

**Kenneth A. Brett School**

# **RETURN-TO-SCHOOL PLAN**



*IN RESPONSE TO COVID-19*  
**PROPOSED 8/13/2020**



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

## INTRODUCTION

Dear Tamworth School Community,

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

As we plan for a return to the building, we know that any of our plans are subject to change with a moment's notice. That being said, we feel that we have explored several different scenarios, thinking about as many "what if" questions that we can, and now present to our community what we have as of today. At the time of this first draft we have had 5 known COVID cases in Tamworth since March (as reported by WMUR). We understand that COVID still exists and is a threat to our community and the greater valley. This plan is designed within this situation knowing that if COVID cases increase we will have to change our course accordingly. Our team will continue to meet at least monthly.

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

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

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

We offer this KAB Re-Entry Plan as our current plan to provide an environment that works to mitigate risk while providing educational opportunities to support the "whole child." School WILL be different. I encourage parents to partner with us by starting to have those conversations with their children about how it might look. Take advantage of upcoming information and videos to share with your children to help them understand what school will be like. They will make their first impression of what school will be from your response, I encourage you to explain to them that different doesn't mean negative. No matter

what choice parents make (in-person or remote) we will all work together to make it a positive and memorable year.

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the NH Department of Education (NH DOE), NH Department of Health and Human Services (NH DHHS), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO) and the SAU 13 Reopening Plan. Regular updates will be made to this plan based on updated information provided by the above organizations and applicable federal, state and local agencies. Our ability to keep school open for in-person instruction will depend on our staff and families remaining healthy. It will require all of us to be vigilant both at school, home and in the community. This includes social distancing, hand washing, mask wearing while in public, and keeping our travel and social interactions as limited as possible. Over the course of the year these sacrifices may be the leading factor that enables “in person” education at the Brett School.

**KAB Re-Entry Planning Team**

- Melanie McBrian, Principal
- Abigail Hambrook, Teacher
- Matt Krug, Teacher
- Ellen Blanchard, School Nurse
- Roy Roberts, Head Custodian
- Kerry Brooks, PE Teacher
- Kathi Brown, Administrative Assistant
- Kristina Troon, Classroom Teacher
- Alex Bradford, Paraprofessional
- Chris Kennedy, Behavior Specialist/Special Education Teacher
- Donna Ulitz, School Counselor

Definitions:

**Close Contact**

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

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

If either occurred at any time in the last 14 days at the same time the individual was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test. If an individual has had close contact with an infectious person, they need to self-quarantine and follow directions from NH DHHS.

## **Exposure**

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

## **Cloth Face Coverings**

These are made of two to three layers of cloth, worn covering nose and mouth, and are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control.

## **Hand Hygiene**

In the school setting, hand hygiene will be cleaning your hands by using either handwashing (washing hands with soap and water for a minimum of 20 seconds), or with a greater than 60% alcohol-based hand sanitizer (including foam or gel).

## **Personal Protective Equipment (PPE)**

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

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

## **QUARANTINE**

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

## **ISOLATION**

Keeps others separated from someone infected with COVID-19, from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available). [Additional info from CDC](#)

## **SECTION 1:**

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

#### **EMPLOYEE AND STUDENT SAFETY**

##### **FACE COVERING GUIDELINES**

Staff and students are expected to wear a face covering according to [CDC guidance](#). Specifically, face coverings must be worn when entering/exiting the bus, for the bus ride, when entering and exiting the building, and when in the school building. Face coverings will be removed for eating and drinking and during outside time when appropriately distanced (6'). The school will provide reusable/washable face coverings, although staff and students may provide their own as long as it aligns with the CDC guidance.

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

##### **VISITOR RESTRICTIONS**

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

##### **TRAVEL RESTRICTIONS**

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

Personal travel outside of the New England states is discouraged based on the [NH DHHS Guidance](#) as of July 14, 2020. Should staff or students travel outside of the New England states, they will be expected to self-quarantine for 14 days before re-entering the building.

##### **EMPLOYEE SCREENING AND PROTOCOLS**

All screening information will be kept confidential by the principal and school nurse.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening. Self-screening should happen at home before leaving for the building if possible. Screening stations will be available at school if needed. Screening will include a temperature reading and answering a set of questions related to COVID-19 symptoms which include:

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

## **HEALTH PROTOCOL**

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact the principal. You may be asked to submit a healthcare provider's note before returning to work.

## **HEALTH OFFICE / ISOLATION ROOM**

The KAB nurse's office now includes the room (formerly the conference room) across the hall. This second room will be used as an isolation room. This will provide separation from others if someone is being evaluated for signs and symptoms of COVID-19 and awaiting pick up from a parent or other authorized person. All persons entering the nurse's office and/or isolation room will be required to wear the appropriate PPE and follow all safety precautions indicated. Any person entering and leaving the nurse's office or isolation room will be required to perform hand hygiene per protocol. The isolation room is for authorized personnel only.

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

## **GUIDANCE IF EXPOSED**

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC and NH DHHS.

Please do the following:

1. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
  1. Your healthcare provider
  2. KAB's Principal
2. Your principal will work with the SAU office to determine appropriate next steps.
3. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.
4. You may be contacted by NH DHHS and given further instructions.

## **PHYSICAL DISTANCING**

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

- Traffic Flow –
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

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

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

In addition to using PPE, please remember to:

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

## **PERSONAL WORKSPACE/CLASSROOM**

In order to keep exposure to others at a minimum (and help with contact tracing if that is needed), teachers and students are asked not to visit other classrooms. There are a few exceptions: specialists, special education teachers and when students (mainly 7th & 8th graders) must go to another room for specific instruction. If students move from one area to another, the desks and chairs must be sanitized prior to another student using them. Employees should disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. A bucket of cleaning supplies will be provided by the custodial staff. Staff are NOT allowed to bring in cleaning supplies from home or request them as donations from parents. KAB custodial staff will disinfect classrooms after students and staff have left for the day.

## **SHARED WORKSPACE**

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

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

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

**Office**– KAB will be monitoring the number of employees in the office while the risk of infection exists. Only office staff (including the Principal and School Counselor) should be in the space behind the counter.

**Conference Room**– The conference room will be closed for any use other than for isolating person(s) displaying symptoms of COVID-19 as they wait to be picked up by parents.

**Staff room**–This space will be limited in capacity with the expectation that staff complete their tasks and move out in an efficient manner. There should be no gathering and socializing in this designated space.

## FACILITIES CLEANING

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

### GENERAL DISINFECTION MEASURES

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

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

## **GENERAL DISINFECTION MEASURES PROTOCOL**

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

## **DEEP CLEANING AND DISINFECTION PROTOCOL**

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

## **SIGNAGE**

Signage for KAB will be placed throughout the offices, school building and grounds.

## **FOOD & DELIVERIES**

Sharing refreshments during meetings or in the classroom is prohibited in order to limit the risk of contamination. We ask that there be no food delivered and that food be kept at your assigned space.

## **BUS DRIVERS/BUS PROTOCOLS**

Bus drivers must disinfect the buses at a minimum:

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

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

## **SUSPECTED COVID-19 PROTOCOL**

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

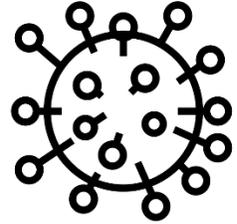
## **RESTROOM USAGE DURING THE SCHOOL DAY**

Maximum capacity for each bathroom will be established that allows for physical distancing. Signs will be posted with the maximum capacity on the door. Marked areas outside of restrooms will indicate where students should stand if they are waiting for the restroom. Students in classrooms with self-contained bathrooms will use those bathrooms.

## STUDENT ARRIVAL

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

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



Parents must ensure they do not send their student to school if the child has COVID-19 symptoms or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the conditions for re-entry have been met.

**No student should arrive prior to 8:30 AM.** In order to reduce large groups congregating and improving the flow of traffic in and out of the parking lot, parents transporting their children to school should plan to drop their children off between 8:30 and 8:45. K-3rd grade students should be dropped off at the primary wing door entrance. Grades 4th-6th should be dropped off at the south side door near the SAU and proceed down the sidewalk to the main entrance. 7th-8th grade students should be dropped off at the north end of the building (gymnasium end) and proceed down the sidewalk to the gym lobby entrance. **Masks must be worn and physical distancing maintained once students leave the vehicle. THE DOORS WILL REMAIN LOCKED AND NO STUDENTS WILL BE ALLOWED TO ENTER UNTIL 8:30.** Upon entering, students' temperatures will be taken and then they will go directly to their classrooms.

Students arriving via bus will continue to wear their face covering while going to their classrooms. Walkers will wear their face covering once on school grounds. They should proceed to the appropriate entrance for their grade level. Students in K-3rd grade will enter through the primary wing doors. Students in 4th-6th grade will enter through the main entrance. Students in 7th-8th grade will proceed down the sidewalk to the gym lobby entrance. Students will disembark the bus in an organized and spaced out manner to maintain physical distancing. Students will have their temperature taken with a “no touch” (infra-red) thermometer as they enter the building then go directly to their classrooms.

## FORGOTTEN ITEMS

Any items that need to be dropped off during the school day for your child must be left on the table outside the front office window. Use the intercom to let us know who it is for. The office staff will deliver the item(s) to the student.

## **STUDENT DISMISSAL**

If you need to pick up your child between 9:00 and 2:45 please use the front loop. Use the intercom or call the office to let us know you are here, who you are picking up and why. We will make a note of the time and send your child to your vehicle. If needed, due to the child's age, they will be escorted to your vehicle.

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

Student pick up will begin at 3:15. Students will be walked out to the parking lot by cohorts. Parents are asked to stay in the vehicles. If you must exit your vehicle, a face covering must be worn. Please observe 6' physical distancing and do not congregate in front of the building.

Walkers (those students who will actually walk home) will be dismissed and exit the building with their cohorts. If a younger sibling is to walk home with an older sibling, they should meet by the bike rack.

Bearcamp Valley Preschool and Daycare: Staff members from Bearcamp will meet students attending their afterschool program by the bike rack. KAB staff will walk students over to them. Parents must inform both KAB and Bearcamp if there is a change in plans for their child.

### **CHANGE IN PLANS**

Students will only be allowed to take the bus to and from their scheduled bus stops. Students are not allowed to ride any other bus than their assigned bus. If you have a change in a pick up scheduled for the end of day or an appointment, please email or call the office: (603)323-7271 or [kbrown@tamworth.k12.nh.us](mailto:kbrown@tamworth.k12.nh.us) or [ndickinson@tamworth.k12.nh.us](mailto:ndickinson@tamworth.k12.nh.us) by 2:00 PM . Notes sent to the teacher **will not** be brought to the office in order to minimize contact.

## **SCHOOL PROVIDED MEALS**

Students will be asked to pre-pay for their meals on a weekly basis. Breakfast orders must be placed in advance of the morning the breakfast is expected. Lunch orders will be placed each morning so that the food service department can plan accordingly. Students will be able to choose at that time from the daily menu offerings (planned meal, alternative sandwich or PB&J).

All families may use the [myschoolbucks.com](https://myschoolbucks.com) portal or send in payment if they prefer.

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

**Breakfast:**

- Pre-ordered breakfasts will be delivered to classrooms between 8:30 A.M to 8:50 A.M.
- All food components will be on a tray or in a breakfast bag.

**Lunch:**

Pre-ordered lunch will be delivered to classrooms starting at 11:45. Delivery will start with Kindergarten then 1st grade, 2nd grade and so on.

Food will be prepared and held at proper temperatures until ready to plate up.

All food components will be put on tray (except milk - that will still have a choice at serve)

Food will be transported in an enclosed cart to classroom hallways.

Meal pick up for remote learners will be at 1:30 P.M. Pick up will be from the back door of the cafeteria.

## **CLASSROOM ARRANGEMENTS**

Classrooms will be set up to meet the state's guidelines for physical distancing with the goal of 6' of separation if possible. Students will have assigned seats that allow for contact tracing if necessary. In order to keep cohorts small, if needed, I may recommend some multi-grade classes.

Students will each receive their own packet of school supplies. All students will be assigned a chromebook (or tablet for Kindergarten students) for their individual use.

Teachers will arrange the room to maximize learning opportunities while maintaining physical distancing.

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

When necessary, students may work in another classroom with Special Education staff or other specialized service providers. All safety protocols will be followed as students and staff leave a room or enter a room.

## **STUDENT PROVIDED MATERIALS**

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

- A refillable water bottle
- Snack
- Lunch (unless ordering from school)

- Appropriate clothing for being outdoors for at least a 30 minute period each day. Plan for a variety of different weather conditions as may be expected during the season.
- A change of clothes is recommended for young children.
- Cloth face covering

## **LUNCH & RECESS**

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

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

The school counselor will provide resources for parents and teachers that will be available on our school website. The counselor will provide classroom guidance as well as individual and small group guidance. The counselor will be available to support students individually and possibly in small groups to address social and emotional needs. The counselor will continue outreach to families and continue in the role as home liaison.

### **STAFF TRAINING**

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

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

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

### **Content Covered:**

1. All training topics can be reinforced with signage in the building.
2. School checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols

7. Face coverings, PPE and hand hygiene
8. Health care in the classroom
9. On site health screening
10. Daily self-screenings
11. Visitors
12. Cleaning Crew Protocols

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

## **COMMUNICATION METHODS**

To stay updated on the most current information:

1. Teachers and parents need to check their email often.
2. The KAB school newsletter is sent out electronically each week. This newsletter will contain current information and should be read each week. Paper copies are available if requested.
3. The Blackboard Connect system will be used as needed to get information to families and staff members. Note: if you choose to “OPT OUT” at any time, you will no longer receive texts from this system.

## **II. ACADEMICS AND REMOTE LEARNING**

KAB developed a COVID-19 Re-opening Committee to organize and develop systems in place for the school’s reopening. The committee members were selected from various departments and grade levels to get a diverse set of knowledge and skills. As a whole, the committee meets regularly every Tuesday and Thursday throughout the summer.

Together we focused on planning for 3 scenarios: All students in the building, All students learning remotely, and a combination of the two where most students attend each day and others opt for learning remotely staffed by KAB teachers. For those choosing the in person learning, I am recommending we start school with a four day week (Monday-Thursday). Friday will be a day of independent learning for students and planning time for the staff. I am also recommending that targeted support be available for some students on Fridays. This may include students with IEPs as well as other students needing targeted support. I would propose revisiting the Independent Learning Friday’s at the October school board meeting.

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

**Remote Learning:** Students will be assigned to a remote learning teacher and be expected to participate in daily scheduled online meetings, complete assignments, have work sessions, and

complete other tasks as assigned. The remote learning teacher will collaborate with grade level teachers and Specials teachers as needed to provide appropriate assignments to cover the expectations of the NH Competencies. A Remote Learning Handbook will be provided to provide clear guidelines and expectations. Enrollment in VLACS may also be an option for families choosing to learn remotely.

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

## **CHANGE IN ENROLLMENT STATUS:**

When parents choose their child's enrollment status: in-person, remote, or homeschool this choice is being made for the entire trimester. If you wish to change your students' status, you need to inform the school a minimum of two weeks before the end of the trimester so that the school may adjust and prepare for additional students.

If a student new to Tamworth enrolls for in-person learning, they will automatically be enrolled in remote learning for the first week (or two if they are coming from a location that requires a 14 day quarantine) so that the school can prepare and adjust.

## **FALL SEMESTER RE-ENTRY**

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

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

In regards to academics, we will gather data through a baseline assessment. For K-6, it could be phonological awareness assessments, F&P for reading and/or STAR testing for Math & Reading. Assessments will be scheduled after a period of settling in, we expect the timelines for assessment to vary by grade level and potentially classroom groupings. Students in grades 4-8 will take the NH SAS Interim Assessment during October.

**Instructional Gaps:** We will take the data from the baseline assessment to determine where the gaps are with each student. Since students have been out of the traditional in person learning environment for around 20 weeks (including summer break), we expect there may be larger gaps than if they were just out for the summer.

**Scope and Sequence:** We will work to provide individualized instruction as appropriate to support childrens' individual learning needs.

**Remote Learning Packets, Online Learning:** Should this ever happen again, we would like our instruction to be uniform. KAB staff will create packets for each grade level that we would use as "Blizzard Bags" to bridge the gap between in person instruction and remote instruction. This will allow for the distribution of Chromebooks and tablets (Kindergarten). "Blizzard Bags" may also be used for a short school closure due to weather. We have taken into consideration parent feedback from this spring, and decided using consistent expectations and resources would eliminate the constant change and confusion for parents and teachers.

## **GRADING PROCEDURE**

### **Grading and Attendance**

To receive credit and attendance for this school year students are expected to complete the assignments. The expectations are the same whether the student is attending in person or doing remote learning.

Grades will be reported each trimester on report cards. Progress reports for grades 7 & 8 will be distributed midway through the trimester. The KAB reporting system also includes parent conferences.

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

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

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

### **Completion Protocols**

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

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

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

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for students grades 2-8 and SeeSaw for students in Kindergarten and 1st grade. Google Classroom and e-mail will be communication methods for parents to be able to contact the classroom teachers.

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

If the family is able to access the internet, effectively all activities can be completed or submitted online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by KAB staff for mitigating the risk that COVID-19 is spread while still ensuring instructional support for our students.

### **PACKET /MATERIAL PREPARATION**

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

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

### **PACKET/MATERIAL DISTRIBUTION**

#### Direct delivery method

All printed packet distributions will initially be done as a school wide drive-thru pick up. Subsequent packets will be delivered via the bus routes with food deliveries or will be available at school for an arranged pick up.

### **PACKET/MATERIAL RETURN**

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

## **ONLINE INSTRUCTION**

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

## **III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING**

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

## **IV. APPENDIX**

### **PROTOCOLS:**

#### **Entrance into the Building**

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

### **Staff Entering Classrooms:**

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

### **Sending a Child to the Health OFFICE:**

If inside the building,

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

If outside the building,

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

Entering the nurse's or isolation room

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

### **Staff Member Screening:**

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

## **HALLWAYS**

- At all times, students and staff will walk on the right side of the hallways.
- Hallways will have markings to promote safe distances and directions.

## **STUDENT BATHROOM USAGE**

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

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

### **Classroom**

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

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

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

### **Cleaning and Disinfecting Products**

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

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

### *Testing for COVID-19*

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

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

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

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

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

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