as logistics at each school site.

● During the **Blue Phase** and **Green Phase**, students will eat breakfast and/or lunch in the cafeteria. During the **Yellow Phase**, students will eat breakfast and/or lunch in their individual classrooms, a designated indoor space that allows for physical distancing, or in a designated outdoor space.

Students and staff members will promote and practice frequent hand hygiene by washing hands with soap and water for at least 20 seconds and by using hand sanitizer. At a minimum, hand hygiene is encouraged:

● Before and after meals and snacks

● Before and during meal preparation or service as necessary to prevent cross contamination

● After outside time

● After using the restroom

● After handling any bodily fluid

● Before and after medication administration

● After cleaning up and handling any garbage

● Prior to leaving for home

All students and staff members will follow the most recent guidance from the CDC, MHD, NHHHS, and the Board of School Committee regarding the use of face masks while on school grounds. If face masks need to be worn, regularly scheduled mask breaks will be incorporated into the daily schedule.

Staff from Aramark will continue to maintain healthy school environments according to CDC/MHD/NHHHS guidance. In the **Blue Phase**, Aramark will use Virex. In the **Green Phase**, **Yellow Phase** and **Red Phase**, Aramark will continue to use Oxivir.

**Air Quality Enhancements**

During the Fall of 2020 the District installed new MERV 13 filters that capture 90-95% of particulate 1-3 microns in size and 100% of particulate 3-10 microns in size and larger.
Additionally, the District installed HEPA filter units in schools that had HVAC systems that could not tolerate the MERV-13 filters and do the air exchanges.

We will continue to maximize outside air introduction into the HVAC systems throughout the day for all classrooms and school wings. This programming which provides air exchange between outdoors and indoors will be increased to three exchanges per hour. The air flow system will be opened two hours prior to the opening of school and remain open 1.5 hours after the school day ends.

MSD had an independent third-party evaluation (ASHRAE) of the air quality in our 21 schools. The evaluation concluded:

- HVAC equipment is maintained in a condition that either meets or exceeds the guidelines for ventilating schools during the COVID-19 pandemic.

**Reporting and Communicating Positive Cases of COVID-19**

We will follow the MHD COVID-19 Response Plan for Schools.

**Special Education and Students with Disabilities**

While we will need to operate within newly established safety guidelines for students, staff, and families, we will continue to put forth our best efforts to support all children PreK-12, including those with disabilities, during return. The District will comply with federal law and will, at all phases of operation, offer in person education as necessary to students with disabilities.

We will continue to follow our approach to adapt, plan, innovate, and partner along with families to meet the unique needs of their children. Through ongoing planning and implementation, the district, schools, and staff will work to support individualized educational needs as well as ensure access to an appropriate education for MSD students.

**Technology and Connectivity**

**Student Devices**

Elementary students will each be assigned a device to prevent sharing. Devices will remain at school during in-person learning and be sent home with the student if it becomes necessary to transition to remote learning.
Middle and high school students will continue to be issued a device as part of the 1:1 Chromebook initiative. Students at these levels will be expected to bring their device to and from home daily.

**Internet Access**

Should the need arise, the district will work with local vendors to procure hotspots. The hotspots can use a cellular signal to create a Wi-Fi network to which laptops, Chromebooks, and other devices can connect. These devices will be made available to families who have inadequate Internet access at home to support remote learning.

**Digital Resources**

The district will provide digital resources to staff and families to support training on the technology platforms that are being used with in-person and remote learning. The Technology Committee will seek ongoing feedback from the community to identify technology training needs and provide additional resources and support to address those needs.
Before and After School Programs

Before and after school programs will continue to be offered. Protocols outlined in the MHD COVID-19 Response Plan for Schools will be followed.

Preschool Programs

In an effort to serve all preschool students equitably, and if there continues to be low community transmission, Preschools will plan to open and follow the “Blue Phase” for the Fall 2021 reopening. The instructional model in the Blue Phase reflects the traditional Preschool schedule. This model allows students the ability to make personal connections with teachers and peers while helping them to achieve a sense of normalcy by maintaining a predictable schedule.

Preschool return will be consistent with the relevant Elementary School procedures in this plan.
Instruction at Manchester Elementary Schools

In an effort to serve all elementary students equitably, and if there continues to be low community transmission, MSD Elementary Schools will plan to open and follow the “Blue Phase” for the Fall 2021 return. The instructional model in the Blue Phase reflects the traditional Elementary School schedule. This model allows students the ability to make personal connections with teachers and peers while helping them to achieve a sense of normalcy by maintaining a predictable schedule.

### Elementary School Instruction by Phase

<table>
<thead>
<tr>
<th>Definition</th>
<th>Blue Phase</th>
<th>Green Phase</th>
<th>Yellow Phase</th>
<th>Red Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curriculum</strong></td>
<td>In-person instruction. Remote learning is not available. Students remain home when sick/absent with no option to remote in. Work will be provided via google classroom or hard copy as needed.</td>
<td>In-person instruction. Remote learning is not available. Students remain home when sick/absent with no option to remote in. Work will be provided via google classroom or hard copy as needed.</td>
<td>Remote instruction for most. In-person instruction for small groups of Specialized Instruction students.</td>
<td>No in-person instruction – only exceptions are for Specialized Instruction students. All students are remoting into their classes</td>
</tr>
<tr>
<td><strong>Mitigation Strategies</strong></td>
<td>Use of masks optional. Hand hygiene encouraged upon arrival, before and after eating, after using the bathroom. Typical spacing prior to the pandemic. Follow MHD COVID-19 Response Plan for Schools</td>
<td>Use of masks optional in the classroom, but must be worn in all other areas of the building. Hand hygiene encouraged upon arrival, before and after eating, after using the bathroom. Physical Distancing at least three feet. Follow MHD COVID-19 Response Plan for Schools</td>
<td>Use of masks required in all school areas. Hand hygiene encouraged upon arrival, before and after eating, after using the bathroom. Physical Distancing is six feet. Follow MHD COVID-19 Response Plan for Schools</td>
<td>No in-person instruction for majority of students. Majority of students are remoting into their classes Follow MHD COVID-19 Response Plan for Schools</td>
</tr>
<tr>
<td>Student Grouping</td>
<td>By grade-level classroom as determined by individual school</td>
<td>By grade-level classroom as determined by individual school</td>
<td>Remote instruction for most. In-person instruction for small groups of students needing Specialized Instruction.</td>
<td>No in-person instruction (other than those in need of Specialized Instruction) All students are remoting into their classes</td>
</tr>
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<td>-------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Entrances</td>
<td>Students enter school via identified main entrances.</td>
<td>Students enter school via predetermined identified entrances.</td>
<td>Students enter school via predetermined identified entrances.</td>
<td>No in-person instruction Majority of students are remoting into their classes</td>
</tr>
<tr>
<td>Student Arrival and Screening</td>
<td>Students report directly to their classroom.</td>
<td>Student screening at school will be based on MHD COVID-19 Response Plan for Schools</td>
<td>Student screening at school will be based on MHD COVID-19 Response Plan for Schools</td>
<td>No in-person instruction Majority of students are remoting into their classes</td>
</tr>
<tr>
<td>Lunch and Recess Routine</td>
<td>Cafeteria Open Eat indoor/outdoor Traditional recess</td>
<td>Cafeteria Open Eat indoor/outdoor Traditional recess</td>
<td>Grab and Go lunch options Eat in classrooms or outdoor as much as possible Recess by instructional group</td>
<td>No in-person instruction Majority of students are remoting into their classes</td>
</tr>
<tr>
<td>Bus Routine</td>
<td>Assigned seats on bus Bus routes based on geography.</td>
<td>Assigned seats on bus Bus routes based on geography.</td>
<td>Encourage parents to drive to and from school Assigned seats on bus</td>
<td>No in-person instruction Majority of students are remoting into their classes Only exceptions are students needing Specialized Instruction.</td>
</tr>
<tr>
<td>After School Activities</td>
<td>Extracurricular activities following MHD COVID-19 Response Plan for Schools</td>
<td>Extracurricular activities following MHD COVID-19 Response Plan for Schools</td>
<td>Before/After School are remote only.</td>
<td>No in-person instruction; extracurricular activities are remote only</td>
</tr>
<tr>
<td>Specials Program</td>
<td>Art, Music, Wellness, etc. run in same manner prior to the pandemic</td>
<td>Art, Music, Wellness, etc. as a special outside when possible</td>
<td>Art, Music, Wellness, etc. as a special outside when possible and/or remotely</td>
<td>No in-person instruction; specials are remote only</td>
</tr>
<tr>
<td>Library</td>
<td>Library is fully open and accessible</td>
<td>Library is fully open and accessible</td>
<td>Library learning has limited student access</td>
<td>No student access to Library</td>
</tr>
</tbody>
</table>
Instruction at Manchester Middle Schools

In an effort to serve all Middle School students equitably, and if there continues to be low community transmission, MSD Middle Schools will plan to open and follow the “Blue Phase” for the Fall 2021 return. The instructional model in the Blue Phase reflects the traditional Middle School schedule. This model allows students the ability to make personal connections with teachers and peers while helping them to achieve a sense of normalcy by maintaining a predictable schedule.
# Middle School Instruction by Phase

<table>
<thead>
<tr>
<th>Definition</th>
<th>Blue Phase</th>
<th>Green Phase</th>
<th>Yellow Phase</th>
<th>Red Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No detectable or minimal community transmission</strong> (based on MHD COVID-19 Response Plan for Schools)</td>
<td><strong>Moderate community transmission</strong> (based on MHD COVID-19 Response Plan for Schools)</td>
<td><strong>Substantial, controlled transmission</strong> (based on MHD COVID-19 Response Plan for Schools)</td>
<td><strong>Substantial, uncontrolled transmission</strong> (based on MHD COVID-19 Response Plan for Schools)</td>
<td></td>
</tr>
</tbody>
</table>

**Curriculum Delivery**

<table>
<thead>
<tr>
<th></th>
<th>In-person instruction available</th>
<th>In-person instruction available</th>
<th>Remote instruction for most. In-person instruction for students needing Specialized Instruction.</th>
<th>No in-person instruction, except for those needing Specialized Instruction.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students enter school</strong></td>
<td>Students remain home when sick/absent with no option to remote in. Work will be provided via Google Classroom or hard copy as needed.</td>
<td>Students remain home when sick/absent with no option to remote in. Work will be provided via Google Classroom or hard copy as needed.</td>
<td>All students are remoting into their classes.</td>
<td></td>
</tr>
</tbody>
</table>

**Mitigation Levels**

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Mask usage is optional.</strong></td>
<td><strong>Mask usage is optional in classrooms, but must be worn in all other areas of the school.</strong></td>
<td><strong>Mask usage is required in all areas of the school.</strong></td>
<td><strong>No in-person instruction (with the exception of those receiving Specialized Instruction).</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Hand hygiene encouraged upon arrival, before and after eating, after using the bathroom.</strong></td>
<td><strong>Hand hygiene encouraged upon arrival, before and after eating, after using the bathroom.</strong></td>
<td><strong>Hand hygiene encouraged upon arrival, before and after eating, after using the bathroom.</strong></td>
<td><strong>All students are remoting into their classes.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Typical spacing prior to the pandemic.</strong></td>
<td><strong>Physical distancing at least three feet.</strong></td>
<td><strong>Physical distancing is at least six feet.</strong></td>
<td><strong>Follow MHD COVID-19 Response Plan for Schools</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Mitigation Strategies**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Grouping</strong></td>
<td><strong>Traditional middle school groupings</strong></td>
<td><strong>Traditional middle school groupings</strong></td>
<td><strong>Most students are remote, but those needing Specialized Instruction will be in person.</strong></td>
<td><strong>No in-person instruction</strong></td>
</tr>
<tr>
<td><strong>Entrances</strong></td>
<td>Students enter school</td>
<td>Students enter school</td>
<td>Students enter school</td>
<td>No in-person instruction</td>
</tr>
<tr>
<td><strong>Student Arrival</strong></td>
<td>Students report to their assigned classrooms</td>
<td>Student screening at school will be based on MHD COVID-19 Response Plan for Schools</td>
<td>Student screening at school will be based on MHD COVID-19 Response Plan for Schools</td>
<td>No in-person instruction. Only exceptions are students needing Specialized Instruction. All students are remoting into their classes.</td>
</tr>
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<td>-----------------------------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>Cafeteria Open Eat indoor/outdoor</td>
<td>Cafeteria Open Eat indoor/outdoor</td>
<td>Grab and Go lunch options</td>
<td>No in-person instruction. Only exceptions are students needing Specialized Instruction. All students are remoting into their classes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eat outdoors as much as possible</td>
<td>Eat in classrooms or outdoors as much as possible</td>
<td>No in-person instruction. Only exceptions are students needing Specialized Instruction. All students are remoting into their classes.</td>
</tr>
<tr>
<td><strong>Bus Routine</strong></td>
<td>Assigned seats on bus</td>
<td>Assigned seats on bus</td>
<td>Encourage parents to drive to and from school</td>
<td>No bussing (with the exception of those needing Specialized Instruction)</td>
</tr>
<tr>
<td><strong>After School Activities</strong></td>
<td>In-person, co-curricular activities and clubs will be offered.</td>
<td>In-person, co-curricular activities and clubs will be offered.</td>
<td>Extracurricular activities are remote.</td>
<td>No in-person instruction; extracurricular activities are remote only.</td>
</tr>
<tr>
<td><strong>Music Program</strong></td>
<td>Traditional Band and Chorus</td>
<td>Traditional Band and Chorus</td>
<td>Band and Chorus are remote.</td>
<td>Band and Chorus are remote only.</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>Library is open</td>
<td>Library is open to students by small instructional groups only.</td>
<td>Library has limited student access</td>
<td>No student access to Library</td>
</tr>
</tbody>
</table>
Instruction at Manchester High Schools

In an effort to serve all high school students equitably, and if there continues to be low community transmission, MSD High Schools will plan to open and follow the “Blue Phase” for the Fall 2021 reopening. The instructional model in the Blue Phase reflects the traditional High School schedule. This model allows students the ability to make personal connections with teachers and peers while helping them to achieve a sense of normalcy by maintaining a predictable schedule.
<table>
<thead>
<tr>
<th>Definition</th>
<th>Blue Phase</th>
<th>Green Phase</th>
<th>Yellow Phase</th>
<th>Red Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>No detectable or minimal community transmission (based on MHD COVID-19</td>
<td>Minimal to moderate community transmission (based on MHD COVID-19 Response Plan for Schools)</td>
<td>Substantial, controlled transmission (based on MHD COVID-19 Response Plan for Schools)</td>
<td>Substantial, uncontrolled transmission (based on MHD COVID-19 Response Plan for Schools)</td>
<td></td>
</tr>
<tr>
<td>Response Plan for Schools)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curriculum</td>
<td>All in-person learning, no remote option</td>
<td>All in-person learning, no remote option.</td>
<td>All remote learning except for identified students needing Specialized Instruction who may be in-person</td>
<td>All classes offering synchronous learning, with asynchronous option available. In-person option available for those needing Specialized Instruction</td>
</tr>
<tr>
<td>Mitigation Strategies</td>
<td>Mask usage is optional. Hand hygiene encouraged upon arrival, before and after eating, after using the bathroom. Typical spacing prior to the pandemic</td>
<td>Mask usage is optional in classrooms, but must be worn in all other areas of the school. Hand hygiene encouraged upon arrival, before and after eating, after using the bathroom. Physical distancing at least three feet</td>
<td>Mask usage is required in all areas of the school. Hand hygiene encouraged upon arrival, before and after eating, after using the bathroom. Physical distancing is at least six feet</td>
<td>No in-person instruction (with the exception of those receiving Specialized Instruction). All students are remoting into their classes. Follow MHD COVID-19 Response Plan for Schools</td>
</tr>
<tr>
<td>Student Grouping</td>
<td>None, all students fully in-person.</td>
<td>None, all students fully in-person.</td>
<td>Most students are remote, but those needing Specialized Instruction, and may be in person</td>
<td>All students and staff fully remote, (other than Specialized Instruction)</td>
</tr>
<tr>
<td>Student Arrival</td>
<td>Students must attend in person, unless called in by parent/ guardian.</td>
<td>Students must attend in person, unless called in by parent/ guardian</td>
<td>Students must attend classes remotely, unless there is a need for Specialized Instruction.</td>
<td>Students must attend remotely. Exceptions for students needing Specialized Instruction.</td>
</tr>
<tr>
<td>Afterschool Activities</td>
<td>In-person, co-curricular activities and clubs will</td>
<td>In-person, co-curricular activities and clubs will</td>
<td>No in-person co-curricular clubs or</td>
<td>No in-person co-curricular clubs or</td>
</tr>
</tbody>
</table>

*Manchester School District Return Plan Fall 2021*
| Synchronous and Asynchronous Instruction | In-person, no remote option | In-person, no remote option | Synchronous for remote students and in-person for Specialized Instruction students | Synchronous remote learning, asynchronous option – except for Specialized Instruction students |
| Daily Schedule | A-B Block Schedule | A-B Block Schedule | A-B Block Schedule | A-B Block Schedule |
Moving Forward: 2021-2022 and Beyond

The 2020-2021 school year was a formidable challenge. As we shift our focus from reopening to recovery, we will need the cooperation of all students, staff, and community members. In order to continue in-person instruction, to provide opportunities for recovery, and to build the resiliency and adaptability of our District, it will be necessary for students, staff, and parents to cooperate with the procedures and protocols outlined in the phases of our plans and any updates that may be instituted as the situation evolves.

As outlined in our Return Framework, it is our goal to work toward having students on a normal curve of learning by the end of the 2021-2022 school year. This will require the District, the School Board, and the community to look beyond the traditional school calendar and implement not only differentiated instruction for students, but recognize that some students may need additional instructional time and support through extended school days and structured year-round learning opportunities.

We can do this. We must do this. This generation of students will be known for their resiliency and remembered forever in history as the students who attended school during the COVID-19 pandemic, and then rebounded to levels no one could have imagined.
This document is intended to serve as an internal manual for the School Health Branch of the City of Manchester Health Department (MHD). This is a living document, in that updates to protocols are anticipated as new information and situations are encountered. This manual will be reviewed/revisited weekly to ensure it is updated with current practices and recommended guidance from local, state and federal officials.

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I. Identified Needs: Environmental, Material, and Logistical

The following itemized listing captures major needs that have been identified as critical to the protocols outlined within this manual. Needs are separated into three categories – environmental, material, and logistical.

a. Environmental Needs: Physical Space/School Setting
   - *Clean Room/Area for Daily Medications/Procedures* – although not mandatory, this will allow daily operations of the school nurse office to continue more efficiently while conducting illness assessments. School layouts vary; item will be contingent on feasibility.
   - *Waiting/Isolation Room* – NH DHHS recommends that all schools have at least one room/area to hold ill students while waiting to be dismissed. The intent of this room/area is to separate the ill student from others as quickly as possible to minimize the potential for disease transmission.
   - *Plexiglass/Check-in Areas within the School Nurse Office* – although not mandatory due to school nurses wearing face shields with every encounter, these adaptations to physical spaces are recommended within office settings to mitigate droplets during interactions. The installation of plexiglass will allow for the creation of a safe check-in area for quickly triaging/assessing student visits to the Nurse’s Office. School Nurse Office layouts vary; item will be contingent on feasibility and cost.
   - *Daily Enhanced Cleaning* – high traffic, high risk spaces should be thoroughly cleaned at least daily, such as the Nurse’s Office, Clean Rooms/Areas for medication and procedures, and the Waiting/Isolation Room, including all associated bathrooms. *The Waiting/Isolation Room should be cleaned between uses, when possible.

b. Material Needs: Supplies/Products
   - *Personal Protective Equipment (PPE)* – MHD will provide adequate PPE to all School Nurses and Health Assistants. Fit testing for N95 masks will also be conducted by MHD, as necessary. MHD will also provide masks to students who visit the Nurse’s Office without one. MSD will be responsible for providing PPE to all students and MSD staff, including staff who is overseeing the Waiting/Isolation Rooms.
   - *Disinfectant Products for Surface Cleaning* – Each Nurse’s Office will be provided with Sani Wipes and Healthcare Grade Clorox Wipes. These will be
used daily to spot clean the Office between visits. Clorox Wipes and other products with aerosols shall only be utilized during after school hours. The ARAMARK Day Porter will be available during Quarter 1 for assistance with the Nurse’s office. Nurse’s offices will be provided with Oxivir TB wipes, which have a 1 minute dwell time. Be sure not to mix disinfectants!

c. Logistical Needs: District Support

- **Clear Chain of Communication:** To facilitate and streamline communication pertaining to all matters involving COVID-19, MHD has requested that each school designate a School-Site Point of Contact to directly work with each School Nurse. MHD has designated the School Nurse at each school as the Department’s Liaison to ensure connection with Infectious Disease (Public Health Nurses) at MHD, as well as the Department’s other Branches as needed. The School Nurse Supervisor/Assistant and the Chief Strategy Officer at the MHD will provide leadership support to School Nurses as the Department’s primary liaison.

- **Assist with Medication Administration:** This is a typical response role provided by Administrators or their designees each school year. This will become especially critical when the School Nurse is providing coverage in the waiting/isolation room for significantly ill students.

- **Waiting/Isolation Room Supervision:** The School Nurse will be providing COVID-19 symptom assessments, in addition to handling daily medication distribution and procedures and subsequent medical documentation, as well as responding to any acute/emergency situations. Therefore, School Nurses will not be responsible for overseeing ill students in the isolation room/area who are awaiting dismissal. In the event of significant/severe illness (refer to protocol for Defining and Handling Severe/Significant Illness), the School Nurse will accompany the student to the isolation room and remain with the student until dismissed. The Nurse’s Office will be closed with medication administration support provided by the school’s designee as needed. Additional students who are ill will be assessed by the School Nurse from the isolation room.

- **Conduct Daily Symptom Screening:** The School Nurse will be providing COVID-19 symptom assessments, in addition to handling daily medication distribution and procedures and subsequent medical documentation, as well as responding to any acute/emergency situations. Therefore, School Nurses

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1 Required by NH Administrative Rules Ed 311.02
cannot be responsible for daily screenings required for entry to school. They will serve as a direct support to daily screenings by providing further symptom assessment for any identified ill student/staff member, as well as answering any questions regarding symptoms, isolation and/or quarantine and linking with the Infectious Disease Branch as needed.

- **Plan for Handling Minor Hygiene and Basic Needs** – Minor issues, such as incontinence or access to sanitary products, typically handled by the School Nurse, may need to be deferred to other personnel within the School in order for the Nurse’s Office to remain clear for COVID-19 assessment and daily medications/procedures. This will also reduce the risk of exposure for these students to other ill students.

II. **The Role of the Health Department**

MHD has four branches that work together to ensure the health of the public – School Health, Infectious Disease, Environmental Health, and Neighborhood and Family Health. As it pertains to COVID-19 prevention and response, the following is a listing of activities that will be provided during the upcoming school year:

a. **School Health Branch** – provides contracted school health services as outlined within the City/MSD contract. As it pertains to COVID-19, School Nurses will serve as the point of contact for connecting with public health via MHD; assess symptomatic students/staff; provide nursing services for significantly ill students/staff in school; assist with case investigation and contact tracing; provide guidance to families regarding isolation and quarantine requirements; monitor compliance with release from isolation or quarantine requirements for returning to school; and conduct medical documentation and reporting. School Nurses will not be responsible for daily symptom screening, one-to-one nurse coverage or supervision, minor hygiene issues, and isolation room coverage (exception severe/significant illness).

b. **Infectious Disease Branch** – conduct case investigations and contact tracing for all Manchester cases; and serve as a technical expert for infectious disease related questions. Works with NH DHHS for any cases outside of Manchester residents that may impact our school community (i.e. Hooksett residents attending Central HS).

c. **Environmental Health Branch** – serve as a technical expert regarding the physical indoor environment (i.e. cleaning, ventilation, etc.); and continue
conducting community based testing operations in partnership with the Manchester Fire Department.

d. **Neighborhood and Family Health Branch** – serve as a technical expert for accessing basic needs and/or health care services for families (i.e. run COVID-19 Hotline); and provide scheduling support for community based testing operations.

<table>
<thead>
<tr>
<th>Major COVID-19 Related Roles by Responsible Entity</th>
<th>Responsible for Task</th>
<th>Not Responsible/Capable for Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>MHD School Nurses</td>
<td>Other MHD Branches/Supports</td>
</tr>
<tr>
<td>Serve as the point of contact for all COVID-related items/questions</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Daily health/risk screenings</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Daily symptom assessments of ill students and staff and determine dismissal/school exclusions</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Daily supervision of the isolation room</td>
<td>✗ *</td>
<td>✓</td>
</tr>
<tr>
<td>Case investigation and contact tracing</td>
<td>✓</td>
<td>✓ **</td>
</tr>
<tr>
<td>Triaging environmental concerns in the schools</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Access to COVID-19 testing</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Assistance with navigating/connecting with the health care system</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Monitor and document school exclusion process, including initial communication with parents/caregivers of ill students</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Tending to acute student issues that are non-clinical, such as incontinence and hunger</td>
<td>✗</td>
<td>✓</td>
</tr>
</tbody>
</table>

*except in cases involving severe/significant illness

**MHD Public Health Nurses will lead case investigation and contract tracing**
III. COVID-19 Definitions

- **Case Investigation**: Case investigation is the identification and investigation of patients with confirmed and probable diagnoses of COVID-19. MHD provides case investigation for all confirmed cases in Manchester under the guidance of NH Department of Health and Human Services. For more information about the State’s case investigation plan for COVID-19, please visit: [https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-case-investigation-plan.pdf](https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-case-investigation-plan.pdf)

- **Contact Tracing**: Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease and their contacts (people who have been exposed) and working with them to interrupt disease transmission. To accomplish this, it is essential that the school have available students’ schedules, assigned seats, bus seating, cohort groups, lunch seating (if applicable), extracurricular activities, and other potential contact settings.

- **Close Contact**: The NH Department of Health and Human Services defines a close contact as ‘a person who spends 10 minutes or more within six feet of a positive COVID-19 person from the 48 hours prior to the positive person’s symptom onset until the date that person is isolated. If asymptomatic, close contacts would be identified from the 48 hours prior to the positive test collection date. While mask use decreases the risk of infection, at this time it does not change recommendations for quarantine. Close contacts need to quarantine at home for 10 days after the date of their last exposure to the positive person.'

- **Isolation**: An ill student or staff member with COVID-19 symptoms must isolate at home for 10 days from symptom onset and be fever-free for 24 hours without the use of fever-reducing medication and with general improvement of symptoms.

- **Quarantine**: Close contacts who have been exposed to a positive case will quarantine at home for 10 days after last date of exposure to the positive student/staff member. If close contacts are household contacts, they must quarantine for the entire time the positive person is home on isolation plus another 10 days. This is necessary because household contacts are typically unable to completely eliminate contact with the positive person and/or potential exposures through shared living space.

- **Cluster**: NH DHHS defines a cluster as 3 or more positive cases in the same classroom or group during the same timeframe.

- **Outbreak**: NH DHHS defines an outbreak as 3 or more clusters in the same school during the same timeframe.
IV. Frequently Asked Questions

The below is a sampling of questions that have been initially asked by staff and others internal to the Department while planning for school reentry. This is not an exhaustive listing, but an attempt to capture the most common questions asked thus far.

COVID-19 Communication

1. Will there be a letter going home to parents regarding COVID-19 symptoms and length of time they need to be home.
   A COVID-19 Dismissal Packet (refer to Appendix A) has been created to provide information to parents/caregivers. This packet includes a cover letter about their child’s symptoms and what they will need to do to come back to school; information regarding isolation and quarantine (self-monitored fact sheets); a provider letter template to use for alternative explanations/exceptions; local health care access info for children without a medical home; and local COVID-19 testing info/Hotline.

2. Will School Nurses have an easy to refer to guideline?
   The goal of this Manual is to provide easy guidelines for triaging symptomatic students as suspected cases and managing confirmed positive COVID-19 cases. Refer to the section on COVID-19 Protocols for more specific information.

3. Will parents/caregivers be given guidelines to follow as well?
   The School District, in partnership with the Health Department, is in the process of creating handouts/fact sheets for distribution and holding webinars to answer common questions. Guidelines will be provided in advance via the District’s written Reentry Plan as well. These guidelines will include information/expectations regarding strict exclusion from school for ANY COVID-19 symptom and the requirements to return to school. Parents/caregivers will also be encouraged to submit documentation of pre-existing conditions that may have symptomology that mimics COVID-19 symptoms. The District is also creating a form to collect two points of contact for the prompt dismissal of ill students. The expectation is that students must be picked up within 30 minutes.

4. Will the Winter Illness Memo be updated to reflect the information on more stringent --’Student to be sent home if...’ "Student not to return until...' information?
   Yes, the Winter Illness Memo has been restructured to include a focus on COVID-19 symptoms and the return to school process for any exclusions.
Schedules/Personnel

1. What will the School Nurse schedule and duties be during the first quarter of school?
   School Nurses will report daily to their assigned schools. A listing of duties has been created and is included as Appendix C in this document.

2. If a School Nurse is exposed and needs to quarantine, is the time deducted from the employee’s sick time?
   No. Currently, there is an available option for employees who qualify due to exposure under EFMLA. This provides the employee with full pay while completing the 10 day quarantine period. Policies are subject to change per Federal, State, and local regulations.

3. What is the backup plan for school coverage if support is needed because School Nurses are off?
   In addition to using substitute School Nurses, MHD leadership is exploring a partnership with the Manchester Fire Department to use city resources for emergency coverage via Paramedics and EMT- Level A staff in the event of a critical staffing shortage. Additional support outside of the city will be explored as well in case of a significant impact to workforce.

Public Health/Environmental Mitigation Measures

1. Can windows be open in a classroom where a student or several students are not wearing facemasks?
   Specific scenarios will need to be reviewed by MHD Environmental Health Branch in concurrence with NH Department of Health and Human Services guidance. In general, the use of fans in classrooms will be prohibited unless exhausting air outside, and windows are encouraged to be open to promote increased ventilation regardless of face mask use.

2. What if students refuse to wear a face mask? If they claim a health care provider says they cannot wear one, will they need a doctor’s note and does this need to be from a board certified physician only (i.e. notes from Nurse Practitioners and Physician’s Assistants would not be valid)?
   The School District voted to make face masks mandatory for all staff, students, and visitors to the schools. Non-compliance will be handled by School Administrators. If the staff/student or visitor is unable to wear a face mask as determined by a licensed health care provider (such as an MD, DO, NP, or PA), a note will be required. These notes are acceptable from any health care provider; not only board certified physicians.
3. What type of physical changes will need to occur this year in School Nurse offices?
MHD leadership is requesting that all offices have no decorations and remain free of clutter to help facilitate efficient enhanced cleaning of the offices daily. This includes keeping counter tops and desks clear for frequent wiping and sanitizing. School Nurses are also encouraged to configure office spaces to limit full entry into the nurse’s office, when possible. If feasible, consider creating a check point at the office’s entry for quick and efficient symptom assessments of ill students and staff.

COVID-19 Screening and Assessment

1. Will School Nurses have touchless thermometers?
   Yes, each School Nurse Office will be provided with these items.

2. Will School Nurses have access to nitrile gloves, gowns, faceshields, and surgical masks? How about N95 respirators?
   Yes, each School Nurse Office will be equipped with these items. ENVO respirators are being purchased for distribution to all School Nurses and Health Assistants. This is a reusable N95 respirator. These devices require a medical screening and fit testing prior to their use. They must be used in any condition where aerosols might be generated and other special circumstances as indicated in Health Care Guidance.

3. If a teacher asks for PPE, like gloves, is the School District responsible for supplying these items?
   Yes, the School District is supplying PPE for all staff and students. Refer all staff seeking PPE to the School Administrator and/or the School-Site Health Point of Contact. Each School Nurse Office will have a supply on hand for students that may need a mask in the event that they are not already wearing one. By District policy, all staff and students will be wearing a mask at all times, unless they have an approved exception.

4. What is the difference between health/risk screenings and symptom assessments?
   Health/risk screening asks staff and students to identify if they have any symptoms of COVID-19, if they had close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days, AND/OR if they traveled in the prior 14 days outside of New England regardless of transportation

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mode (personal versus public transportation). In the school setting, this will be conducted by the District for all staff and students (randomized) regardless of illness. Parents/caregivers are asked to screen their child(ren) daily. Symptom assessment is conducted by the School Nurse and involves a further review of any identified symptoms in ill students/staff to determine the need for isolation and school exclusion.

5. How will health/risk screenings be conducted daily for staff and students? Who is responsible for this?
The School District is creating an online platform to record staff symptoms and answers to screening questions. Parents/guardians will be asked to screen their child’s symptoms daily at home prior to sending them to school. A secondary temperature screening may occur upon arrival to school via the District. A randomized sample of students will be selected daily to answer the questions regarding symptoms, potential exposure to positive cases, and travel. All screening activities will be conducted by District personnel; not School Nurses.

6. Will School Nurses be required to conduct COVID-19 assessments on all staff and students daily?
COVID-19 assessments are conducted only on students and staff who are sick with COVID-19 symptoms or they answered ‘yes’ to a screening question. This will be the responsibility of the School Nurse to manage daily. Assessments will only be conducted when the ill student/staff member is presenting to the School Nurse office or when there was a finding in the daily health/risk screenings. Random assessments of well students and staff will not be conducted as this is the function of the health/risk screenings conducted by the District.

7. Will ill students be expected to stay in their classrooms with School Nurses going to them for assessment and evaluation?
No. Ill students/staff will report to the School Nurse office for assessment in the event of illness.

Response to Suspected Cases

1. Should siblings be sent home of a student that has a fever or other possible COVID-19 symptoms?
No, siblings will not be sent home for mild suspected cases without epidemiological risk factors. Epidemiological risk factors are defined as having severe illness with clinically compatible symptoms (i.e. loss of taste/smell), contact to a known or possible positive case, and/or recent travel outside of New
England. If the ill student has epidemiological risk factors, all siblings should be sent home and placed on quarantine. Once the ill student is a confirmed positive case, all siblings should be sent home and placed on quarantine.

<table>
<thead>
<tr>
<th>Symptomatic Student…</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Without COVID-19 risk factors who is being tested for COVID-19</strong></td>
<td>Asymptomatic siblings can remain in school if they remain asymptomatic.</td>
</tr>
<tr>
<td><strong>With COVID-19 risk factors</strong></td>
<td>Asymptomatic siblings should be instructed to stay home from school (quarantine).</td>
</tr>
<tr>
<td><strong>Who tests positive for COVID-19</strong></td>
<td>All close household contacts (including siblings) must quarantine and get tested using a PCR-based test.</td>
</tr>
<tr>
<td><strong>Without COVID-19 risk factors who does not undergo testing</strong></td>
<td>The symptomatic student must remain on isolation until they have met criteria for discontinuation. The siblings, however, may remain in school as long as they remain asymptomatic.</td>
</tr>
<tr>
<td><strong>With COVID-19 risk factors who does not undergo testing</strong></td>
<td>The symptomatic student must remain on isolation until they have met criteria for discontinuation. The siblings should quarantine for 10 days from the last day of exposure to the symptomatic student.</td>
</tr>
</tbody>
</table>

Source: NH DHHS (FAQ, August 28, 2020)

2. What will happen if a parent/caregiver does not pick-up a student for dismissal who has COVID-19 symptoms? Who is responsible for handling this?
The District will be requiring all parent/caregivers to pick-up ill students from school within 30 minutes. Secondary points of contact for all students will also be collected to ensure that an adult is reachable in the event a student is dismissed. The School Administrator will be responsible for handling situations that involve dismissal.

3. How will students with specialized transportation arrangements, such as preschoolers and special needs students, get home if they are sick at school?
The District is working with transportation providers to devise a transportation option for ill students with specialized arrangements to and from school. School Nurses should connect with the School-Site Health Point of Contact to arrange for transportation.

Response to a Confirmed Case

1. If a student is confirmed to have COVID-19, will the School Nurses be responsible for contact tracing and notifying parents/guardians regarding their child’s need to isolate?
An MHD Public Health Nurse (PHN) will be assigned to all confirmed positive cases. This PHN will lead the case investigation and contact tracing process. However, the School Nurse will be asked to assist with getting information about
student schedules, identifying close contacts, and assisting with communication to School Administrators and the School-Site Health Point of Contact. School Nurses will also assist with making phone calls to impacted students and staff.

School Exclusions and Returning to School

1. What warrants dismissal of students and staff for COVID-19? Do even mild symptoms result in dismissal and exclusion from school?
   Any symptom on the COVID-19 symptom list will result in dismissal of students and staff; even mild symptoms. Refer to the Protocol for Handling Symptomatic Students/Staff at School for Suspected Case for more info.

2. Is fever defined as 100.4 degrees F and higher OR 100 degrees F and higher?
   A fever is defined as 100.0 degrees F or higher.

3. What happens if parents/guardians refuse to have their child seen by a provider and/or get COVID-19 testing?
   Per guidance, all students who do not have an alternative explanation for illness documented by a health care provider and/or a negative COVID-19 test (not an antibody test) will be required to complete a 10 day isolation period. Refer to the protocol on School Exclusions and Return to School Process/Requirements for more information.

4. What if a parent refuses to quarantine or isolate their child?
   MHD will work closely with District leadership to determine the best course of action. It is possible that actions would be elevated to the NH Department of Health and Human Services as a violation of a quarantine or isolation order.

Travel-related Exclusions

1. What are the guidelines for handling travel among staff members and students outside of New England? Do they need to quarantine?
   In NH, travel outside of New England will still require a 10 day quarantine upon return. However, there is a new option to shorten quarantine to 7 days IF: on day 7 or later, the individual elects to get a PCR test (not rapid). If the test is negative AND they do not have symptoms AND there is no known contact to a positive case, they may be released from quarantine. Staff members travelling outside of New England should consult with the School District on any implications pertaining to travel-related quarantine. For State guidance: https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/travel-guidance.pdf
Daily Student Health Care

1. Can the Schools reduce the frequency of unnecessary trips to the School Nurse’s Office? Examples include but are not limited to breaks from class, incontinence situations, minor items like chapped lips or scratches, and hunger.

   *MHD leadership has requested this support from the District for the current school year. This will allow School Nurses to respond to acute needs and triage ill students while reducing the risk to other well students seeking non-clinical support services. School Nurses should work closely with School-Site Health Point of Contact to facilitate/troubleshoot care for these situations.*

2. Should visits for daily medications and other procedures be staggered?
   Yes. Please work with School Administrators and staff to devise staggered schedules for daily routine care of students.

3. Are nebulizer treatments allowed to be administered in School? What about other potentially aerosolizing procedures?

   *Per NH Department of Health and Human Services guidance, nebulizer treatments should occur at home and not at school. Other daily procedures that must occur at school should be conducted with full PPE, including N95s, and ideally in a separate area from the School Nurse office that can be cleaned following the procedure. Contact the School-Site Facilities Point of Contact to connect with ARAMARK.*

In addition, the NH Department of Health and Human Services has compiled a Frequently Asked Questions document, which can be found at the link below. Please review this link if you have any additional questions not covered in the above listing.


The CDC has also created a FAQ page for school-specific questions.


For any outstanding questions not addressed in either of these sources, please contact the School Nurse Supervisor (Jenn Wyman – jwyman@manchesternh.gov) or Assistant School Nurse Supervisor (Janet Scarafile – jscarafile@manchesternh.gov).
V. COVID-19 Protocols

The following protocols have been created to ensure consistency in the assessment and management of suspected and confirmed COVID-19 cases in the school setting. If you are unable to find an answer to a question or scenario at your school based on these protocols, please contact the School Nurse Supervisor (Jenn Wyman – jwyman@manchesternh.gov) or the Assistant School Nurse Supervisor (Janet Scarafile – jscarafile@mansd.org).
Role of School Nurse as a Liaison to Public Health

The School Nurse will serve as the point person for the school in connecting with Public Health/MHD for all questions pertaining to COVID-19. They will work closely as a team with the School-Site Point of Contact and the assigned Public Health Nurse from MHD.

The following is a listing of primary duties that will be conducted by the School Nurse as the Liaison:

Communication of Positive Case Notifications

- PATH 1: The School Nurse will inform the School Nurse Supervisor of positive case results being reported to the school from parents/guardians or staff; prior to public health being notified through the official disease notification system.
- PATH 2: In the case of a positive notification through MHD, Public Health Nurses from the Department will notify the School Nurse Supervisor and/or the Assistant School Nurse Supervisor. The School Nurse Supervisor and/or Assistant School Nurse Supervisor will notify the School Nurse of positive case(s) and which Public Health Nurse the case has been assigned to for ongoing communication.
- The School Nurse Supervisor will notify the building Administrator(s) and the School-site Point of Contact of the positive case.

Case Investigation and Contact Tracing

- Although the MHD Public Health Nurse will lead the case investigation and contact tracing process, the School Nurse with the School-site Point of Contact will identify possible close contacts and other facets in the investigation to assist, as needed. The School Nurse will report this information to the assigned Public Health Nurse and/or the Public Health Nurse Supervisor on the case.
- School Nurses will identify siblings in the District and report these to the Public Health Nurse assigned to the case. Upon notification of a positive case, school Nurses shall also ensure that all siblings are home and not at school per quarantine requirements.

Documentation and School Reentry

- The School Nurse will monitor/update the return to school list for students/staff excluded per guidelines.
  - All release dates for positive and quarantined students will be verified by the School Health Supervisor or designee prior to school return.
Personal Protective Equipment (PPE) Requirements

All school nurses and health assistants must wear the following PPE daily within the school environment for the duration of the school day:

- Surgical mask
- Faceshield

When conducting a student/staff member symptom assessment and/or conducting medication administration:

- Surgical mask
- Faceshield
- Gloves (when appropriate, such as for insulin administration)

When conducting aerosol-generating procedures and other direct care when 6 feet distancing cannot be maintained:

- N95 mask* (an ENVO respirator will be issued; https://envomask.com/)
- Faceshield
- Gown
- Gloves

When providing isolation room coverage (school nurses will do this for students with significant illness; MSD will be providing coverage in all other cases):

- With 6 foot distancing: Surgical mask, Faceshield and Gown (gloves for direct care);
- If you cannot maintain 6 feet distancing: N95 respirator (ENVO) instead of surgical mask, faceshield and gown (gloves for direct care)

Although not required, wearing scrubs is recommended and allowed when providing care in the School Nurse's office.

*The use of an N95 mask requires medical clearance and fit testing. All School Nurses and staff must complete the medical assessment questionnaire and have it reviewed/signed by a health care provider. Fit testing will be provided by the MHD. The proper use, cleaning, and storage of ENVO masks is the responsibility of School Nurses.

**Important Note: Source of PPE – for School Nurses and Health Assistants, MHD will provide the PPE as outlined above. For MSD staff, MSD will responsible for providing it to staff and students. MHD will provide masks to students who present to the office with COVID-19 symptoms (if they do not already have one).**
Protocol for the Waiting Room (Isolation Room)

1. The Waiting/Isolation Room is a space to hold mildly ill students away from other well students while they wait for parent/guardian pick-up. Severely ill students will not be sent to the isolation room without the School Nurse (Refer to the protocol on Defining and Handling Significantly/Severely Ill Students in the School Health COVID-19 Manual).

2. Room Selection & Set-Up: Rooms have been identified in each school via tours/input from health and facilities. They were selected based on the following noted items. Rooms should have – enough space for floor markings to denote 6 foot placement of students (chairs/cots should be placed appropriately); designated bathrooms for use; windows, if possible, or air filtration systems such as HEPA filters; and other items in the room minimized/moved to reduce clutter and facilitate easy cleaning/disinfection. The Waiting Room should also have a separate trash receptacle for disposal of personal protective equipment. When possible, waiting/isolation rooms were selected away from high traffic areas and close to school exits to facilitate quick dismissal.
   a. If a bathroom is not available in the room, the nearest bathroom to the waiting/isolation room should be designated for use. This excludes the bathroom in the School Nurse’s Office to reduce travel in and out of the space while care/treatment is being provided to other students.
   b. A color-coded system is recommended to indicate when the exterior bathroom has been used by an ill student (if this bathroom needs to remain open for general use). For example, red signage on the bathroom door would indicate that the bathroom is/has been used by an ill student and needs to be cleaned prior to general use. Green signage on the bathroom door would allow the bathroom to be used for general use until it is needed for ill students.

3. Students in Isolation: All students should be wearing masks and be appropriately social distanced from others in the space (at least 6 feet) until dismissal.

4. Supervision & Personal Protective Equipment: Waiting/Isolation Room supervision will be provided by the Manchester School District (MSD) to allow the School Health Office to remain open and the School Nurse to continue duties as needed in caring for other students in the building. Volunteers from the School will be first requested. If no volunteers opt to supervise the isolation room, the space will be supervised by a member of the School Admin Team.
   a. Supervision can be provided from outside of the door to the isolation space.
   b. Staff providing isolation room supervision must wear a face mask, face shield, gloves and a Level 2 gown and maintain at least 6 feet of social distancing.
c. The MSD will be responsible for providing professional development on the use and proper removal/disposal of personal protective equipment (PPE). Access to online learning modules, CDC guidance videos and posters for sequence of putting on and taking off PPE will be provided.

d. Staff supervision by the MSD will NOT be provided for severely ill students. The School Nurse will directly handle these student cases in the isolation room. When conducting supervision of severely ill students, the School Health Office will be closed and the medication administration process will be initiated (Refer to the protocol on Defining and Handling Significantly/Severely Ill Students).

5. Room/Bathroom Cleaning: The space should be regularly cleaned/disinfected and between use, when possible. This includes the bathroom space. ARAMARK should be alerted when the bathroom needs to be cleaned.
School Health Documentation and Tracking of Isolated and Quarantined

School Nurses will:

1. The School Health Supervisor will document isolated and quarantined students/staff in the Tracking Database.
   - School Health Supervisor will be responsible for updating the Tracking Database and notifying the School Nurse and Health POC when students/staff have been released from isolation or quarantine.

2. The School Nurse will document all staff and students who have been sent home or called out due to symptoms (this is documented as symptom isolation in the Tracking Database).

3. The School Nurse will document all student/staff COVID-19 symptom assessments for illness in Aspen.
   - Be sure to utilize the specific COVID-19 codes included in Aspen (and notes) for tracking purposes by:
     - visit type;
     - primary complaint (COVID symptoms);
     - treatment (COVID-19 assessment);
     - actions (referred for COVID-19 testing); and
     - other important symptoms and information, as relevant.

4. The School Nurse will conduct daily monitoring of School student/staff exclusions list in the Tracking Database.
   - Including tracking of date, name, DOB, symptoms, STATUS by one of the following:
     - Provider exception letter (see template in COVID-19 exclusion packet); OR
     - COVID-19 negative testing result, OR
     - Return to school status after isolation period.

5. Conduct a daily review of student/staff absentee list to ensure Quarantine/Isolation compliance for known exclusions, AND ensure that families/guardians of newly ill students received notification of Quarantine and Isolation guidance (use the COVID-19 Exclusion Packet).
   - Students calling in to school sick with COVID-19 symptoms will be required to follow the return to school guidance for exclusions (*Refer to Procedures for Handling School Absences for Illness Protocol*).
6. The School Nurse will send a daily email summary to the School-site Health Point of Contact that details school exclusions and the status of all students/staff who are isolated or quarantined.
   - This email is automatically generated from the Tracking Database.
   - The School Nurse must manually push send on the report in the system to email it accordingly. Email Richard Martinez with questions/concerns (rmartinez@manchesternh.gov).
Procedures for Handling Symptomatic Individuals at School as a Suspected Case

1. The School Nurse will assess ill students and staff for COVID-19 symptoms.
   - See COVID-19 symptoms list below*
   - If the illness is severe/significant, refer to the protocol for Defining and Handling Severe/Significant Illness.
   - The assessment should be brief and done with 6 foot physical distancing, as possible.
   - Exclusions from school shall include:
     a. Individuals with new or unexplained* symptoms (even mild); OR
     b. Individuals who report close contact with confirmed/suspected case; OR
     c. Individuals who have traveled outside of New England in the prior 14 days.
        - *Pre-existing conditions with a provider’s note may explain symptoms (i.e. chronic headache conditions, allergies); pre-existing conditions that have been previously documented with a provider’s exception note will not require isolation and exclusion.

2. If the student/staff member has ANY symptom on the list (without an exception letter), they will be sent to the isolation room and dismissed/referred to testing.
   - Contact isolation room/area support staff to notify them that a student is being sent to isolation, and in younger grades (pre-K-second grade), ask for assistance in accompanying the student to the isolation room.
   - MSD staff member will oversee isolation room.
   - Symptomatic students/staff should be sent home via personal transportation (i.e. no public transport, school buses, etc.)

3. School Nurses will call the parent/caregiver (or secondary contact if unable to reach parent/caregiver) to inform them that their child is ill and must be picked up from school within 30 minutes, per District policy. In order to return to school, symptomatic students/staff must do ONE of the following:
   a. Submit a doctor’s note explaining alternative reason for illness (i.e. flu, strep throat), OR
   b. Submit a negative test result for COVID-19, OR
   c. Complete a 10 day isolation period*, if refusing to be tested or seen by a health care provider.
      *(Refer to School Exclusions and Return to School Process/Requirements Protocol)
4. School Nurses will record the encounter and pertinent information in Aspen and the Tracking Database (Refer to School Health Documentation and Tracking of Isolated and Quarantined protocol)
   a. New Tracking Database entries will automatically generate a notification to Administrators and School-Site Points of Contact, as well as the School Nurse Supervisor. This will be generated daily.
   b. New Tracking Database entries will automatically populate relevant documents in the COVID-19 Dismissal Packet for parents/guardians (Refer to Appendix A).

5. School Nurses will provide a COVID-19 Dismissal Packet to be given to the parent/caregiver with a cover letter about their child’s symptoms and what they will need to do to come back to school; information regarding isolation and quarantine (self-monitored fact sheets); a provider letter template to use for alternative explanations/exceptions; local health care access info for children without a medical home; and local COVID-19 testing info/Hotline.

6. Upon return to school, the School Nurse will document in Aspen and the Tracking Database the negative COVID-19 test result, OR provider's note with alternative explanation/reason, OR completion of the 10-day isolation period.

**Important Note:** Siblings attending school are **not excluded from school unless the ill student becomes a confirmed case OR has epidemiological risk factors.**

<table>
<thead>
<tr>
<th>Symptomatic Student…</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Without COVID-19 risk factors who is being tested for COVID-19</strong></td>
<td>Asymptomatic siblings can remain in school if they remain asymptomatic.</td>
</tr>
<tr>
<td><strong>With COVID-19 risk factors</strong></td>
<td>Asymptomatic siblings should be instructed to stay home from school (quarantine).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who tests positive for COVID-19</th>
<th>All close household contacts (including siblings) must quarantine and get tested using a PCR-based test.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Without COVID-19 risk factors who does not undergo testing</strong></td>
<td>The symptomatic student must remain on isolation until they have met criteria for discontinuation. The siblings, however, may remain in school as long as they remain asymptomatic.</td>
</tr>
<tr>
<td><strong>With COVID-19 risk factors who does not undergo testing</strong></td>
<td>The symptomatic student must remain on isolation until they have met criteria for discontinuation. The siblings should quarantine for <strong>10 days</strong> from the last day of exposure to the symptomatic student.</td>
</tr>
</tbody>
</table>

*COVID-19 Symptoms include **ANY** of the following:

- Fever of 100F or greater
- Chills
- Cough
- Shortness of Breath or Difficulty Breathing
- Sore Throat
- Nasal congestion or Runny Nose
- Fatigue
- Muscle or Body Aches
- Headache
- Loss of Taste or Smell
- Nausea or Vomiting
- Diarrhea
Defining and Handling Severe/Significant Illness

1. Severe/significant symptoms are defined as: high fever, difficulty breathing, significant vomiting/diarrhea, or other urgent circumstance

2. If upon assessment:
   a. Student needs emergency services - call 911 immediately; and follow normal emergency notifications and procedures.

   b. Student symptoms are non-life threatening – call parent for student dismissal, and the School Nurse will be responsible for overseeing the care of the student in the isolation room/area until dismissal (for all students without a one-to-one nurse).
      i. School Nurse will discuss the importance of doctor evaluation and/or testing with the parent/caregiver.

3. School Nurses will immediately notify school Administrators and the School Health Supervisor of significant illness requiring ongoing school nurse support, which requires closing the School Nurse’s office.

4. School Nurse will bring the student to the isolation area/room and remain with them.
   - If student has a one-to-one nurse, this nurse will remain with the student in isolation to monitor until dismissal; not the School Nurse
   - If student has a paraprofessional, the School Nurse and the paraprofessional will remain with the student in isolation to monitor until dismissal. *For significant behavioral concerns, Administrators will be asked to assist.
   - PPE for staff other than School Nurses will be provided by MSD, not MHD.

5. The School Nurse’s office will be immediately closed during this time period.
   a. Medication administration procedures will be initiated by School designees to support the need for ongoing school health services.
   b. Symptom assessment for other ill students/staff will be conducted by the School Nurse from the isolation room/area.
Procedures for Handling the Notification of a Confirmed Positive Case

1. School Nurse is notified of a positive case. Possible notification pathways include:
   i. MHD Public Health Nurse informs the School Nurse Supervisor or Assistant School Nurse Supervisor who notifies the School Nurse.
   --OR--
   ii. School is notified by parent/caregiver or staff member directly
      i. If the School Nurse is notified by the school or parent/guardian that a child is a positive case, the School Nurse will notify the School Nurse Supervisor or Assistant who will notify MHD’s Infectious Disease Branch.

2. The School Nurse Supervisor will notify the School-Site Point of Contact of the confirmed case and case investigation and contact tracing will occur (if warranted).
   a. School Nurse and Health Point of Contact will confirm learning mode (i.e. remote) and any extracurricular activities.

3. School Nurse will review Aspen for siblings in the District to ensure they are out of school as well. The School Nurse will share sibling information with the Public Health Nurse assigned to the case. All household contacts must quarantine for 10 days, beginning AFTER the positive case completes isolation.

4. If on-campus contact occurred during the infectious period of the positive case, MHD Public Health Nurse will lead the case investigation (School Nurse and School-Site Point of Contact will support). The following will be conducted:
   a. Positive case interview, including:
      i. Risk assessment
      ii. Environmental assessment
   b. Contact tracing process *(Refer to Appendix E for School-Site Checklist)*
   c. Notification/communication with individuals who need to be isolated and quarantined.* *(Refer to Appendix B for a Quarantine Letter to Parents/Guardians, and Appendix F for a Talking Points Guide)*

5. Once on isolation and quarantine, the positive case(s) and close contacts will be called daily by the monitoring team via the Division of Public Health Services at NH DHHS.

6. To return to school, positive cases will need to submit the NH DHHS Release from Isolation/Quarantine Letter to the School Nurse.
a. School Health Supervisor will monitor and confirm release dates.
b. Forms will be filed in the School Nurse’s office and documented in the School Health Tracking Spreadsheet and Aspen, as received. *(Refer to School Health Documentation and Tracking Protocol)*

7. MSD will handle messaging to other staff and students, in general, who are not part of the official case investigation and contract tracing process (if warranted).
   - MHD will assist with crafting/reviewing messaging as requested.
   - A school metric dashboard has been created by the School District in partnership with MHD to publicly monitor and track all cases.

*Important Isolation and Quarantine Requirements*

a. Positive case will be on isolation for 10 days with last day being fever free for 24 hours without the help of medication and improvement in other symptoms.
b. All household contacts will be quarantined during the positive case’s isolation period, plus another 10 days upon completion of the confirmed case’s isolation period.
c. Other close contacts (not living with the positive case) will need to quarantine for 10 days from the last exposure/encounter date with the positive case.
d. Household contacts and other close contacts CANNOT test out of quarantine requirements *(the 7 day option for quarantining, only apply to travel; not someone who is quarantining due to an exposure to a positive case)*.

Household contacts require a delayed start to their 10 days of quarantine after the positive case completes their isolation period based on NH DHHS and CDC guidance. This is required to ensure household contacts stay symptom free during the potential infection period, since they are unable to eliminate contact with the positive case during the isolation period. [https://www.dhhs.nh.gov/dphs/cdcs/covid19/self-quarantine-covid.pdf](https://www.dhhs.nh.gov/dphs/cdcs/covid19/self-quarantine-covid.pdf)
Procedures for Handling School Absences for Illness

The District’s call-out of school process for illness will instruct parents/caregivers to provide their child’s reason for absence if illness-related.

The School Nurse (with support as needed from the School-Site Point of Contact or other school designee) will review this sick-related call outs daily and notify families of the steps that they need to take for their child to return school (Refer to Return to School Process/Requirements). All parents/guardians of ill students should be sent/given the COVID-19 Dismissal/Exclusion Packet.

- The School Nurse will call parents/caregivers of students who indicate that they are significantly ill.
- All questions from parents/caregivers will be referred to the School Nurse.

The School Nurse will enter student/staff information in the Tracking Database (Refer to School Health Documentation and Tracking Protocol).

- If School Nurse speaks with parent/caregiver directly, the interaction should also be documented in Aspen.
School Exclusions and Return to School Process/Requirements

In order for students/staff to return to school upon exclusion for COVID-19 symptoms, **ONE** of the following needs to be completed:

- **Option #1:** Submit a provider exception letter explaining symptoms as non-COVID-19 related (template provided in COVID-19 exclusion packet);
  --OR--
- **Option #2:** Submit a negative test result (not antibody) for COVID-19;
  --OR--
- **Option #3:** Complete a 10-day isolation period with symptom improvement (documented in the School Health Tracking Database).

For Option #2, in addition to PCR testing, ALL rapid tests are accepted alone for SYMPTOMATIC students/staff, as long as the Provider does not order a PCR test for confirmation. **The School Nurse will need to confirm that a PCR was not conducted before a staff/student will be allowed to return to school.**

Possible scenarios for symptomatic students/staff:

- If a student/staff member receives a rapid or point of care test **AND** they are awaiting test results for a PCR test, they **CANNOT** return until the PCR result is determined to be negative.

- If a student/staff member receives a rapid or point of care test **AND** their Provider did **NOT** order a PCR test, they **CAN** return with the negative rapid test result.

*If a student/staff member is asymptomatic, but want to seek testing for a potential exposure, they need to get a PCR test, not a rapid test.

Option #3, students/staff opting to complete the 10-day isolation period without provider follow-up or testing, should be strongly discouraged. In this case, all confirmed COVID-19 cases that are on isolation must stay home until:

- At least 10 days have passed since symptoms first appeared, **AND**

- At least 24 hours have passed since last fever (without fever-reducing medications), **AND**

- Symptoms have improved.

**Confirmed cases of COVID-19 will be required to submit the NH DHHS Release from Isolation Letter to the School Nurse upon return to school after completing the isolation period. All close contacts and siblings as household contacts to a confirmed case will**
also need to submit a NH DHHS Release from Quarantine Letter to the School Nurse upon return to school. Note: The School Health Supervisor and Asst. Supervisor will have access to systems to verify status and will determine/confirm release dates.

Siblings attending school are not excluded from school unless the ill student becomes a confirmed case. However, in the case of severe/significant illness with symptoms that are clinically compatible with COVID-19, the school nurse should encourage family members to remain home and that they should contact the child’s doctor for further care and testing. We will not require that other family members and siblings stay home on quarantine until the ill student is a confirmed case. (Refer to Defining and Handling Severe/Significant Illness protocol)

All letters and negative test results shall be filed in the School Nurse’s office and documented in the Health Tracking Spreadsheet and in Aspen (Refer to School Health Documentation and Tracking Protocol).

See Appendix D for a Quick Decision Sheet regarding returning to school.
VI. COVID-19 Positive Case Scenario

Kathryn is in the first grade. Her school has done an excellent job of wearing masks, spacing desks, assigning seats, and developing cleaning protocols. Additionally, Kathryn has been assigned to a smaller cohort of other first grade students who stay together while in school.

Kathryn develops a fever, cough, and loss of smell on Wednesday, one of her remote learning days, after attending school in-person on Monday and Tuesday. She is not scheduled to return to school until Monday, but her parents notify the school that she is unable to participate in remote learning due to illness.

The School-Site Point of Contact receives the call out message from the parents and notifies the School Nurse that she has COVID-19 symptoms. A COVID-19 Exclusion/Dismissal Packet is provided to the parents, which recommends that Kathryn be seen by a health care provider and/or get tested for COVID-19.

Kathryn’s parents call the COVID-19 Hotline (668-1547) and scheduled an appointment for testing on Thursday. On Saturday, the test comes back positive. Her parents immediately notify the school of her positive test and MHD is notified of the test result as well. A case investigation is launched by a Public Health Nurse at MHD.

After speaking with Kathryn’s parents, the Public Health Nurse works closely with the School Nurse and School-Site Point of Contact to review her classroom. In reviewing her classroom seating assignment, and following interviews with in-room staff, 5 students are placed on quarantine. IMPORTANT NOTE: Although classroom seating was maintained at 6ft., the younger age of the students and inability to fully socially distance typically makes it challenging to determine close contacts. Please note that younger grades (Grade 2 and under) are more likely to have the entire class quarantined for one confirmed case.

![Diagram showing classroom setup and student placement]

- Positive student
- Quarantined students
In reviewing Kathryn’s recess group, an additional 5 students are placed on quarantine. Below is a diagram of recess groups.

Whom to Quarantine:

- Anyone who Kathryn is within 6 feet for more than 10 cumulative minutes (indoors or outdoors) in the two days (48 hours) prior to Kathryn developing symptoms until she isolated.
- Quarantined students will be out of school for 10 days from the last day of exposure to Kathryn, which was Tuesday.
- In this scenario, all five students who sit around Kathryn during class and all students who play with her in the recess group are quarantined.
- In this scenario, Kathryn’s teacher maintained more than 6 feet of distance from students, so they would not be quarantined. When answering questions, the teacher and Kathryn wore masks and the teacher spent fewer than 2 minutes at Kathryn’s desk.

Recommendations for Quarantine and Testing:

- It is not possible to test out of quarantine.
- However, if any of the quarantined students become ill, it would be recommended that they get tested.
- If one of Kathryn’s close contacts test positive, it is likely that the recommendation would be to have the entire classroom quarantine for 10 days.

Siblings:

- Kathryn has two siblings in other grades within the Manchester School District. As household contacts, they must complete a 10 day quarantine period after Kathyrn completes her 10 day isolation period.
- If the siblings test positive, additional case investigations and contact tracing would occur at their respective schools to identify close contacts.

***This scenario is for illustrative purposes only and subject to change based on case circumstances.***
VII. **Local Resources and Technical Guidance**

- **Testing Sites:**
  - FREE COVID-19 Testing is held by the City of Manchester on Tuesdays and Thursdays. Appointments are required, and can be made by calling the City’s COVID-19 Hotline at 668-1547. The Hotline runs M-F from 9:00am-3:00pm. The average test result turn around time is 2-3 days at these sites. These are PCR tests.
  - Other testing site options can be found here: [https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-testing-options.pdf](https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-testing-options.pdf)

- **Health Care Access:**
  - Amoskeag Health is offering to connect with students who do not have a doctor. Virtual appointments are possible as well via telehealth. Appointments can be made by calling the City’s Hotline at 668-1547.
  - Community Health Worker (CHW) support for families may also be possible through Amoskeag Health/Community Schools CHWs. To connect a family with a CHW, call the City’s COVID-19 Hotline at 668-1547.

- **Access to Basic Needs (i.e. food, financial resources, etc):**
  - Call the City’s COVID-19 Hotline at 668-1547 for assistance.

- **Technical Guidance and State Resources:**
    - Other NH DHHS materials/recordings can be found here: [https://www.education.nh.gov/who-we-are/commissioner/covid-19](https://www.education.nh.gov/who-we-are/commissioner/covid-19)
  - NH Nurses Association: [https://nhnurses.nursingnetwork.com/](https://nhnurses.nursingnetwork.com/)
Appendix A – COVID-19 Dismissal Packet for Parents/Guardians
SY 2020-2021 School Health Office Notice of Illness – Parent/Guardian Isolation Letter

Student Name: _________________________  Date: __________________

This is to inform you that your child has an identified symptom(s) of COVID-19.

The symptom(s) your child has is checked below:

- □ Fever over 100 degrees F  ____________
- □ Severe Headache
- □ Cough
- □ Sore Throat
- □ Shortness of Breath with Pulse Oximeter: ___%
- □ Runny Nose and/or Sinus Congestion
- □ Loss of Taste or Smell
- □ Nausea or Vomiting
- □ Chills
- □ Diarrhea

**It is recommended that you call your child’s doctor to talk with them about your child’s symptoms.

Based on the Manchester School District’s Reentry Plan, your child may return to school when ONE of these options is completed:

- **Option #1:** Your child’s doctor has determined a different illness other than COVID-19 (i.e. flu, strep throat, allergies, etc) and cleared your child to return to school with a note that states the alternative diagnosis or explanation for illness. A letter for the doctor is included in this packet.

--OR--

- **Option #2:** Your child is tested for COVID-19 and they have a negative test result (not an antibody test). Community based testing information is included in this packet.

--OR--

- **Option #3:** Your child stays home for at least 10 days from the date of this letter (earliest return to school date: __________), and they are fever-free for at least 24 hours without the use of medication, and other symptoms have improved.

**Option #3 is strongly discouraged. If you need help connecting with testing and/or a doctor for your child, please call the School Nurse (phone number is listed below).**

Please contact the School Principal for remote learning options. While home, try to keep the child who is sick away from well family members, and monitor the health of other family members. If you have any other children who attend school and they are not feeling well, please notify the school and keep your child home.

When your child is able to return to school, please have them visit the School Nurse’s office on their first day back. Please call with any questions.

School Nurse’s Name: _________________________

School Nurse’s Phone Number: _________________________

1528 Elm Street • Manchester, New Hampshire 03101 • (603) 624-6466
Administrative Fax: (603) 624-6584 ~ Community Health Fax: (603) 665-6894
Environmental Health & School Health Fax: (603) 628-6004
E-mail: health@manchesternh.gov • Website: www.manchesternh.gov/health
Manchester School District
COVID-19 School Exclusion
Provider’s Note for Returning to School

Dear Health Care Provider,

________________________________ was sent home from our school on ___/___ with symptoms that could potentially be Covid-19.

In the best interest of keeping our students and staff healthy, we ask that the child does not return to school until he/she has met ONE of the following requirements:

1. Child is seen by a medical provider who has determined a different illness other than COVID19 and cleared the child to return school with a note that states the reason for symptoms.

   --OR--

2. Child is tested and has a negative test result for COVID 19 (not an antibody test).

This child was sent home with the following symptoms:

- Fever of ________ ° taken with a no touch Thermometer
- Cough
- Shortness of Breath; Pulse Ox Reading:___________%
- Loss of taste or smell
- Chills/rigors
- Sore throat
- Runny nose and/or sinus congestion
- Nausea and vomiting
- Headache
- Fatigue
- Muscle-aches/body-aches
- Diarrhea

**To be completed by a Health Care Provider:**

<table>
<thead>
<tr>
<th>Practice Name and Phone Number</th>
<th>Diagnosis for the above named child (Alternative diagnosis needs to be listed for return to school, if illness is not COVID-19)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Was a COVID-19 test preformed?</td>
</tr>
<tr>
<td></td>
<td>Any Special Instructions for the School Nurse:</td>
</tr>
</tbody>
</table>

Provider’s Name Printed ___________________________ Date ___________________________

Provider’s Signature

** If the doctor’s office has a standard form that is used, it can be used in the place of this form, as long as it provides all of the information requested above.
**Why is My Child Out of School and When Can They Go Back?**

*Understanding Isolation and Quarantine*

There are **TWO** reasons why your child may not be able to physically go to school because of COVID-19.

- **REASON #1: YOUR CHILD IS SICK WITH COVID-19 SYMPTOMS:** They will be asked to stay out of school for 10 days. This is called **ISOLATION.**

When can my child go back to school from isolation?

<table>
<thead>
<tr>
<th>Your Child's Situation</th>
<th>When Can Your Child Return To School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your child is sick with symptoms that might be COVID-19…  <strong>BUT you have another</strong></td>
<td>Your child may return to school <strong>with a note from a doctor</strong> including the reason they are sick and is it not related to COVID-19. Your child will also need to be fever-free for 24 hours without fever-reducing medications (like Tylenol) and their symptoms should be getting better.</td>
</tr>
<tr>
<td>reason for why they are sick or showing symptoms. Examples could be strep throat, flu, or allergies.</td>
<td></td>
</tr>
<tr>
<td>Your child is sick with symptoms that might be COVID-19…  <strong>BUT they received a COVID-19</strong> test and it was negative.</td>
<td>Your child can return to school <strong>with a paper copy of the negative test result.</strong> Your child will also need to be fever-free for 24 hours without fever-reducing medications (like Tylenol) and their symptoms should be getting better.</td>
</tr>
<tr>
<td>Your child is sick with symptoms that might be COVID-19…  <strong>AND they received a COVID-19</strong> test and it was positive.</td>
<td>Your child must <strong>remain home for at least 10 days</strong> from the first day symptoms started or from the day that the test was taken if they do not have any symptoms. Your child will also need to be fever-free for 24 hours without fever-reducing medications (like Tylenol) and their symptoms should be getting better.</td>
</tr>
<tr>
<td>Your child is sick with symptoms that might be COVID-19…  <strong>AND they have NOT been tested AND they do NOT have another reason why they are sick.</strong></td>
<td>Your child must <strong>remain home for at least 10 days</strong> from the first day symptoms started. Your child will also need to be fever-free for 24 hours without fever-reducing medications (like Tylenol) and their symptoms should be getting better.</td>
</tr>
</tbody>
</table>
REASON #2: YOUR CHILD MAY HAVE COME IN CONTACT WITH ANOTHER PERSON WHO TESTED POSITIVE FOR COVID-19: They will be asked to stay out of school for 10 days, even if they test negative for COVID-19. This is called QUARANTINE. It is important for your child to stay home and away from others for 10 days because this is considered the time when they are most likely to begin having symptoms and spread the illness to other people.

When can my child go back to school from quarantine?

<table>
<thead>
<tr>
<th>Your Child's Situation</th>
<th>When Can Your Child Return To School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your child has come in contact with another person who tested positive for COVID-19.</td>
<td>Your child must stay home for 10 days from last time they were in contact with the person who tested positive. It is NOT possible to come back to school earlier than 10 days by testing negative or getting a doctor’s note.</td>
</tr>
<tr>
<td>Your child lives with the person who tested positive for COVID-19 (i.e. sibling).</td>
<td>Your child must stay home for 10 days from when the person who is positive finishes their isolation period. This means that they will be home for the entire isolation period (10 days) plus an additional 10 days to complete their quarantine period. It is NOT possible to come back to school earlier than 10 days by testing negative or getting a doctor’s note.</td>
</tr>
<tr>
<td>Your child traveled outside of New England.</td>
<td>Your child must stay home for 10 days upon returning to New Hampshire OR get tested at day 7 (PCR test only) to return with a negative test result. A rapid test will not be allowed for school reentry because your child does not have symptoms.</td>
</tr>
</tbody>
</table>

QUESTIONS

If you have questions regarding when your child can come back to school, please call your child’s School Nurse. They will be able to help you determine when your child is able to physically attend school again and also assist you in finding COVID-19 testing, linking with a doctor, or other needed resources.
Coronavirus Disease 2019 (COVID-19) Self-Isolation Guide

If you have tested positive for COVID-19, or have symptoms of COVID-19, please follow these guidelines for self-isolation.

**Self-Isolation** - You must stay at your home and isolate from other people, including those you live with. You may not go out in public places - not even to the grocery store or to run other errands. You also may not visit with other people outside of your home, and you may not invite others into your house to visit.

If you have a medical emergency, call 911. Tell them your symptoms and that you are isolated due to COVID-19.

**If you have symptoms of COVID-19 (whether or not you had a COVID-19 diagnostic test) you must stay at home until:**

- At least 10 days have passed since your symptoms first appeared

  **AND**

- At least 24 hours (1 day) have passed since recovery (resolution of fever without the use of fever-reducing medications and improvement in symptoms)

**If you do NOT have symptoms of COVID-19 (but have had a positive COVID-19 diagnostic test) you must stay at home until:**

- At least 10 days have passed since the date of your first positive COVID-19 diagnostic test, assuming you have not subsequently developed symptoms since your positive test.

**Monitoring:** Staying in contact with the health department is a requirement of isolation. Someone from the health department will call you daily to check in to see how you are feeling and ensure you have the support needed to maintain isolation. If the health department is unable to contact you, a wellness check at your home may be conducted. Once isolation is complete, you will receive a letter documenting your completion. This may be helpful to notify your employer you may return to work.

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

- [Using Cloth Face Covering to Help Slow the Spread of COVID-19](#)
- [What to do if you are sick](#)
- [Caring for yourself at home](#)
- [Preventing the spread of COVID-19 in homes](#)
- [Cleaning and disinfection guide](#)
FREE COVID-19 Testing

The City of Manchester Health Department continues to encourage all residents to get tested for COVID-19, especially as we continue to experience community-wide transmission of COVID-19 in neighborhood businesses and the community at large. FREE testing will be offered on Tuesdays and Thursdays, in partnership with the Manchester Fire Department.

The listing below provides several testing options in Manchester. Call the Manchester COVID-19 Hotline at 603-668-1547 to speak with a health professional for assistance.

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For other testing options, please visit: [https://www.dhhs.nh.gov/dphs/cdc/covid19/documents/covid-testing-options.pdf](https://www.dhhs.nh.gov/dphs/cdc/covid19/documents/covid-testing-options.pdf)
Appendix B – COVID-19 Quarantine Packet for Parents/Guardians
Quarantine Letter for Parents/Caregivers

Student Name: ____________________________

School: _________________________________

Dear Parents/Guardians,

Your child has come in contact with a person who has tested positive for COVID-19. Your child needs to complete a quarantine period before returning to school.

Your Child’s Estimated Return to School Date is: ________________. This date may be changed if your child lives with the person who tested positive. Your child will be allowed to return to school after 10 days if they remain symptom free AND do not have additional encounters with the positive person.

Please contact the School Principal for remote learning options during quarantine.

While home, please monitor your child for signs and symptoms daily. An information sheet is included with this letter to help with daily monitoring and tracking any symptoms. The signs and symptoms of COVID-19 may include: Fever over 100 degrees, cough, shortness of breath, loss of taste and/or smell, chills, severe headache, sore throat, runny nose and/or sinus congestion, nausea or vomiting, and diarrhea.

COVID-19 testing may be considered at this point. However, a negative COVID-19 test does NOT mean that your child can end their quarantine period early. Your child will still need to stay home from school the entire 10 days (possibly longer if they live with the person who tested positive). A Public Health Nurse will call you with more information.

If your child develops symptoms of COVID-19 while on quarantine, it is recommended that you follow up with their doctor and notify the School Nurse.

Please call your child’s School Nurse if you have any questions about this letter.

School Nurse: ________________________________

Phone: ________________________________
**Why is My Child Out of School and When Can They Go Back?**  
*Understanding Isolation and Quarantine*

There are **TWO** reasons why your child may not be able to physically go to school because of COVID-19.

** ✓ REASON #1: YOUR CHILD IS SICK WITH COVID-19 SYMPTOMS:** They will be asked to stay out of school for 10 days. This is called **ISOLATION.**

When can my child go back to school from isolation?

<table>
<thead>
<tr>
<th>Your Child's Situation</th>
<th>When Can Your Child Return To School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your child is sick with symptoms that might be COVID-19...</td>
<td>Your child may return to school <strong>with a note from a doctor</strong> including the reason they are sick and that is it <strong>not</strong> related to COVID-19. Your child will also need to be fever-free for 24 hours without fever-reducing medications (like Tylenol) and their symptoms should be getting better.</td>
</tr>
<tr>
<td><strong>BUT</strong> you have another reason for why they are sick or showing symptoms. Examples could be strep throat, flu, or allergies.</td>
<td></td>
</tr>
<tr>
<td>Your child is sick with symptoms that might be COVID-19...</td>
<td>Your child can return to school <strong>with a paper copy of the negative test result.</strong> Your child will also need to be fever-free for 24 hours without fever-reducing medications (like Tylenol) and their symptoms should be getting better.</td>
</tr>
<tr>
<td><strong>BUT</strong> they received a COVID-19 test and it was <strong>negative.</strong></td>
<td></td>
</tr>
<tr>
<td>Your child is sick with symptoms that might be COVID-19...</td>
<td>Your child must <strong>remain home for at least 10 days</strong> from the first day symptoms started or from the day that the test was taken if they do not have any symptoms. Your child will also need to be fever-free for 24 hours without fever-reducing medications (like Tylenol) and their symptoms should be getting better.</td>
</tr>
<tr>
<td><strong>AND</strong> they received a COVID-19 test and it was <strong>positive.</strong></td>
<td></td>
</tr>
<tr>
<td>Your child is sick with symptoms that might be COVID-19...</td>
<td>Your child must <strong>remain home for at least 10 days</strong> from the first day symptoms started. Your child will also need to be fever-free for 24 hours without fever-reducing medications (like Tylenol) and their symptoms should be getting better.</td>
</tr>
<tr>
<td><strong>AND</strong> they have NOT been tested <strong>AND</strong> they do NOT have another reason why they are sick.</td>
<td></td>
</tr>
</tbody>
</table>
REASON #2: YOUR CHILD MAY HAVE COME IN CONTACT WITH ANOTHER PERSON WHO TESTED POSITIVE FOR COVID-19: They will be asked to stay out of school for 10 days, even if they test negative for COVID-19. This is called QUARANTINE. It is important for your child to stay home and away from others for 10 days because this is considered the time when they are most likely to begin having symptoms and spread the illness to other people.

When can my child go back to school from quarantine?

<table>
<thead>
<tr>
<th>Your Child's Situation</th>
<th>When Can Your Child Return To School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your child has come in contact with another person who tested positive for COVID-19.</td>
<td>Your child <strong>must stay home for 10 days</strong> from last time they were in contact with the person who tested positive. It is <strong>NOT</strong> possible to come back to school earlier than 10 days by testing negative or getting a doctor’s note.</td>
</tr>
<tr>
<td>Your child lives with the person who tested positive for COVID-19 (i.e. sibling).</td>
<td>Your child <strong>must stay home for 10 days from when the person who is positive finishes their isolation period.</strong> This means that they will be home for the entire isolation period (10 days) plus an additional 10 days to complete their quarantine period. It is <strong>NOT</strong> possible to come back to school earlier than 10 days by testing negative or getting a doctor’s note.</td>
</tr>
<tr>
<td>Your child traveled outside of New England.</td>
<td>Your child <strong>must stay home for 10 days upon returning to New Hampshire OR get tested at day 7 (PCR test only) to return with a negative test result.</strong> A rapid test will not be allowed for school reentry because your child does not have symptoms.</td>
</tr>
</tbody>
</table>

QUESTIONS

If you have questions regarding when your child can come back to school, please call your child’s School Nurse. They will be able to help you determine when your child is able to physically attend school again and also assist you in finding COVID-19 testing, linking with a doctor, or other needed resources.
If You Have Been Exposed to COVID-19:  
A Guide to Quarantine

If you have been identified as a close contact to someone diagnosed with COVID-19, then you are at risk of developing COVID-19 yourself and need to follow these guidelines:

1. **Stay home for 10 days**
   - You must stay at your home and avoid other people for 10 days after you were last exposed to a person with COVID-19. You may not go out in public places - not even to the grocery store or to run errands. Do not visit with other people outside of your home, and do not invite others into your house to visit. If you must have visitors, tell them that you are under quarantine.
   - Keep your distance from others in your household (at least 6 feet).
   - Wear a cloth face covering to protect those around you.
   - Someone who was exposed to COVID-19 can develop illness and test positive anytime during the 10-day period.

For questions about exceptions to quarantine for essential travel or work, please read this guidance. As long as you don’t develop symptoms of COVID-19 during quarantine, you can stop quarantine after 10 days from the date of your last close contact to a person with COVID-19.

2. **Get tested**
   - Get tested 5–7 days after your close contact to a person with COVID-19. This should be a test that detects active infection – preferably with a nose swab that is tested with a PCR-based test (which detects the genetic material of the novel coronavirus). You can find testing locations on our COVID-19 Testing webpage.
   - NH DPHS does not recommend “testing out” of quarantine. This option suggests a person could end quarantine after 7 days if the person tests negative for COVID-19 on day 6–7. Currently testing resources are not sufficiently available to adopt this approach, and risk of transmission is increased with this approach.

3. **Monitor for symptoms**
   - Take your temperature with a thermometer and/or the temperature of family members who were exposed and cannot do so themselves. You should do this two times a day or anytime you feel like you might have a fever.
   - Watch for other potential symptoms of COVID-19 such as respiratory illness (cough, sore throat, runny nose, shortness of breath), whole body symptoms (fatigue, chills, muscle aches), change in taste or smell, nausea, vomiting, or diarrhea.
   - If you develop any symptoms of COVID-19:
     1. Seek medical advice and get tested – call ahead before you go to a healthcare provider’s office or emergency room. Tell them you are under quarantine and have symptoms.
     2. If you test positive for COVID-19, then you need to follow the Isolation Guide instructions for how long you need to stay home due to diagnosed COVID-19, which is typically ten days from the start of your symptoms or ten days from the date of your positive test, if you do not have symptoms.

4. **Take care of yourself**
   **Support While in Quarantine:** Reach out to your healthcare provider or seek emergency care if you have any concerns about your health. 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:
   - Using cloth face covering to help slow the spread of COVID-19
   - What to do if you are sick and Caring for yourself at home
   - Cleaning and disinfection guide
   - Coping with stress

This document is available online at:  
The City of Manchester Health Department continues to encourage all residents to get tested for COVID-19, especially as we continue to experience community-wide transmission of COVID-19 in neighborhood businesses and the community at large. FREE testing will be offered on Tuesdays and Thursdays, in partnership with the Manchester Fire Department.

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Appendix C – School Nurse Duties by Level

The following provides a high level overview of the duties that are being performed at all school levels for the 2020-2021 School Year. School Nurses and Health Assistants at every level are expected to report daily to their assigned schools to complete the work as outlined below and per the City of Manchester Health Department/Manchester School District Fiscal Year 2021 Agreement.

**Elementary School Level**

- Serve as the Public Health/Manchester Health Department Liaison for the District
- Hybrid learning for students attending school – currently, preschool, K, and 1st grade and other students with specialized services (services to additional grade levels will expand with the hybrid learning model):
  - Provide comprehensive health services to students attending school *
- Remote learning:
  - Conduct student outreach for high risk or vulnerable populations with medical issues
  - Provide support as needed for health related questions
- Health Record Documentation:
  - Create health records for new students in the District, including entering immunizations and medical information into Aspen in accordance with the fiscal year 2021 agreement.**
  - Review and update the medication administration record for students.
  - Create individualized care plans for specific medical conditions.
- COVID-19 Specific Support:
  - COVID-19 Symptom Assessment of ill students/staff attending hybrid learning
  - Assist with case investigation and contact tracing of positive cases (both hybrid and remote learning).
  - Monitor Return to School criteria for staff and students and ensure compliance with Quarantine and Isolation.
  - Manage students with significant/severe illness in the school setting, including their supervision in the isolation room.

**Middle and High School Level**

- Serve as the Public Health/Manchester Health Department Liaison for the District
- Hybrid learning for students attending school – currently, students with specialized services (services to additional grade levels will expand with the hybrid learning model):
  - Provide comprehensive health services to students attending school.*
- Remote learning:
  - Conduct student outreach for high risk or vulnerable populations with medical issues
  - Provide support as needed for health related questions
- Health Record Documentation:
  - Create health records for new students in the District, including entering immunizations and medical information into in accordance with the fiscal year 2021 agreement.**
  - Review and update the medication administration record for students.
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**COVID-19 Specific Support:**
- COVID-19 Symptom Assessment of ill students/staff attending hybrid learning.
- Assist with case investigation and contact tracing of positive cases (both hybrid and remote learning).
- Monitor Return to School criteria for staff and students and ensure compliance with Quarantine and Isolation.
- Manage students with significant/severe illness in the school setting, including their supervision in the isolation room.

**Wednesdays (Remote learning at all schools for all students)**

- Report to school locations to:
  - Offer family check-ins via telephone or telehealth (in process), including “office hours” for families to connect with questions (Conducted mornings in the schools until Noon).
  - Connect with School Administrators, health and facilities Points of Contact, and Teachers regarding health concerns and any questions.
  - Complete charting/paperwork from care provided.
  - Attend School-based Meetings, such as IEP meetings, Pre-school Child Find Meetings.
  - Create health records for new students in the District, including entering immunizations and medical information into Aspen in accordance with the fiscal year agreement.**
  - Review and update the medication administration record for students.
  - Create individualized care plans for specific medical conditions.
  - Review nurse office supplies and restock as necessary.
  - Monitor and case manage return to school listing for excluded students/staff due to COVID-19.
  - Provide other supports as an extension of the Health Department for the School District, such as influenza vaccinations.
- Attend mandatory virtual staff meetings from 1:30-3:00pm weekly (hosted by the Health Department). This will be conducted remotely due to the District’s request that all staff be out of the school buildings by 12:30pm on Wednesdays for cleaning.

* **FISCAL YEAR 2021 AGREEMENT EXCERPT:** The School Health Division of the Health Department will provide nursing services in each of the twenty-two public schools including, but not limited to direct nursing care, maintenance of health and immunization records, case management of students with chronic health conditions, and preventative health screenings.

**FISCAL YEAR 2021 AGREEMENT EXCERPT:** School Health staff will have access to and utilize the Aspen Health Module for all school health related record-keeping. Aspen School Module will be provided to nurses in schools where nurse dismissal is permitted by the Principal and approved by the School District. Aspen will be maintained by the School District with additional support of the Health Module provided by the Health Department as agreed upon. All Health Department staff with access to Aspen agree to comply with School District Personnel 104 Confidentiality Policies and Procedures and the Family and Educational Rights and Privacy Act (FERPA).
## Appendix D – Quick Decision Sheet: When Can Student/Staff Return to School

<table>
<thead>
<tr>
<th>Individual</th>
<th>Symptomatic</th>
<th>No Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not tested <strong>with</strong> alternative explanation (i.e. strep influenza, etc.) as determined by a health care provider.</td>
<td>May return to school after student is 24 hours fever-free without medication <strong>AND</strong> note from provider stating the individual has an alternate diagnosis and the provider clears the individual to return to school.</td>
<td>N/A *Parents/caregivers of students with existing conditions, such as asthma or allergies, should talk with their child’s doctor about documenting their existing conditions and symptoms. If documented, a student will not be sent home.</td>
</tr>
<tr>
<td>Not tested <strong>without</strong> alternative explanation</td>
<td>Must remain home for at least 10 days from the first day symptoms appeared <strong>AND</strong> 24 hours fever-free without medication <strong>AND</strong> improvement in symptoms.</td>
<td>N/A</td>
</tr>
<tr>
<td>Tested and Negative</td>
<td>The individual can return to school if tested <strong>AND</strong> with documented negative test result <strong>AND</strong> 24 hours fever-free without medications <strong>AND</strong> improvement in symptoms.</td>
<td>May proceed with attending school upon negative test result. EXCEPTION: Close contacts (see below)</td>
</tr>
<tr>
<td>Tested and Positive</td>
<td>Must remain home on isolation for at least 10 days from the date symptoms began <strong>AND</strong> individual is 24 hours fever-free without medications <strong>AND</strong> improvement in symptoms.</td>
<td>Isolate at home for 10 days from the day the test was taken. *If individual develops symptoms, then isolation time starts on day 1 of the symptoms beginning (refer to symptomatic tests positive).</td>
</tr>
<tr>
<td>Close Contact on Quarantine (non-household contact)</td>
<td>N/A</td>
<td>Must quarantine for 10 days from last encounter with the positive case. *If the individual develops symptoms, refer to the symptomatic scenarios. NOTE: close contacts cannot test their way out of quarantine.</td>
</tr>
<tr>
<td>Sibling on Quarantine (household contact)</td>
<td>N/A</td>
<td>Must quarantine for 10 days AFTER the positive case completes their isolation period. *If the individual develops symptoms, refer to the symptomatic scenarios. NOTE: close contacts cannot test their way out of quarantine.</td>
</tr>
<tr>
<td>Traveled Outside of New England</td>
<td>N/A</td>
<td>Must quarantine for 10 days upon return to New Hampshire OR on Day 7 get tested via PCR test. If negative, they can return. *If the individual develops symptoms, refer to the symptomatic scenarios.</td>
</tr>
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Appendix E - CASE INVESTIGATION & CONTACT TRACING CHECKLIST

This checklist is to be used as a guide for school response to a positive case in the school environment. This means that the positive case was on campus during their infectious period and/or participated in extracurricular activities during their infectious period. An infectious period is defined as 48 hours prior to the beginning of symptoms (i.e. coughing, fever, runny nose, etc.) OR, if no symptoms, 48 hours prior to their test date. A close contact is defined as a person who spent more than 10 minutes with the positive case within 6 feet. Minutes spent with the positive case is cumulative NOT continuous.

*If the student/staff member was entirely remote and does not participate in activities, this checklist does NOT need to be completed because the positive case was not on campus or participating in activities while infectious.

Date: __________________________
Name: ___________________________ Circle One: Student    Staff    Other: _________
School(s): ______________________   Grade: __________________________

Case Investigation Notes:
Positive test was taken on: ______________________
Symptoms:  NO  YES
- Symptom onset date: ______________________
- Symptoms include: _________________________________
- Was the student sent home from school for symptoms?  NO  YES  Date: ____________

Does the positive case have any siblings or other family members in the District?  NO  YES

ACTION ITEM: If yes to siblings/family members, notify Jenn Wyman and School Nurse at the school

- List siblings and family members:
  o Name: ___________________ School: ___________ Grade: ______
  o Name: ___________________ School: ___________ Grade: ______
  o Name: ___________________ School: ___________ Grade: ______

Documentation:  Did you speak with the parent/caregiver?  NO  YES
- Spoke with: _______________________________ Phone number: _________________

ACTION ITEM: If yes to speaking with the parent/caregiver, document in Aspen

*Jenn Wyman enters these cases in the COVID Tracking Database
Learning Status (Check one):

______ All classes are Remote
______ Attends Classes In-Person

- Cohort: A or B Classroom: ______________________________
- Do they ride the bus? YES NO
- Date(s) they were infectious in school: ______________________________

**ACTION ITEM:** If in-person for elementary level, ask for the classroom seating chart (and bus, if relevant). Need to determine who the positive case was within 6 feet of for more than 10 minutes. Gather a listing of names of these students and staff members as potential close contacts.

**ACTION ITEM:** For middle/high school, ask for student/staff member’s class schedule and seating charts (and bus, if relevant). Need to determine who positive case was within 6 feet of for more than 10 minutes. Gather a listing of names of these students and staff members as potential close contacts.

______ Status is remote, but they attend the CTE Program In-person

- Class at MST: ______________________________ Do they ride the bus? YES NO
- Dates they were infectious in school: ______________________________

**ACTION ITEM:** If attending CTE, notify MST Nurse so they can begin completing this checklist

**Extracurricular Activities:**

Afterschool Club: NO YES if yes, which program: ______________________________
Sports Team/Club: NO YES if yes, which team/club: ______________________________
Band/Choir/Orch: NO YES if yes, which activity: ______________________________

**Specials/Other Support Services:**

Did the student visit any of the following while in school (Circle all that apply):

Special (i.e. art, gym), if yes, specify: ______________________________
Guidance Counselor Resource Room/Case Manager
Social Worker Special services: Physical Therapy/OT/Speech/Vision/Music Therapy
Library/Cafeteria Paraprofessional(s) support
Principal/Asst. Principal SAP (**this is confidential info – ask SAP not parent/caregiver)
School Psychologist Other: ______________________________

**ACTION ITEM:** If in a classroom/group setting for the special/service, ask for a seating chart. Need to determine who the positive case was within 6 feet of for more than 10 minutes. Gather a listing of names of these students and staff members as potential close contacts.
Appendix F – Talking Points for Notifying Individuals who Need to Quarantine

The following is intended to be talking points for notifying close contacts of positive cases in the school environment (including extracurricular activities and athletics). Phone call notifications to all students and teachers/staff will be made by the Health POC with support from the School Nurse.

Confidentiality – we are unable to share ANY identifiable information regarding the positive case. This is considered protected health information and should not be shared. Individuals only need to know that they have been identified as a close contact based on the public health investigation and the last time they encountered the positive case, which will be the date that they start their quarantine period.

Students identified as close contacts (being placed on Quarantine):
- Your child has come in contact with a person who has been identified as a positive case of COVID-19;
- Your child is considered a close contact of the positive person and will be placed on Quarantine by the NH Department of Health and Human Services.
- This means that your child must stay home (no school or other activities) for 10 days from the last time your child came in contact with the positive person;
  - A staff person from the NH Department of Health and Human Services will be following up with you to determine when the quarantine period will end; AND
  - They will also be contacting you to check in on your child’s health and ask about COVID symptoms, such as your child’s daily temperature;
- For now, please keep your child home. Others who are in the household that are not on quarantine are able to leave the house and continue normal business;
- If at any time your child starts to feel sick, please call your child’s doctor and get tested. You should also do the same thing if anyone in your household starts to not feel well.

Teachers Identified as close contacts (being placed on Quarantine):
- You have come in contact with a person who has been identified as a positive case of COVID-19;
- You have been identified as a close contact of the positive person and will be placed on Quarantine by the NH Department of Health and Human Services.
- This means that you must stay home (no work or other activities) for 10 days from the last time you came in contact with the positive person;
  - A staff person from the NH Department of Health and Human Services will be following up with you to determine when the quarantine period will end officially; AND
  - They will also be contacting you to check in on your health and ask about COVID symptoms, such as your daily temperature;
- For now, please stay home. Others who are in the household that are not on quarantine are able to leave the house and continue normal business;
- If at any time you start to feel sick, please call your doctor and get tested. You should also do the same thing if anyone in your household starts to not feel well.

**FREE Testing info:
Community Testing Sites on Tuesdays and Thursdays
Appointments are required
Call the City’s Hotline at 668-1547 Monday-Friday from 9:00am-3:00pm