

SAU # 20

"The Mission of SAU 20 is to cooperatively support the success of the students of our communities by providing quality administrative services and being fiscally responsible."



Re-Entry Plan

2020-2021

COVID-19

PLANNING AND ADAPTING SAFE OPERATIONAL CLASSROOM STRUCTURE FOR STUDENTS AND STAFF, WHILE FOCUSING ON REDUCING THE RISK OF EXPOSURE TO COVID-19.

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Executive Summary



Dear SAU 20 Community,

It goes without saying that the 2020-2021 school year will be uniquely demanding and complex. It will require perseverance, creativity, flexibility, and grace on the part of everyone involved; our teachers, students, parents, custodians, administrators and the wider community.

Although this is true, I am convinced that by working together we can achieve our two core goals: to support an exceptional education for every student and to preserve their health and safety.

The enclosed document is intended to update you on the current plan for the reopening of our schools during the fall of 2020. This document was created with the expertise and input of many stakeholders from throughout our community. Currently, staff members in every school are using this document to refine reopening plans specific to each building. Over the next several weeks we will continue to hone and adapt those plans as adjustments are made to national, state, and local public health guidelines.

We promise to maintain open communication with you as we navigate the complex challenges ahead. As always, I am here to listen to your concerns and to support and celebrate our successes together. Please feel welcome to reach out at any point.

Sincerely,

David Backler, Superintendent

Executive Summary



All protocols and procedures listed in this document are based on the most current guidelines and recommendations from the NHDOE, the CDC, and our local health care providers, thus they are subject to change as current recommendations change.

- **First Day of School**
 - Mon, Aug. 31 for staff
 - Tues, Sept. 8 for students
- **Phases**
 - All SAU 20 schools will remain in the [green phase](#) and offer on-site learning if all of the following criteria are met:
 - Fewer than 50 per 100,000 active cases of COVID in the region (Coos County)
 - Fewer than 3% positive tests
 - Governor's orders
 - No student or staff person has tested positive for COVID-19.
 - Please review the [Return to School Phase Guidance document](#) for more details.
- **Health Management Protocols**
 - Schools are working directly with NH DHHS and AVH to ensure all current protocols are adhered to
 - Expectations that families will self-monitor before getting on a bus and/or entering school
 - Check-in upon arrival at school (Students)
 - Temperature is checked
 - <100F cleared
 - >100F report to the nurse
 - Screening questions are answered
 - Check-in upon arrival at school (Adults)
 - Staff will arrive 15 minutes before their regular start time
 - Teachers check in with Main Office
 - Main Office staff monitor adults using the same protocols for students
 - Support staff (ie custodians, kitchen, bus drivers, etc.)
 - Report to Main Office staff monitor adults using the same protocols for students
 - Potential COVID Diagnosis Protocols
 - Fever & other COVID related symptoms
 - Recommended to contact a medical provider
 - Letter home with current recommendations
 - If the medical provider deems it non-COVID related illness documentation can be returned to the school and normal illness protocol will be followed.
 - 10 days out with COVID
 - Refusing to test still follow protocol
 - After 10 days out student or staff may return to school when fever without medication and improving symptoms for 24 hours

Executive Summary



- Masks
 - All staff and students will be required to wear a double layered mask
 - Frequent mask breaks will be incorporated into the day, students who are seated 6 feet apart or outside will be allowed to remove masks for these breaks.
 - Based on [guidance from the AAP](#).
 - Students required to bring their own. We will supply disposable masks when needed. Provide reusable to families in need.
 - During transition periods - buses, hallways, bathrooms, etc.
 - Masks are an extension of dress code
- Quarantine
 - Students and staff may be asked by local health care providers or NH DHHS to quarantine for up to 14 days based on contact with a person who has tested positive for COVID
 - Students who are asked to quarantine will join the remote learning environment until they are cleared for return
 - Staff who is asked to quarantine will be given job responsibilities that they can do remotely and not need to use sick leave
 - Any staff or students who leave the NE region will be required to quarantine for 14 days upon their return to the area.
 - Staff will be required to use sick leave during the time they are quarantined
- **Facilities-cleaning**
 - Cleaning Schedules and protocols will be based on the current recommendations from the [CDC](#), [NHDOE](#) and [NH DHHS](#)
- **Logistics-Schedules**
 - Arrival
 - Ensure that students arrive in small groups and go directly to be checked in
 - Meals
 - Use restaurant guidelines (50%)
 - Stagger entry/serving times
 - Classrooms
 - 3-6 ft apart for desks, with 6 feet being optimal and all students facing the same direction
 - The incorporation of outdoor learning is highly recommended
 - Cleaning high traffic equipment frequently
 - Individualize student supplies
 - Small cohorts are recommended
 - Limit transitions and changing of cohorts whenever possible

Executive Summary



- Departure
 - Staggered departure to ensure students don't congregate
- **Transportation**
 - Personal transport recommended
 - Double layered masks will be worn on buses
 - Students will be assigned seats on buses
 - Social distancing protocols will be followed
 - Sit with a family member or alone in a seat
 - No congregation at bus stops and destinations.
- **Communication**
 - Information will be shared out using:
 - Schools' social media accounts
 - OneCall
 - [COVID-19 Update webpage](#)

2020-2021 Return to School Phase Guidance



Green Phase

Based on low numbers of COVID cases and 14 days of flat or declining positive tests in Coos

Instruction will be onsite and follow a typical schedule. Schools will follow the current CDC guidelines for safe operation

Transitions will be based on one or more of the following:

1. Fewer than 50 per 100,000 active cases of COVID in the region
2. Fewer than 3% positive tests
3. Governor's orders
4. No Student or staff person has tested positive for COVID-19

Please review the return to school phase guidance document for more details

Yellow Phase

Based on rising numbers of infection in Coos or a confirmed case with staff or students. The Yellow Phase is a temporary placement as schools wait to see which way the data trends.

Instruction will be remote but temporary, lessons will be extensions of the work that was already developed in the classroom and will be a bridge used until we can return safely to school or to a long term remote environment. .

Red Phase

Based on continued rising numbers or multiple confirmed cases with staff and or students, the data is similar to yellow with the difference being a sustained event

Instruction will be remote and lessons need to follow the established frameworks for remote learning:

Flexible Instruction Structure:

- Assignments
 - Assignments are aligned to competencies in a formative structure
 - Assignments are given through a digital format
 - Assignments are received through the same digital format
- Instruction
 - Asynchronous component required
 - Individual support offered
 - Daily 1:1 scheduled
- Assessments
 - Show mastery of competency
 - Mix of papers, exams and QPAs
- Feedback
 - A digital feedback format is required

2020-2021 Return to School Phase Guidance



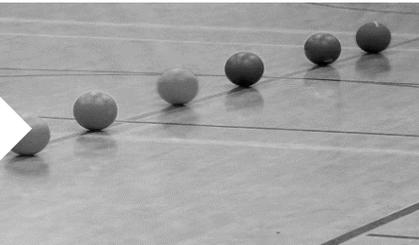
Re-entry Plan for the 2020-2021 School Year

	In-person	Remote-in	Short Term Remote
Green	Students will attend classes 5 days a week following the COVID-19 protocols.	MS-HS: Students will join classes remotely, ask questions through video or chat and follow the classroom curriculum ES: Students will follow classroom curriculum and schedule using Google Site and turn in work using Google Classroom. Direct instruction will be delivered by a "Remote" instructor daily.	Using Remote tools In-person instruction models are followed as closely as possible
Yellow	Using Remote tools in-person instruction models are followed as closely as possible	Using Remote tools in-person instruction models are followed as closely as possible	Using Remote tools in-person instruction models are followed as closely as possible
Red	Instruction will be designed specifically for the remote environment following school-specific guidelines.	Instruction will be designed specifically for the remote environment following school-specific guidelines.	Instruction will be designed specifically for the remote environment following school-specific guidelines.

Flexible Instruction Structure for all Phases:

- Assignments
 - Assignments are aligned to competencies in a formative structure
 - Google Classroom is used for assigning and submitting work
 - Competencies, expected student outcomes, and learning goals are shared with students for all units
- Instruction
 - Daily synchronous learning opportunities
 - Daily 1:1 or small groups scheduled for follow-up, questions and direct instruction
- Assessments
 - Show mastery of competency
 - A mix of papers, exams, and QPAs
- Feedback
 - Timely feedback is given with opportunity for discussion

Acknowledgements



Superintendent of Schools: David Backler

Director of Special Services: Wayne King

Business Administrator: Roselle Higgins

IT Director: Amanda Ramsay

Main Office: 603-466-3632

Special Services: 603-466-3632 ext. 1106

Transportation: 603-466-3632 ext. 4000

Fax number: 603-466-3870

Medical Consultant: Dr. Brian Beals, MD

Coos County Family Health Services

Main Number: 603-466-2741

<http://www.coosfamilyhealth.org/>

Gorham Middle High School

Principal: Jen Corrigan

Athletic Direct: Chad Carter

Main Office: 603-466-2776

Edward Fenn Elementary School

Principal: Tina Binette

Main Office: 603-466-3334

Milan Village School

Principal: Amy Huter

Main Office: 603-449-3306

Errol Consolidated School

Principal: Amy Burlock

Main Office: 603-482-3341

Gorham Middle High School

School Nurse: Craig Langlois

Main Office: 603-466-2776

Edward Fenn Elementary School

School Nurse: Lisa Bagley

Main Office: 603-466-3334

Milan Village School

School Nurse: Sara Herriott

Main Office: 603-449-3306

Errol Consolidated School

School Nurse

Main Office: 603-482-3341

Reopening Committees

Ed Fenn Elementary

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Jen Blair

April Marsh

Errol Consolidation School

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Crystal Labrecque

Leslie Swanson

Terri Ruel

Tiffany Sweatt

Stacey Smith

Sara Dionne

Krystal LaRose

Nancy Bourassa

Barb Lemieux

GMHS

Jennie Roberge

Ben Mayerson

Misty Bowden- Strevig

Zoe Grondin

Alison Bernier

Kim Harris

Chris Pickett

Milan Village School

Amy Huter

Sara Herriott

Leo Perreault

Tonya Leveille

Courtney Knowles

Molly Young

Karen Parker

Mike Giroux

Mary Glover

Kari Goulet

Sandy Fitzmorris

Tracey King

Angela Sprenger

Shannon Taylor

Jesse Hill

Yolanda Kelley

Andrew Mullin

The Planning Process



The Planning Process- Development Timeline



The Planning Process



The Guiding Principles

“Nine- Tenths of Educations is Encouragement”

- ❖ Safety of students, staff and our community are the primary concern.
- ❖ Plans will be adaptable and focused on reducing risk.
- ❖ COVID-19 is a dynamic and evolving situation.
- ❖ Decision making process: Attainable, beneficial and feasible

	DOMAIN		
	Planning	Prevention	Response
Considerations/ Strategies	Expert recommendations Supplies/ Resources Needed Environmental/ Facility Training Needs Communication Plan Scheduling Student and Staff Needs	Screening Interventions Implementing Prevention measures	Report of illness in student/ staff Report of exposure to virus Crisis Plan Community Resources

COVID-19 Guidance



Current Guidance Documents

- [NH. Gov Stay at Home 2.0 Universal Guidelines](#)
- [New Hampshire Department of Health and Human Services](#)
- [NH DOE- NH Grade K-12 Back-to-School Guidance- July 2020](#)
- [NH DOE Coronavirus Resources for Schools](#)
- [CDC Considerations for Schools](#)
- [American Academy of Pediatrics- COVID19 Planning Considerations: Guidance for School Re-entry](#)

COVID- 19 Key Understandings

Spread

- Spread primarily person to person by respiratory droplet
- Respiratory spread through sneezing, coughing, singing, talking. Large droplets tend to fall
- Some evidence of airborne spread meaning smaller droplets in air.
- CDC estimates 1/3 community spread is from asymptomatic carriers

Active Cases

- NH Real Time Data for active cases: [NH DHHS COVID-19 Dashboard](#)

Vulnerable Populations

- People at highest risk for severe disease include: older adults and people with underlying medical conditions.
- Children: Based upon available evidence children do not appear to be at higher risk than adults. A rare syndrome associated with coronavirus in children, MIS-C, is under investigation.

Signs and Symptoms

2-14 days after exposure

- May include: fever, cough, shortness of breath, muscle aches, fatigue, sudden loss of taste or smell, and GI symptoms.

Testing

- Recommended for anyone experiencing even mild symptoms of COVID-19 and any close contact to a confirmed case.
- Currently [testing](#) is available throughout the state.

Vaccine

- Flu and childhood immunizations- it is important to keep up to date on current seasonal flu vaccinations as well as childhood immunization schedules.
- NH school immunization requirements remain in effect for school entry
- COVID-19 Vaccine- We are hopeful for a future vaccine but stress the importance of healthy practices.

COVID-19 Guidance



Public Health Actions

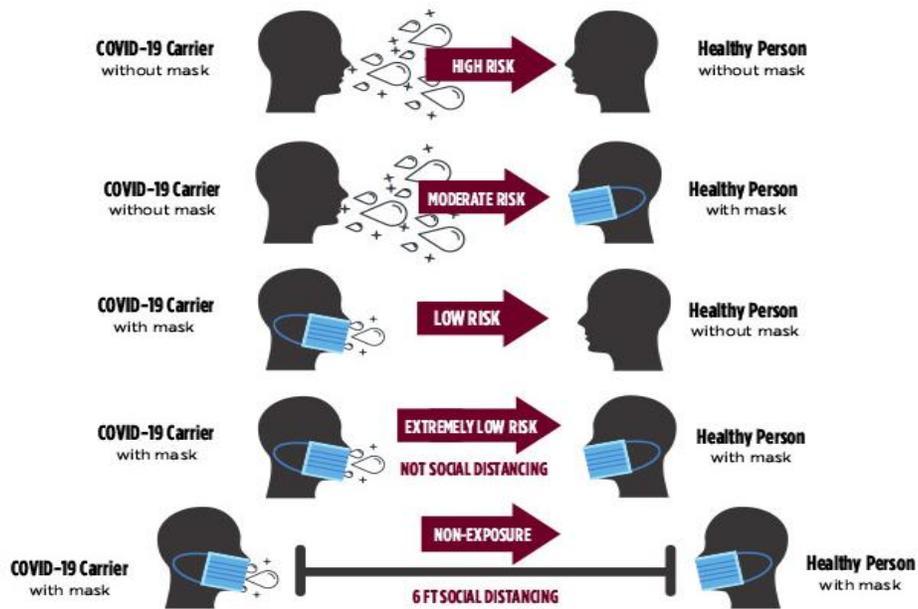
	Why	How/ Implementation
Physical Distancing	<p>Protects individuals from respiratory droplets.</p> <p>Protects individuals from contact with asymptomatic carriers.</p>	<p>Modified Layout: Classrooms, buses, nursing, offices, playgrounds, etc.</p> <p>Closing Communal Spaces: Where distancing measures cannot be applied.</p> <p>Environmental Controls: Sneeze guards, one way hallways, visible reminders and ventilation.</p> <p>Scheduling:</p>
Wear Masks (See page 8 for diagram)	<p>Current CDC and NH DHHS guidance encourages use of masks to prevent the wearer from spreading the virus through respiratory droplets released when breathing talking, sneezing, and coughing.</p>	<p>Proper education will be required: Proper wearing of mask to cover nose and mouth, when to change mask and how to properly remove and store.</p> <p>Not touching face/ facemask.</p>
Self- Isolation and Self- Quarantine (See page 8 for diagram)	<p>Self- isolation and self- quarantine are measures used to separate individuals who are infected or who might have been exposed to COVID-19 away from others. CDC and NH DHHS set forth requirements for individuals to self-isolate and self- quarantine.</p>	<p>Contact Tracing: Responsibility of NH DHHS to trace and monitor contracts of infected individuals.</p> <p>Isolation: Test positive or have symptoms of COVID-19, isolate from everyone in household until at least 10 days have passed since symptoms first appeared and at least 24 hours have passed since recovery of symptoms (including fever without fever reducing medications.)</p> <p>Quarantine: Exposure to virus through close contract or travel, stay home 14 days from last potential exposure.</p>

COVID-19 Guidance



Public Health Actions

The Way of Masking

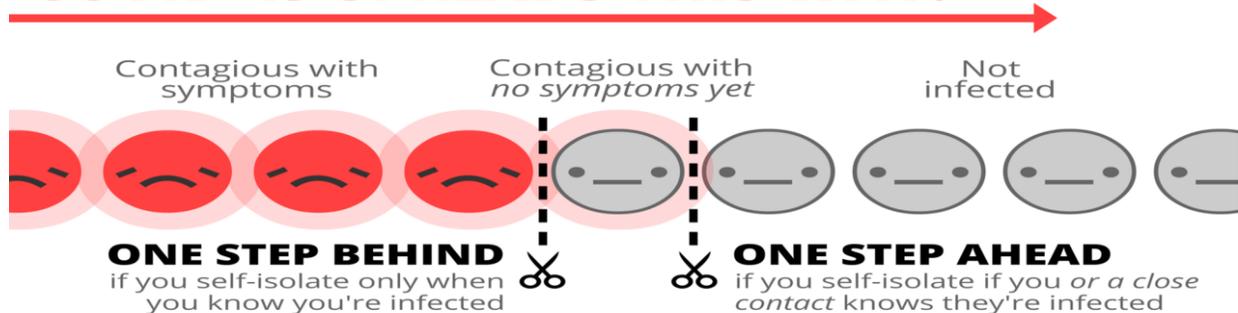


Rev. 5.28.20

Please note this is a general guideline. Different masks offer different levels of protection.

The Why of Self- Isolation

COVID-19 SPREADS THIS WAY:



CC0/Public Domain:
remix & reuse freely!

by Marcel Salathé (epidemiologist)
& Nicky Case (visualizer)

The School Environment



When students are in school facilities for either full face to face instructions and/or the hybrid instruction, the school environment will look and feel different. Here are a few changes to expect.

Drop Off/ Pick Up	Drop off and pick up is going to proceed as normal.
Transportation	We will follow the guidelines outlined on the transportation page.
Health Screenings	SAU 20 will require health screenings for staff and students.
Facilities Usage/ Access	Access to buildings will be limited and will follow strict usage guidelines as outlined in state and local polices. Outside space and proper ventilation will be utilized whenever possible.
Visitors	When visitors and parents are permitted to be in the building, prior notification and/or appointment will be required.
Sanitization Practices	Sanitization requirements and handwashing will be enforced. Enhanced daily sanitization practices for the facility and buses will be implemented.
Masks	The use of masks will be required as mandated by health and school authorities. All homemade masks must be two layers of cotton.
Personnel	Trained personnel such as school nurses and bus monitors will be strategically utilized to ensure student and staff safety.
Meals	Meals will be provided in a modified structure based on the current learning environment of our students.
Co-Curricular	Athletic offerings will be based on the guidance of NHIAA recommendations and re-entry phases. Before and after school programming will be based on state and local guidance and follow the re-entry phases.

Responsibilities/ Preventions



<p>Parent Responsibilities</p>	<ul style="list-style-type: none"> - Prepare for potential transitions between face to face and remote learning. -Practice hygiene and sanitization in preparation for attending school. -Prepare and properly instruct your child on how to effectively wear a double layered mask and practice mask sanitation. -Monitor and screen health concerns including temperature and/or screening checks. -Keep your child home and communicate with the school and your medical provider if COVID-19 symptoms are present or if the student has been exposed to someone with COVID-19 including shared household members. -Always keep your child at home when they are sick. -Reinforce physical distancing and minimize exposure to large groups. -Coordinate short and long-term plans for transportation to and from school and follow carpool recommendations.
<p>Student Responsibilities</p>	<ul style="list-style-type: none"> -Prepare for potential transitions between face to face and remote instruction -Practice hygiene and sanitation protocols. -Wear face masks as required -Routine cleaning of high touch surfaces including, laptops and digital devices. -Adhere to physical distance guidelines -Monitor health symptoms and maintain health screening practices. -Stay home when sick -Follow carpool recommendations.
<p>Staff Responsibilities</p>	<ul style="list-style-type: none"> -Refer to personnel pages

Scheduling



Scheduling recommendations including the follow non-negotiables that were identified while planning for the upcoming 2020-2021 school year. They include:

- Ensuring equitable opportunities all students (on-site/remote)
- Ensuring students have access to meals (breakfast/lunch) each school day
- Adhering to reasonable and realistic expectations for students that are developmentally appropriate, as safe as possible, and that reflect our core values
 - Providing access to special services
- Providing ongoing access to integrated arts
 - Meeting contractual obligations
 - Meeting minimum obligations
- Paying attention to social and emotional needs of students and staff.

Scheduling scenarios are coded based on the following re-opening scenarios for the 2020- 2021school year. Decisions will be made in conjunction with the public and local health officials.

Face to Face
Reopening

Remote In
(Distance Learning)
*Alternative to school- based
Scenarios

OR

Full Remote Learning

The Plan Scenarios



Face to Face Learning

Students would return to school facilities. This would include modifications to schedules, proactive safety and sanitation protocols and changes to operational practices. Adherence to physical distancing guidelines would be expected.

Scheduling- Scenario 1
Transportation
Facilities
Co- Curricular
Personnel
Food Service
Responsibilities
Responses

Full Remote Learning

Students would receive instruction remotely using what we learned from the spring of 2020 to improve the model. It is important to note that there is a possibility of having to move to remote learning at some point during the school year as a result of the pandemic.

Scheduling- Scenario 2
Transportation
Facilities
co-Curricular
Personnel
Food Services
Responsibilities
Responses

Remote- In (Distance Learning)

*Alternative to School-Based Scenarios

Students would access education from a non-school location provided by an SAU 20 employee over the computer. Students will be in attendance virtually with a class as if they were doing face-to-face learning but assignments will be done on a computer. (Note: students who elect a face to face model and have to be out Due to a COVID-19 related reason would have access to remote learning instruction that is separate from this distance learning model.

Scheduling Scenario 1



Face to Face Learning

Face to Face Scenario:

Goals:

- To create spaced out classroom/ learning areas to focus on minimizing contact and potential exposure within the school community.
- To provide maximum daily contact with students and support academic and social- emotional development.

Elementary	Middle School	High School
K- 5 Students (K-6 Milan)	Grades 6-8	Grades 9-12
<p>Implementation Measures associated with the Model:</p> <p>All students will be seated 6 ft. apart and facing forward the same way (students will be allowed to take off their masks).</p> <p>Use of outdoor learning spaces will be maximized.</p> <p>Student’s belongings will be separated (not touching).</p> <p>Students will be provided their own supplies (washed daily).</p> <p>Students will wash their hands when necessary.</p> <p>Teacher and student will wear masks when they need to interact closer than 6 ft.</p>	<p>Implementation Measures associated with the Model:</p> <p>All students will be seated 6 ft. apart and facing forward the same way (students will be allowed to take off their masks).</p> <p>Use of outdoor learning spaces will be maximized.</p> <p>Student will not be permitted use of a locker. Students should plan to carry a backpack to contain their belongings on their person throughout the day.</p> <p>Personal hygiene will be encouraged upon entering and exiting the building and each classroom.</p> <p>Teacher and student will wear masks when they need to interact closer than 6 ft.</p>	<p>Implementation Measures associated with the Model:</p> <p>All students will be seated 6 ft. apart and facing forward the same way (students will be allowed to take off their masks).</p> <p>Use of outdoor learning Spaces will be maximized</p> <p>Student will not be permitted use of a locker. Students should plan to carry a backpack to contain their belongings on their person throughout the day.</p> <p>Personal hygiene will be encouraged upon entering and exiting the building and each classroom.</p> <p>Teacher and student will wear masks when they need to interact closer than 6 ft.</p>

Scheduling Scenario 2



Full Remote Learning

Full Remote Learning Scenario:

Goal:

- To provide ongoing educational opportunities in an environment that poses the least amount of risk and exposure and spread.

Elementary	Middle School	High School
K- 5 Students	Grades 6-8	Grades 9-12

All K-12 students would engage in fully remote learning, using what we learned during the spring of 2020 to improve the model.

Remote- In (Distance Learning) *Alternative to School-Based Scenarios

Students would access education from a non-school location provided by an SAU 20 employee over the computer. Students will be in attendance virtually with a class as if they were doing face-to-face learning but assignments will be done on a computer. (Note: students who elect a face to face model and have to be out Due to a COVID-19 related reason would have access to remote learning instruction that is separate from this distance learning model.

Learning Model Comparison



Fall 2020	On-site, Face to Face Learning	Distance Learning
Learning Locations	School Based, depending upon local COVID-19 conditions. • On-site Face to Face (primary)	All Online
Duration	Dependent upon local COVID-19 conditions	No set Duration
Teachers	School-based SAU 20 certified educators supported by other staff.	School-based SAU 20 certified educators supported by other staff.
Classmates	Cohort of students from enrolled school	Cohorts across all schools or individualized learning
Curriculum	Based upon SAU 20 competencies including access to unified arts.	Based upon SAU 20 competencies including access to unified arts.
Learning	Socially constructed learning designed with flexibility should there be a need to move to remote model.	Independent learning using primarily digital interactions
Expectations	Attendance and work completion as outlined in school handbooks. District policies and state regulations.	<ul style="list-style-type: none"> • Daily engagement with all scheduled classes • completion of assignments as assigned
Teacher Time	• Face to Face= 5 days with school based instructional team.	Students would have access to a teacher remotely during set time
Devices/ Tech	Devices provided to all students	Devices provided to all students
Special Services	Provided within the school day; would include special education, 504, Title 1, reading, guidance and family support.	Provided remotely as required by IEP or section 504 plan
Recommended for	All students able to attend	<ul style="list-style-type: none"> • Students requiring a consistent alternative to face to face instruction • Students unwilling to follow SAU 20 COVID-19 protocols.

***Please note:** Distance learning is NOT homeschooling. Families who elect a homeschooling model must submit a written request to SAU 20 Superintendent and become legally responsible for the education of the student. There would be no access to special services for students electing homeschooling.

Transportation



Transportation Recommendations: Modified based on SAU-wide safety and monitoring protocols.

Routes:

- Students will be assigned to a bus
- School transportation will be from bus stop to school in the morning and from school to bus stop in the afternoon only.
- Routes subject to change

Seating Chart (See Below)

- Across 5ft, Diagonal 40"
- Colored tape and symbols will be used to mark off and differentiate seats and non-seats

Students:

• Student temperatures and symptoms should be monitored by parent/guardians prior to arriving at the bus stop each day.

• Students will wear facemasks on bus at all times.

• Students will sanitize hands upon entering the bus

• Sanitizer will be administered by a bus monitor

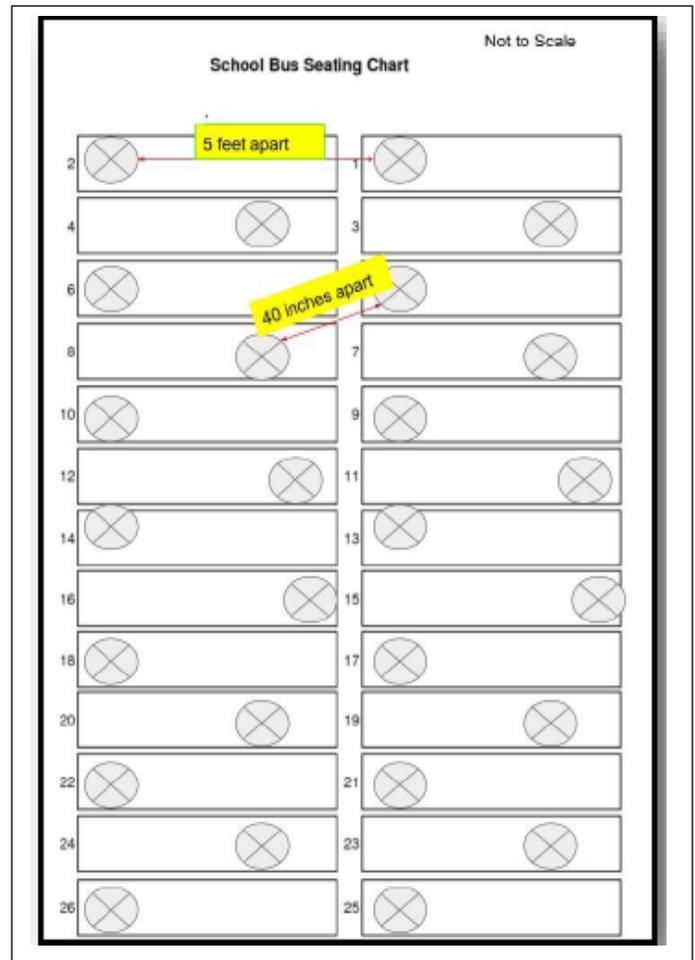
• Bus Driver will instruct students with loading and unloading the bus as needed.

Bus Recommendations:

- Wear Masks
- Maintain physical distancing
- Avoid physical contact with others

Seating Arrangements:

• Buses can transport up to 26 people (25 students, plus the bus monitor)



Transportation



PPE Requirements for students

- Masks are required and will be provided to students upon boarding if they do not have one.
- Seats clearly marked for social distancing
- Hand Sanitizer

Bus Driver Responsibilities

- Help ensure the safety of the driver and students
- Reinforce and remind students of expectations
- Help with hand sanitizer, distancing efforts and opening windows.

Driver Safety

- Masks and/or face shield, optional gloves, and sanitizer will be provided.
- Daily screening of driver's temp & health questionnaire (standard in- building staff procedures).
- Hand washing/ sanitizing often including before and after completing routes/ trips
- Attempts to keep the same driver on the same bus.
- No parents on bus. Must use driver's window for any communication if needed.
- Maximize ventilation- open windows and hatches depending on weather conditions and temperatures.

Bus Driver Cleaning Responsibilities

High touch surfaces in school buses that should be regularly cleaned including, but not limited to:

- Seats
- Inside hand railing
- Floors
- Interior windows and wall section below passenger windows
- Inside and outside door handles
- Keys
- Steering wheel
- Shift lever console
- Dashboard
- Turn signal and wiper stalks
- Seat and Seat adjuster
- Any parts that are commonly used and that may have been touched
- Proper disposal of all cleaning materials sanitization procedures will take place between bus runs.

Carpool Recommendations

- Beware of potential symptoms for COVID-19
- Keep yourself and passengers protected by:
 - Handwashing
 - Wearing face coverings
 - Attempt to create physical distance if possible
 - Disinfect your vehicle regularly

Co-Curricular



Co-Curricular Recommendations for In-person Programming K-12

Co-curricular programming offers important opportunities for students to develop skills, build confidence and practice appropriate socialization skills. SAU 20 offers a diverse range of before and after school activities for students through athletics and clubs. Below are general guidelines that apply to all co-curricular activities. In general these guidelines follow the school environment guidelines for the school day.

- All schools and district protocols and policies remain in effect
- Only trained coaches, club advisors or volunteers can lead or supervise co-curricular activities
- Any and all face to face gatherings must be approved by a building administrator
- All students and staff will complete the SAU 20 COVID-19 screening questions, including taking temperatures, prior to attending any co-curricular activity. Anyone who is ill should stay home and contact their medical provider.
- Any indication of illness during any activity will be handled in accordance with SAU 20 response protocol
- Adult and student attendance must be taken and maintained for each face to face meeting.
- For larger clubs, students should be organized into small static cohorts. If there is a need for students to work with others in a different cohort, consider virtual options. Cohort sizes should not exceed room occupancy limits as established by physical distancing guidelines.
- Virtual meetings will occur for groups that exceed physical distancing guidelines.
- Clubs are encouraged to schedule meetings outside whenever possible.
- Staff will plan for and maintain appropriate physical distancing during face to face meetings.
- No communal or shared snacks can be provided or consumed. Individual snacks can be provided or brought by students. Snacking should be confined to a defined period of time with each individual responsible for cleaning and wiping down with sanitizer, their own space immediately after snack time.
- High touched surfaces and shared equipment will be sanitized with provided sanitizer following district sanitizing protocols and at the conclusion of any meeting or event.
- At conclusion of any meeting or event students should leave immediately. No congregating is allowed inside or outside of the buildings before and following events. Staff should plan for staggered departure times and departure routes.
- Live audience performances for indoor activities are not to be held at this time.
- Audience/ spectators for outside events will be limited to a determined number of immediate family members and not advertised. School Administration must be informed and will provide guidance on appropriate numbers.

Personnel



The safety of SAU 20 employees is our top priority during the COVID-19 pandemic. As we prepare to resume the school year in our school buildings, new procedures and policies have been adopted to minimize the risk of exposure and prevent the spread of COVID-19. Outlined below is an overview of safety measures implemented by SAU 20 employees upon re-entry to our school buildings.

Employee Responsibilities

SAU 20 COVID-19 Protocol

Employee will follow policies and procedures related to hygiene which will include, but not limited to:

- Frequent handwashing
- Frequent and thorough cleaning and disinfecting of work spaces
- Employees must wear a mask in common areas
- Employees will minimize their risk by adhering to all state and federally ordered guidelines
- Employees will participate in training identified below.

Training

Initial training will be provided to all employees prior to the return to school buildings

- Trainings will be available online and in person •Trainings will be mandatory for all employees •Mandatory training topics:
- COVID-19 overview
- Use of PPE
- Cleaning and disinfecting
- Screening tool use and self-reporting responsibilities
- Response to symptomatic students and colleagues
- Training guidance [Universal Guidelines](#) for All New Hampshire Employers and Employees

[Cleaning and Disinfecting Public Spaces for COVID-19](#)

[What COVID-19 is, how it is spread and its symptoms](#)

Policies & Procedures

- Employees must complete and document daily screening
- Employee must report symptoms to administration as soon as possible
- Employees must wear a mask
- Employees may not gather in shared spaces or use communal spaces or items
- Employees must clean and disinfect work spaces
- Employees must follow SAU 20 Employee responsibilities and protocol
- Identify use of sick leave, CARES Act, FMLA policies
- Employees reporting any travel must self- quarantine for 14 days after returning to New England from such travel per NH DHHS Update # 19

Employer Responsibilities

- SAU 20 will provide supplies required for cleaning and disinfecting work areas as well as PPE
- Consider emotional and medical needs of all employees (especially those who are medically vulnerable)
- Identify, designate and monitor the use of sick leave, CARES Act, FMLA
- Use of PA system for announcement reminding employees and students to wash their hands, wear a mask and practice physical distancing.

Personnel



SAU # 20 Employee Daily Screening

Employee Name: _____ Date: _____

Temperature: _____ Time Taken: _____:_____

If you have a temperature of 100 degrees or over, please stay home, contact
Your medical provider and inform your building principal.

Employee Pre-Entry Checklist

To protect all users of our facilities we are asking all employees to complete the
Following questionnaire daily.

Questions	Yes	No
Have you had signs or symptoms of a respiratory infection: (other than your usual allergy symptoms) such as fever, cough, runny nose, shortness of breath, chills, unexplained sore muscles sore throat OR Signs or symptoms of unexplained intestinal illness within the last 72 hours?		
Have you experienced any new changes to your sense of taste or smell?		
To your knowledge, have you been in close contact with a person with a confirmed case of COVID-19; or who is under investigation for COVID-19; or is ill with a respiratory illness?		
Have you been asked to self-isolate or quarantine by your doctor or a local public health official?		
In the last 14 days, did you travel outside of New England? **		

If you answer YES to any of these questions, please contact your primary care provider or DHHS and inform your
building principal.

** Employees reporting any travel- related risk factors must self-quarantine for 14 days after returning to New
England from such travel per NH DHHS Update # 19

Responses



Response: Plan of action for potential scenarios and protocols for return

Student or staff member - does not meet screening criteria prior to entry into school (Answer "yes" to any screening questions):

Scenario	Action	Protocol for return to school
Individual has symptoms of COVID-19 outlined in screening questionnaire	<ul style="list-style-type: none"> Exclude from school and advise to contact health care provider Advise testing 	<ul style="list-style-type: none"> Receive health care evaluation and document negative test results, or can provide written medical clearance. If refused testing, individual can return to school after 10 days of onset symptoms, and when symptoms improved and fever-free for 24 hours without fever reducing medication, and district return to school protocols are met. Provides medical and public health documentation that self-isolation requirement has been met.
Has had close contact with someone who confirmed to have COVID-19 in the prior 14 days	<ul style="list-style-type: none"> Exclude from school Consult with NHDPHS Advise individual to follow NHDPHS guidance including testing. Refer to Coronavirus Disease Self-Quarantine Guide (NHDPHS) 	<ul style="list-style-type: none"> If in close contact with a COVID positive person, individual must self-quarantine for 14 days from last exposed, and provide medical or public health documentation that quarantine had been met. Individual cannot test out of 14 day self-quarantine in NH
Has had close contact with someone who is suspected to have COVID-19 in the prior 14 days	<ul style="list-style-type: none"> Exclude from school Consult with NHDPHS Advise individual to follow NHDPHS guidance including testing Refer to Coronavirus Disease Self-Quarantine Guide (NHDPHS) 	<ul style="list-style-type: none"> If in close contact with a COVID positive person, individual must self-quarantine for 14 days from last exposed. Individual cannot test out of 14 day self-quarantine in NH If suspected case tests negative individual may return to school.
Traveled outside of New England states (NH, ME, CT, RI, MA, VT) in prior 14 days	<ul style="list-style-type: none"> Exclude from school 	<ul style="list-style-type: none"> If traveled outside of New England individual must self-quarantine for 14 days Individual cannot test out of 14 day self-quarantine in NH

Responses



Response: Plan of action for potential scenarios and protocols for return

Student or staff member - potential scenarios presenting during the school day

Scenario	Action	Protocol for return to school
<p>Confirmed or suspected case of COVID-19 reported to school</p>	<ul style="list-style-type: none"> • Advise contact health care provider • Consult with NHDPHS for guidance • NHDPHS will work with school nurse to determine close contacts and decide who will need to self-quarantine. This will vary by classroom situation • NHDPHS will work with schools to notify and inform parents/guardians, students, and other staff • Inform building administration • Refer to Coronavirus Disease Self-Isolation Guide (NHDPHS) • Caring for someone who is on isolation • Maintain Confidentiality 	<ul style="list-style-type: none"> • Individual can return to school after 10 days of onset of symptoms, and when symptoms improved and fever-free for 24 hours without fever reducing medication • If asymptomatic with COVID positive test, individual can return to school after 10 days have passed since date of test and individual remains symptom free. • Refer to CDC Discontinuation of isolation for persons with COVID-19 Not in healthcare settings • Provides medical or public health documentation that self-isolation requirement has been met • Follow-up negative test is not required for return to school.
<p><u>Symptomatic Student</u> during school day, including any new or minor symptoms:</p> <ul style="list-style-type: none"> • Fever or chills • Cough, shortness of breath or difficulty breathing • Sore throat, nasal congestion, or runny nose • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Nausea or vomiting • Diarrhea 	<ul style="list-style-type: none"> • Apply surgical mask to symptomatic student (covering nose and mouth) • Assess symptomatic student in an isolation room, not in the health office. • Assess and document temperature and any other pertinent symptoms, as well as potential exposures or recent travel. • Contact parent/ guardian for immediate pick up via private transportation and advise contacting their health care provider for COVID testing • If highly suspect case recommend dismissal of any siblings or household members. • Notify building administrator • Notify NHDPHS 	<ul style="list-style-type: none"> • Received health care evaluation and documented negative test result, or can provide written medical clearance. • Or, individual can return to school after 10 days of onset of symptoms, and when symptoms improved and fever-free for 24 hours without fever reducing medication, and district return to school protocols have been met.

Responses



Student or staff member - potential scenarios presenting during the school day

Scenario	Action	Protocol for return to school
<p><u>Symptomatic Teacher</u> during school day, including any new or minor symptoms:</p> <ul style="list-style-type: none"> • Fever or chills • Cough, shortness of breath or difficulty breathing • Sore throat, nasal congestion, or runny nose • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Nausea or vomiting • Diarrhea 	<ul style="list-style-type: none"> • Recommend immediate dismissal, notify the building administrator and contact their health care provider • Advise COVID testing • Notify NHDPHS for highly suspect cases • Clean and disinfect all contacted areas. • Maintain Confidentiality 	<ul style="list-style-type: none"> • Received health care evaluation and documented negative test result, or can provide written medical clearance. • Or, individual can return to school after 10 days of onset of symptoms, and when symptoms improved and fever-free for 24 hours without fever reducing medication, and district return to school protocols have been met.
<p><u>Emergency Warning Signs:</u></p> <ul style="list-style-type: none"> • Trouble breathing • Persistent pain or pressure in chest • New confusion or inability to stay awake • Bluish lips • Any other symptoms that are severe or concerning to you. 	<ul style="list-style-type: none"> • Call 911 and notify the operator that you are seeking care for someone that may have COVID-19 • COVID-19 CPR Guidelines (Red Cross) • COVID-19 CPR Guidelines (American Heart Association) • Follow School Emergency Response Protocols • Notify NHDPHS of highly suspected cases 	<ul style="list-style-type: none"> • Received health care evaluation and documented negative test result, or can provide written medical clearance. • Or, individual can return to school after 10 days of onset of symptoms, and when symptoms improved and fever-free for 24 hours without fever reducing medication, and district return to school protocols have been met.

Responses



Figure. Overview of Case Investigation and Contact Tracing in Congregate Settings

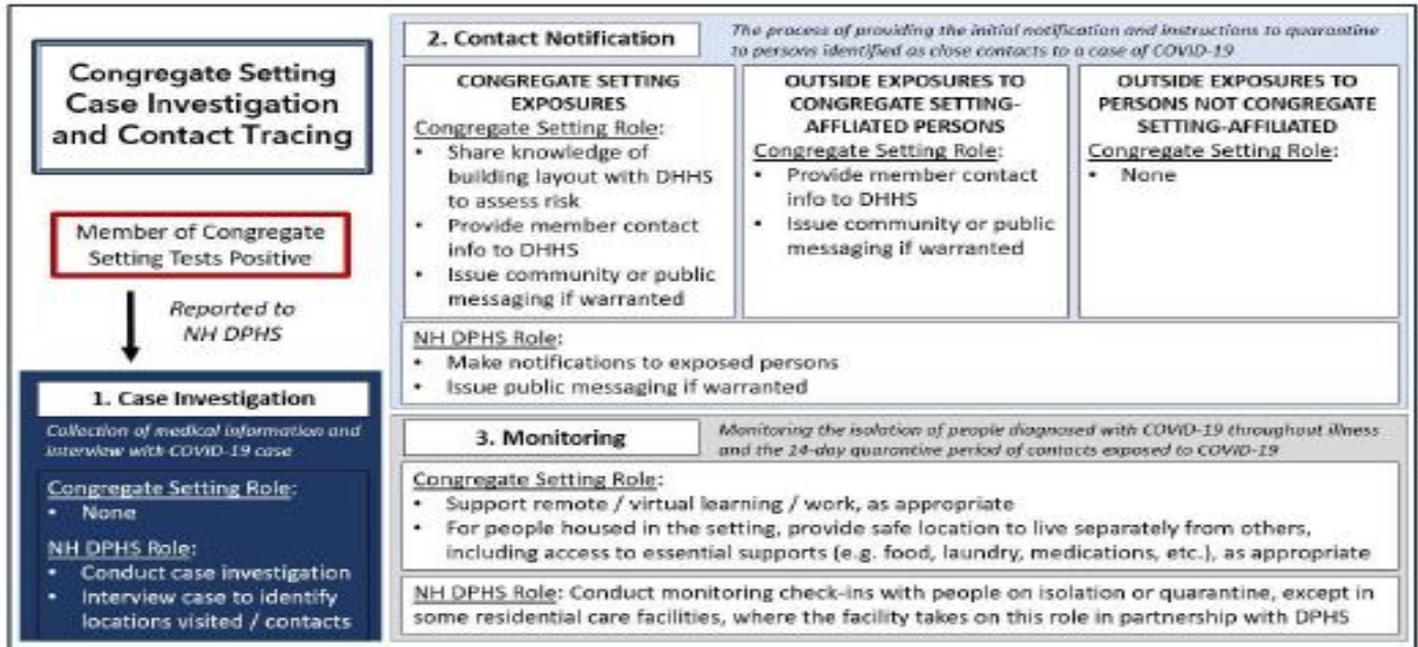
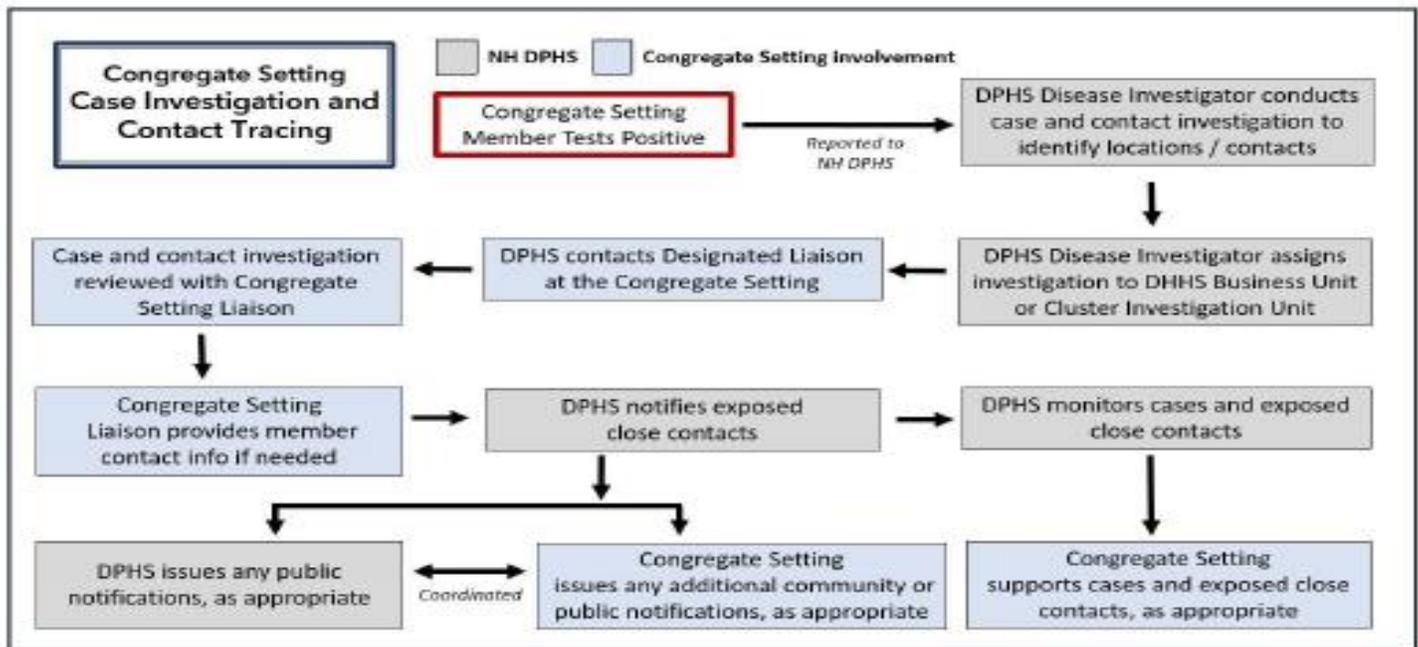


Figure. Case Investigation and Contact Tracing Process in Congregate Settings



Source: <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-case-investigation-plan.pdf>

Appendices



Appendix A

COVID-19 Employee Leave Options

Appendix A



COVID-19 Employee Leave Option

The following information outlines leave options available to employees of School Administrative Unit # 20 as they pertain to the COVID-19 outbreak. We will continue to notify our employees of additional resources and/or leave entitlements as federal and state regulations surrounding this health crisis emerge.

All leave request questions should be directed to David Backler, Superintendent of Schools. Additionally, if an employee wants to discuss the need of job accommodations and feels they have protection under ADA, they should contact out office as soon as possible.

Families First Coronavirus Relief Act (FFCRA)

This federal law was signed into law on March 18, 2020 in response to the coronavirus pandemic. It is effective from April 1, 2020 – December 31, 2020. The Act contains two parts: The Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA.) Both of these components provide income replacement and job protection for certain COVID-19 related events and cover circumstances which would have fallen through the cracks in preexisting leave laws.

- a. **EPSLA** – This leave applies to all employees, regardless of the length of service with the current employer and provides up to two weeks (10 days) of paid sick leave for full-time employees. Part-time employees are entitled to a prorated number of hours based on the average hours worked during the prior six (6) months. If the employee has worked less than six (6) months, the average number of work over an expected two-week period will be used. Leave is allowed under EPSLA if the employee:
1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. has been advised by a health care provider to self-quarantine related to COVID-19;
 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons. *only applicable if the employee is unable to perform their duties, including unable to telework or work remotely;
 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

PAID LEAVE ENTITLEMENTS

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- For reasons #1-3 above: 100%, up to \$511 daily and \$5,110 total
- For reasons #4 & #6 above: 2/3 pay, up to \$200 daily and \$2,000 total
- For Reason #5 above: 2 weeks of paid sick leave, plus another 10 weeks of expanded family and medical leave (see below) paid at 2/3, up to \$200 daily and \$12,000 total.

*A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

- b. **EFMLEA** – EFMLEA provides up to 12 weeks of leave in the event the employee needs to care for their child whose school or place of care is closed. This is the only qualifying reason for leave under EFMLEA. In this circumstance, employees who have worked for the employer for at least 30 calendar days are entitled up to 12 work weeks of job-protected leave with a continuation of health insurance. The initial two weeks of leave is unpaid (however you can access the emergency paid sick leave for these first two weeks) with the remaining 10 weeks paid at 2/3 the employee's regular rate of pay. The employer is not required to pay more than \$200/day or a total of \$10,000 under EFMLEA. EFMLEA leave is counted as part of the authorized 12 weeks of leave under regular FMLA. EFMLEA is intended to provide another qualifying reason for leave and provide pay, but it does not extend the total 12 weeks of leave authorized under FMLA. If any employee has already used 12 weeks of FMLA, they are not eligible for EFMLEA leave.

Appendix A



Family Medical Leave Act (FMLA) - Federal

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

NH FMLA - State (HB14)

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

Accrued Sick/Illness Leave

This is the sick leave employees are awarded each year as part of the employment package. Please see your collective bargaining agreements and/or personnel policies for accrual and usage of sick/illness leave.

Illness / Sick Leave Bank

For employees who contribute to the sick leave bank as per their collective bargaining agreements and/or personnel policies, requesting leave from the bank may be an option should all other available leave options be used. The following collective bargaining agreements and/or personnel policies allow for eligible employees who are active participants to request illness leave bank days be awarded to them.

- [Negotiated Agreements & Personnel Policies](#)

Accrued Vacation Leave

Please see your collective bargaining agreements and/or personnel policies for accrual and usage of any awarded vacation leave.

Worker's Compensation

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

Other Leave Options

Unpaid Leave of Absence – *Some collective bargaining agreements and personnel policies provide for an unpaid leave of absence for qualifying employees. All applications for such leave must be made in writing and approved by the appropriate school board prior to the beginning of the leave.*

Communication



School Contacts

School Administrative Unit # 20

123 Main Street, Gorham, NH 03581
SAU # 20 Website: www.sau20.org

Superintendent of Schools: David Backler

Director of Special Services: Wayne King

Business Administrator: Roselle Higgins

IT Director: Amanda Ramsay

Main Office: 603-466-3632

Special Services: 603-466-3632
ext. 1106

Transportation: 603-466-3632
ext. 4000

Fax number: 603-466-3870

Gorham Middle High School

Principal: Jen Corrigan

Athletic Director: Chad Carter

Main Office: 603-466-2776

Edward Fenn Elementary School

Principal: Tina Binette

Main Office 603-466-3334

Milan Village School

Principal: Amy Huter

Main Office: 603-449-3306

Errol Consolidated School

Principal: Amy Burlock

Main Office: 603-482-3341

Gorham Middle High School

School Nurse: Craig Langlois

Main Office: 603-466-2776

Edward Fenn Elementary School

School Nurse: Lisa Bagley

Main Office 603-466-3334

Milan Village School

School Nurse: Sara Herriott

Main Office: 603-449-3306

Errol Consolidated School

School Nurse

Main Office: 603-482-3341

District Information at your fingertips!

For the most up to date information regarding the re-entry plan and the decision making surrounding the 2020-2021 school year, please visit our website.

- COVID-19 Resources
- Superintendent Messages
- Staff Information
- Food Services
- Transportation

..... And more!

www.sau20.org

