



Draft Draft Draft Draft Draft Draft

Henry W. Moore School

Reopening Protocols

2020 - 2021

August 8, 2020

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Introduction

The Candia School District has a long-standing commitment to developing a community of learners who are intellectually curious, highly resourceful, creative and respectful of self and others. During the last trimester of the 2019-2020 school year, the COVID-19 pandemic challenged this commitment in a way we never expected and created many uncertainties for all of us. However, our educational professionals responded to this crisis with tremendous effort and provided care, connection, and continuity of learning to our students and families.

As we look to the 2020-2021 school year, our fundamental mission continues and we are committed to a safe and meaningful reopening process that aligns with CDC, state and local health guidelines and recommendations. This spring, Superintendent William Rearick, formed the Candia School District Reentry Committee to accomplish this goal. The group was tasked with a level of planning, collaboration and communication like none we have previously experienced in the field of education.

This committee has worked collaboratively to develop a myriad of new systems, routines and protocols. The continual planning and implementation will be flexible and fluid to prepare to meet any necessary changes throughout the school year. The committee recognizes that these protocols represent significant shifts in instructional practices and routines. This document was developed using the [Centers for Disease Control and Prevention \(CDC\)](#), the [NH Department of Health and Human Services \(NH DHHS\)](#), and [The New Hampshire Department of Education](#) guidance and plans.

Henry W. Moore School Reentry Committee Membership

Johnathon Banks, Assistant Principal
Lynda Byrne, Maintenance Director
Kathryn Duncan, Director of Student Services
Maria Gleason, Teacher & Union Representative
Chris Jamrog, Technology Director
Meg Morenz, Teacher & Union Representative
Marge Polak, Assistant Superintendent
Amy Ransom, Business Administrator
William Rearick, Superintendent
Becky Wing, Principal

The Henry W. Moore School Reentry team reviewed reopening guidance from the [Centers for Disease Control and Infection \(CDC\)](#), [The New Hampshire Department of Education](#), other U.S. states and countries as the committee considered plans that would best fit the needs of Candia’s students and families. The members considered the varying levels of risk as identified by the CDC and created scenarios to align with each risk level as outlined in the [Candia Return to School Overview](#). On July 23, 2020 the Candia School Board voted to move forward with planning for full in-person instruction for all students (Plan A) other than those who may have health concerns that would prevent them from attending school in person. This document outlines the protocols for full in-person learning.

SAU 15 Protocols for Responding to COVID-19

Every effort will be made to limit the exposure of the school community to the COVID-19 virus. Systematic protocols are developed to keep students, families, staff and the surrounding community physically and emotionally safe and healthy.

Know the Symptoms of COVID-19

The single most important thing to do if **ANY** of the following symptoms are present for students and staff to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Students and staff should STAY HOME if they have any of the symptoms listed.

Below is the [full list of symptoms](#) from the CDC as of 8/5/2020 for which caregivers should monitor their children, and staff should monitor themselves:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Screening

Students and staff will be required to stay home if they, or anyone in their homes, have COVID-19 symptoms. It is the responsibility of the family to ensure that students are well when they come to school.

Students will be screened before leaving their home.

- Parents will use the Pick Up Patrol App to answer the COVID-19 symptoms and exposure questions and to document their child's temperature at home before departing for the bus stop or arriving at school.
- Students exhibiting symptoms at home may not attend school.
- If a parent does not submit the daily screening via the Pick Up Patrol App the student will be screened for symptoms upon arrival to school

Staff will be screened upon entering the building each day

- Staff will complete and answer the COVID-19 symptoms and exposure questions and have their temperature checked by a designated employee.
- Staff exhibiting symptoms will leave the building immediately.

If staff or students exhibit any of the above symptoms, we recommend that they are tested for COVID-19. The NH DPHS has [information and resources regarding testing for COVID-19 in New Hampshire](#). Staff and students who have symptoms should also contact their primary care physician for further instructions.

Daily screening questions for staff and students (as of 8/5/20)

- Do you have any symptoms of COVID-19 or fever of 100.4 degrees Fahrenheit or higher? Symptoms of COVID-19 can include:
 - Fever, or feeling feverish;
 - Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath;
 - General body symptoms such as muscle aches, chills, and severe fatigue;
 - Gastrointestinal symptoms such as nausea, vomiting, or diarrhea, and
 - Changes in a person's sense of taste or smell.
- Have you had close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" because they are not considered to have a COVID-19 exposure)
- Have you traveled in the prior 14 days outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island?

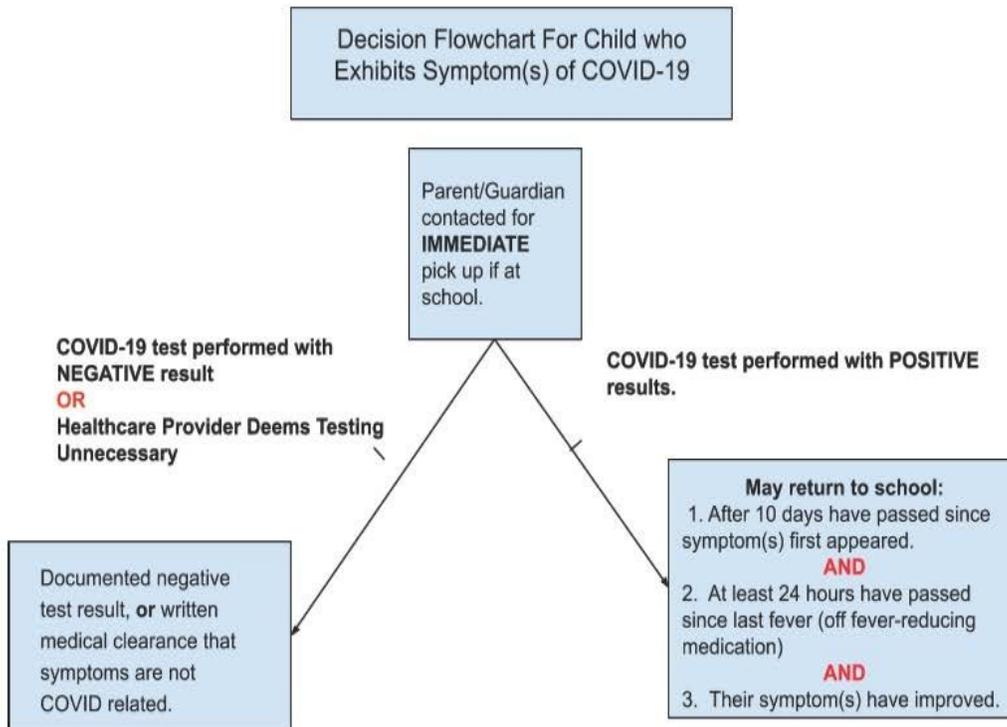
If the answer is yes to any of the above questions, the student or staff member may not enter the building.

Parent/Guardian Decision Flowchart

Parent/Guardian Infographic and Decision Flowchart

This document is not a substitute for nursing judgment and does not dictate an exclusive course of action. NH state and district laws and policies should be followed.

<p>Symptoms of COVID-19</p> <ul style="list-style-type: none"> • Fever 100.4F or more 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/smell • Nausea or vomiting • Diarrhea <p>Contact your child's healthcare provider and notify your school nurse.</p>	<p>When do I keep my child home from school?</p> <p>If my child...</p> <ul style="list-style-type: none"> • Has any symptoms, even if mild (see flowchart below). • Has had close contact with a person suspected or confirmed to have COVID-19. • Has traveled outside of NH, VT, ME, MA, CT, or RI in the prior 14 days. <p>Contact your child's healthcare provider and notify your school nurse.</p>
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Protocols for possible COVID-19 scenarios

While specific protocols vary, there are some common elements for each possible COVID-19 scenario:

- Evaluate symptoms
- Separate from others
- Clean and disinfect spaces visited by the person
- Test for COVID-19 and stay at home

RESPONSE- Plan of action for potential scenarios and protocols for return		
Student or staff member answers “Yes” to any screening questions prior to or upon entry to school:		
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 for testing 	<ul style="list-style-type: none"> ● Documented negative test result, or written medical clearance that symptoms are not COVID related. ● If not tested or test is positive, individual can return to school after 10 days of onset of symptoms, and when symptoms improve and they are fever-free for 24 hours without fever reducing medication.
Has had close contact with someone who is <i>confirmed</i> to have COVID-19 in the prior 14 days	<ul style="list-style-type: none"> ● Exclude from school and advise to contact health care provider ● Advise individual to follow NHDPHS guidance ● Refer to Coronavirus Disease Self-Quarantine Guide (NHDPHS) 	<ul style="list-style-type: none"> ● An individual must self-quarantine for 14 days from last exposure to a positive person. ● An individual cannot test out of 14-day self-quarantine in NH
Has had close contact with someone who is <i>suspected</i> to have COVID-19 in the prior 14 days	<ul style="list-style-type: none"> ● Exclude from school and advise to contact health care provider ● Advise individual to follow NHDPHS guidance ● Refer to Coronavirus Disease Self-Quarantine Guide (NHDPHS) 	<ul style="list-style-type: none"> ● If in close contact with a suspected person, individual must self-quarantine for 14 days from last exposure until the suspected case tests negative. ● Individual cannot test out of 14 day self-quarantine in NH
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 having traveled outside of New England, an individual must self-quarantine for 14 days ● An individual cannot test out of 14-day self-quarantine in NH

Student or staff member- potential scenario presenting during the school day:

Scenario	Action	Protocol for Return to School
<p>Symptomatic student or staff member during the school day, including any new or minor symptoms:</p> <ul style="list-style-type: none"> ● Fever or chills (including subjective fever) ● 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 	<p><u>Student</u></p> <ul style="list-style-type: none"> ● School nurse will assess symptomatic students in an isolation room ● Contact parent or guardian for immediate pick up via private transportation ● If a student is sent home, the sibling(s) of that student will be sent home as well ● Advise contacting their health care provider for COVID testing ● School nurse will notify NHDPHS for highly suspect cases <p><u>Staff Member</u></p> <ul style="list-style-type: none"> ● School nurse will recommend immediate dismissal and advise them to contact their health care provider for testing. ● School nurse will notify NHDPHS for highly suspect cases 	<ul style="list-style-type: none"> ● Documented negative test result, or written medical clearance that symptoms are not COVID related. ● If not tested or test is positive, individual can return to school after 10 days of onset of symptoms, and when symptoms improve and they are fever-free for 24 hours without fever-reducing medication. ● Refer to CDC Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings

People who have been in “close contact” (within 6 feet for 10 minutes or longer) to an individual with confirmed COVID-19 need to quarantine for 14 days (person cannot “test out” of quarantine).

- This will vary by classroom situation
 - In older age groups, it may just be the 2-4 individuals seated around the person depending on level of contact
 - In younger age groups where more classroom mingling tends to occur, it could be the entire classroom
- NH DPHS will work with schools to notify and inform parents/guardians, students, and other staff

Protocol: Presence of cases in the school or district

If a student or staff member tests positive for COVID-19, school may be closed for a period 2-5 days. This initial short-term dismissal allows time for NH DPHS to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities.

If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the superintendent will work with NH DPHS to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

If the decision is made to close for any number of days, the Henry W. Moore School will send clear information and instructions to families and staff.

In addition, if there is a significant outbreak in Candia or surrounding towns, the Superintendent, school administrators and Candia School Board will consult with NH DPHS to determine whether it is appropriate to close the Moore School.

School administrators and the Superintendent will work together with the School Board to determine how and when the school will reopen for any level of in-person instruction after a closure.

SAU 15 Cleaning and Sanitizing Protocols

SAU 15 schools are reopening our facilities to students and staff for the 2020-21 school year under the guidelines informed by the Centers for Disease Control and the State of New Hampshire to mitigate the spread of COVID-19. (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label. Below is information regarding our cleaning and disinfecting procedures.

Specialized Flu/Virus Cleaning Routines

Our schools will have all common area touchpoints (*listed below) disinfected regularly throughout the day by our professional custodians. Concentration will be on areas of high student traffic and contact, including special attention to restrooms following and exceeding when possible, current CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).

Teachers will be encouraged to disinfect classroom touchpoints on a frequent basis. Staff will be encouraged to disinfect their office areas and touchpoints as needed but at least daily. Evening disinfecting will primarily be done with an electrostatic sprayer, using a disinfectant listed on the EPA site for use against SARS-CoV-2, the virus that causes COVID-19 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>).

Other procedures will be implemented as needed on a case by case basis.

*Touchpoints:

- Door handles & push bars
- Light switches
- Shared tables/chairs
- Classroom equipment and supplies as applicable
- Restroom doors and handles
- Hallway and stairwell railings and banisters
- Toilet and urinal handles
- Sink and faucet handles
- Office countertops
- Toilet paper dispensers
- Telephones

Daily Cleaning Routines

In addition to the special work outlined above, custodians are performing their regular daily cleaning, including wiping down tables, desks, chairs and other surfaces, emptying trash, cleaning restrooms, vacuuming, and cleaning floors. Additional cleaning of desks will be performed during lunch periods.

Routine cleaning (sweeping, vacuuming, etc) will occur each evening followed by disinfecting of all classrooms, offices, bathrooms, and gathering spaces. A daily checklist will be established to verify that all tasks have been completed on a daily basis.

Cleaning and disinfecting products

Soap and water or another detergent will be used to clean dirty items. Then, a disinfectant for Use Against SARS-CoV-2 (COVID-19) will be used following the manufacturer's instructions to ensure safe and effective use of the product.

(<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid19>)

Many products recommend keeping the surface wet for a period of time (see the product label), wearing gloves, and ensuring good ventilation during use of the product.

Hand Sanitizers

Students, faculty and staff and visitors will be required to sanitize their hands before entering the school building each day and before entering a new classroom or location when moving within the building. Hands free alcohol based sanitizing stations with a minimum of 60% alcohol will be available at each student entrance during bus and parent drop off for use before entering the building and at the main entrance throughout the day. Touch free alcohol based sanitizing stations with a minimum of 60% alcohol will also be mounted on a wall right inside the classroom doorway for use throughout the school day.

Students are permitted to use their personal hand sanitizer, though we recommend that it meets the [CDC guidelines](#). Adults should always supervise the use of hand sanitizers by children.

Health & Safety Protocols

The Moore School will have signs reminding students and staff of healthy practices such as coughing/sneezing into your elbow, maintaining a 6' distance from others whenever possible, frequently sanitizing/washing hands for at least 20 seconds and staying home when sick. The Moore School will have floor markers in hallways and classrooms as a reminder of where to stand or sit to maintain a safe distance from others.

Hand Hygiene

- Students and staff will sanitize hands (wash hands or use hand sanitizer) upon arrival to school, when changing location, before and after eating, before putting on and taking off face coverings, and before dismissal.
- Proper hand sanitizing techniques will be reviewed with staff and students.
- Signs to promote proper hand hygiene will be posted throughout the building
- Staff will continually provide instruction and positive reinforcement to help all students adapt to the changes in expectations while ensuring punitive measures are not the methodology for compliance with healthy practices.

Face Coverings

- Students and staff will wear face coverings at all times when 6' distancing cannot be maintained.
- Mask/face covering breaks will be provided at teacher discretion when 6' distancing is possible
 - Ideas for mask/face covering breaks include
 - Utilizing outdoor instructional space with 6'+ distancing
 - Students remove masks while working at their workstations that are 6' from others
 - Going for a walk around the outside of the building while maintaining 6'+ distancing
 - Mask breaks should be no more than ten minutes.
- Staff and students will be trained on the proper wearing and handling of face coverings (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>).
- Students and staff should label their face coverings.
- Cloth masks should be washed often.
- Staff will continually provide instruction and positive reinforcement to help all students adapt to the changes in expectations while ensuring punitive measures are not the methodology for compliance with healthy practices.

Cohorts

- When feasible students will remain with their homeroom all day to aid in reducing the spread of the virus
- Staff members will travel to student groups rather than students traveling to other classrooms
- Students will eat lunch in the classrooms.
- All staff will wash/sanitize their hands between interactions with different cohorts.
- Daily contact logs will be maintained for contact tracing as needed.

Screening

- Students and staff will be required to stay home if they have **any** of the COVID-19 symptoms. It is the responsibility of the family to ensure that students are well when they come to school. Symptoms include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Students will be screened for COVID-19 symptoms by a parent/guardian before going to a bus stop or to school in a private vehicle.
- Parents will report the results of the at home screening to the school each morning by 7:30am for students in grades 5-8 and 8:30am for students in grades K-4 using [Pick Up Patrol](#).
- Students/Staff must wash hands or sanitize hands upon entering the building.
- Any student who does not have a screening reported by the designated time will be screened by the school nurse or administrator upon arrival.
- Staff will be screened upon entering the building each day.

Emergency Management Procedures

Should an emergency occur that requires administration to exercise an emergency response, Moore School will follow the normal emergency protocols. Practice and training schedules will be adapted to meet

the Covid-19 guidelines set forth by the state. Social distancing will be maintained and face coverings will be required during each practice drill.

- **Drop, Cover and Hold-** Can be practiced as normal.
- **Secure Campus-** Can be practiced as normal.
- **Shelter-In-Place-** Can be practiced as normal.
- **Lockdown-** Procedures will be altered to maintain social distancing. Additional explanation will be provided to address additional procedures for an actual event.
- **Evacuation/Fire Drill -** Procedures will be altered to maintain social distancing. Additional explanation will be provided to address additional procedures for an actual event.
- **Reverse Evacuation-** Procedures will be altered to maintain social distancing. Additional explanation will be provided to address additional procedures for an actual event.
- **Scan-** Can be practiced as normal.
- **Clear Hallway-** Can be practiced as normal.

School Operations

School Bus Protocols

Bus Stops

- Students will maintain 6' distancing while waiting for the bus
- Students are expected to wear a face covering at the bus stop when 6' distancing is not possible.

On the School Bus

- Students will use provided hand sanitizer when entering the bus
- It is expected that face coverings will be worn at all times while on the school bus. If a student does not have a face covering, they will be offered one by the bus driver.
- Students will be assigned seating according to morning bus routes
- Buses will be sanitized between all bus runs
- Buses will drop off and pick up at the 1938 back door and middle school back door as assigned

Teacher Arrival/Screening

- Upon arrival to school, staff will enter through the mail room entrance only.
- Staff members may not arrive before 7:00am
- Staff will wear a face covering and sanitize hands as they enter the building
- Face coverings and hand sanitizer will be available at all entrances utilized by staff and students.
- A staff member will be assigned to take their temperature and record answers to screening questions.

- Staff will continue to wear a face covering and proceed to their classroom
- If a staff member needs to “sign out” of the building at any time during the day, they will do so by checking out with main office staff.

Student Arrival

- Students will maintain 6’ physical distancing and continue to wear face coverings while exiting the bus/private vehicle and traveling to their classroom.
- Bus students enter through the 1938 wing back door and middle school back doors
- Parent drop off students will enter through the library doors
- Students will sanitize hands as they enter the building, continue to wear a face covering, and proceed to their classroom
- Any student who does not have a screening reported by a parent will be screened by the school nurse or administrator.
- Face coverings and hand sanitizer will be available at all entrances utilized by staff and students.

Attendance

- Attendance will be taken through PowerSchool each morning by 8:05am for grades 5-8 and 9:05am for grades K-4

Late Arrival

- Students arriving late (after 7:55am for grades 5-8 and after 8:55am for grades K-4) will use the main entrance
- Parent/guardian will accompany the student to the front door, ring the bell and communicate the reason for tardiness to main office staff
- Parent/guardian will not be allowed to enter the building
- Student will enter the building wearing a face covering, sanitize hands and check in with the main office staff
- Main office staff will record student as tardy and call in to classroom teacher to let them know that the student is on the way

Food Services

- Students will eat in their classroom with their cohort group
- Students may only eat during teacher-designated snack/lunch time
- All students will wash hands with soap and water prior to eating lunch and snack
- Students will not share food or drinks
- Allergies will be considered on a case-by-case basis and appropriate accommodations will be made.

Breakfast

- A Google form will be sent to parents on Thursdays to order breakfast for the following week
- Breakfast bags will be delivered to student workspaces before students arrive to school
- All utensils will be individually wrapped and delivered with the meal daily
- Students will wash hands before eating breakfast

Lunch

- A Google form will be sent to parents on Thursdays to order lunch for the following week
- Lunches will be delivered to classrooms by food service staff members
- Lunches will be packaged in paper bags and delivered in bins to each classroom no more than 5 minutes before the designated lunch time
- All utensils will be individually wrapped
- Condiments and utensils will be delivered with lunches daily
- Moore School will encourage the use of [MySchoolBucks](#) to avoid unnecessary contact with paper checks and cash.

Recess

- Recess is scheduled for grades K-6 daily
- Students will remain with their classroom cohort groups with their teacher while outside at recess
- Students will sanitize hands before leaving the classroom
- Cohorts will exit the building through the exterior door nearest the classroom
- Mask/face covering breaks can be done individually when students can be 6' from others
- Personal toys may not be shared at any time during the school day
- Recess equipment such as playground balls may be shared within a cohort of students. Equipment will be cleaned between cohort groups.
- Play structures
 - A schedule for rotating use of the play structures will be created for all cohorts to have access to the structures on a regular basis
 - Ample time between the use of play structures by different cohorts will be provided for sanitizing of frequently touched surfaces such as handrails.
- Teachers will signify the end of recess with one long whistle blow
- Students will walk and maintain 6' distance to the appropriate entrance and through the hallways
- Students and staff will sanitize hands upon entering the classroom
- Clothing
 - Students are expected to bring/wear appropriate clothing for all types of weather
 - Sunscreen, hats, raincoats and umbrellas are recommended as the weather dictates
 - Classrooms may take outdoor breaks even in inclement weather such as light rain.

Discipline

- No students will be sent directly to administrative offices
- If administrative support is needed, the classroom teacher will contact the appropriate administrator via radio channel 1
- If a student leaves a classroom without permission, the classroom teacher will contact the appropriate administrator via radio channel 1

Technology

- Students in grades K-2 will be assigned a Chrome tablet
- Students in grades 3-8 will be assigned a Chrome book
- All students will be provided with a charger to keep at home
- Chrome devices should come to school charged each day
- Small charging stations will be provided in classrooms; however, there will not be enough stations for every student
- All students and staff will bring district provided technology home each day
- Training for new technology and platforms will be provided to staff, students and families

Library Books

- Library books may be available for students to reserve via [Destiny Discover](#) online catalogue provided a stipend project is submitted and approved by the appropriate deadline. More information regarding library books will be provided after the start of school.

Visitors/Volunteers

- At this time, volunteers and visitors will be limited to activities that cannot be done virtually.
- Essential adult visitors who enter the building will be required to wear a face covering and practice social distancing. Administrative approval will be required for all visitors.
- As appropriate, meetings, including IEP, 504, and parent teacher conferences, will be held virtually.
- Visitors will be screened by school personnel upon entry (temperature check and COVID-19 symptom and exposure questions).
- Vendors are required to wear masks.
- If feasible vendors will be scheduled to enter the building before or after school hours.
- Parents/Guardians will be required to wait under the overhang outside the main entrance if picking up their child during and after school hours.

Student Dismissal

Bus Dismissal

- Bus students will exit through the 1938 back door and middle school back doors as assigned
- Students will sanitize hands as they exit the building and continue to wear a face covering and 6' social distancing while proceeding to the bus
- Students will sit in assigned seat and continue to wear face coverings while on the bus

Parent Pick Up

- Parent pick up students will exit through the front doors.
- Students will sanitize hands as they exit the building and continue to wear a face covering and 6' social distancing as they proceed to the parent pick up area
- Students will maintain 6' physical distancing and continue to wear face coverings until they have entered the private vehicle.

Community Use of School

- Outside groups will not be permitted to use the school building at this time.

Teacher Breaks/Spaces

- The stage will be configured as a staff break/work space with an expectation of 6' distancing
- No more than 4 staff members may utilize the space at one time
- Staff members may utilize outdoor spaces for breaks as well
- Administrators will make every effort to provide mask/bathroom breaks for teachers
- Every effort will be made to provide lunch breaks away from students as often as possible.

Tracking of Staff

- Classroom teachers and interventionists are responsible for tracking staff members on the [Daily Classroom Sign Out Sheet](#) who enter and remain in the classroom for more than 5 minutes.
- All staff are expected to individually track their prolonged interactions with students, other staff members, and essential visitors on the [Individual Tracking Sheet](#). Prolonged interactions are defined as 10 minutes of time with another individual within 6 feet of distance with or without a face covering. This time is cumulative throughout the day.
- Tracking forms will be submitted to the main office at the end of each day either electronically or in paper copy.

After-school programs

- School sponsored after school activities will be held at the discretion of the school administration.
- School health and safety protocols will be followed by all participants.
- Activities may be held outside when weather permits or use Zoom video conferencing software.

Instruction

Classroom Environment

- Desks facing the front of the room 6' apart in grades K-4 and no closer than 3' in grades 5-8
- Teacher instructional area is 6' from the nearest student
- When 6' of distancing is not possible, face coverings will be worn by teachers and students
- Face shields, additional face coverings, and gloves will be available to all staff.
- Individual plexiglass dividers (3 per classroom) will be available in all classrooms for small group/individual instruction
- There will be a reduction of classroom furniture to accommodate space for 6' social distancing.
- Personal items from teachers such as chairs, lighting and carpets are required to be removed.
- Wall decorations including bulletin boards must include items that are laminated or have some sort of coating over the paper. Regular sanitation will destroy paper items.
- Hand sanitizer with a minimum 60% alcohol content will be readily available in all classrooms.
- Designated outdoor classroom spaces will be identified

Planning for Instruction

- [Schoology](#) will be utilized as the learning management system at all grade levels
- [Schoology](#) will be used by all students on a regular basis as part of instruction
- To ensure continuity of learning, teachers will prepare lessons two weeks in advance. These lessons will be housed in the [Schoology](#) platform.
- Teachers will consider the variety of materials that may be needed for appropriate differentiation and how to disseminate appropriately.
- Teachers will be encouraged to use [Schoology](#) for work submission as much as possible rather than using paper.

Movement Breaks

Movement breaks are encouraged for all grade levels. These breaks may involve a break from face coverings as appropriate. Sample movement break ideas include:

- Walks around the outside of the building
- Calm Go Noodle movement videos
- Brain Gym exercises
- Simon Says type activities
- Students with 504s and IEPs will have access to movement breaks as outlined in their individualized plans.

Small Group/Individual Instruction

- Small group and individual instruction will be provided as needed
- Safety precautions include the use of district provided clear acrylic barriers to separate students and teachers when 6' distancing is not possible, the wearing of face coverings and sanitizing between uses

Paraprofessional Support

- Paraprofessionals may need to observe direct instruction in the classroom and subsequently provide support for student(s) in an alternate location

Dissemination of materials

- Students will have their own individual copies of textbooks when a digital version is not available
- Student supply containers will contain general school supplies, math manipulatives, art supplies (media), and any other necessary materials.
- When possible, materials, including paper, will be distributed before students arrive at their desks.
- Avoid having students assist with distribution and collection of materials, except to dispose of their own waste
- Classroom library books

School Supplies

- Containers will be provided to each student with the following materials as appropriate to the grade level:
 - Pencils
 - Pens
 - Pencil sharpeners
 - Crayons
 - Scissors

- Glue/glue sticks
- Markers
- Colored pencils
- Highlighter
- Ruler
- Protractor
- Compass
- Eraser

- Containers will be provided to each student with the appropriate art supplies for the grade level

Grading/Assessment

- The Moore School will use the grading system that was in place prior to distance learning in the spring of 2020.
- All students will be assessed in reading and math using NWEA Measures of Academic Progress.
- Per the New Hampshire Department of Education we will be administering the NH-SAS interim assessments to students in grades 4-8 in the window of October 1 - 31.
- Per the State of New Hampshire we will administer the NH-SAS summative assessments in math, science and reading to students in grades 3-8 in the Spring of 2021.

Intervention

Criteria to access intervention

- Priority is given to students with Individualized Education Plans
- Students will be assessed using DIBELS to determine the highest level of need for pull out intervention
- Additional interventions will be provided by classroom teachers

In the classroom

- Intervention will be provided by the classroom teacher as determined through the designated process
- Safety precautions include the use of district provided clear acrylic barriers to separate students and teachers when 6' distancing is not possible, the wearing of face coverings and sanitizing between uses

Pull out intervention services

- Students who travel to intervention classrooms will be signed out by the classroom teacher on the [Daily Classroom Sign Out Sheet](#) and walk to the classroom on their own unless otherwise arranged.
- Students will bring their Chrome device and any other personal supplies necessary to intervention services
- Students will sanitize their hands before leaving the classroom and proceed to the intervention room maintaining 6' distancing
- Upon arrival at the intervention room, students will sanitize hands and staff will record student arrival on the [Daily Classroom Sign Out Sheet](#).

- Safety precautions include the use of district provided clear acrylic barriers to separate students and teachers when 6' distancing is not possible, the wearing of face coverings and sanitizing between uses.
- Individual student intervention materials will be stored in the intervention room.
- Students will disinfect hands as they leave the intervention room and staff will record their departure on the [Daily Classroom Sign Out Sheet](#).
- Staff will disinfect student workspaces using the wipe, toss, wipe or spray, wipe, spray method between students.

Unified Arts

- Unified Arts classes will be held in the cohort classrooms.
- Students in grades K- 4 will have art for 2 weeks consecutively.
- Students in grades 5-8 will have Art, Music, Spanish and PE/Health daily for one quarter.
- Unified Arts teachers may be pulled to substitute when needed.
- Unified Arts teachers will have lessons uploaded to Schoology in order for classroom teachers to implement in their absence.

Outdoor Instructional Spaces

- Outdoor spaces will be utilized as often as possible when instructionally appropriate (i.e. discussion groups, read-alouds, independent work)
- The following outdoor instructional spaces have been identified
 - Front Lawn
 - Children's Garden
 - Gazebo Area
 - Smyth Library Lawn
 - Laura Jutras Garden
 - Designated Recess Spaces
 - Right of Shed
 - Left of Shed
- Teachers will need to sign up for spaces using Google Calendar.
- Spaces can be reserved no more than 1 week in advance
- Staff and students may remove face coverings for short periods while maintaining 6'+ distancing.

Special Education

- Individual education plans will be followed as written
- Students requiring services and staff providing services will follow [intervention protocols](#)
- Services in the classroom

- Safety precautions include the use of district provided clear acrylic barriers to separate students and teachers when 6’ distancing is not possible, the wearing of face coverings and sanitizing between uses
- Pull out intervention services
 - Students who travel to special education service locations will be signed out by the classroom teacher on the [Daily Classroom Sign Out Sheet](#) and walk to the classroom on their own unless otherwise arranged.
 - Students will bring their Chrome device and/or any other personal supplies necessary to intervention services
 - Students will sanitize their hands before leaving the classroom and proceed to the intervention room maintaining 6’ distancing
 - Upon arrival at the special education service location, students will sanitize hands and staff will record student arrival on the [Daily Classroom Sign Out Sheet](#).
 - Safety precautions include the use of district provided clear acrylic barriers to separate students and teachers when 6’ distancing is not possible, the wearing of face coverings and sanitizing between uses.
 - Students will disinfect hands as they leave the special education service location and staff will record their departure on the [Daily Classroom Sign Out Sheet](#).
 - Staff will disinfect student workspaces using the wipe, toss, wipe or spray, wipe, spray method between students.
- Contracted Service Providers will supply COVID related protocols to be reviewed by the Director of Student Services
- Contracted Service Providers will be expected to follow Candia School District COVID protocols at a minimum.

School Work for Absent Students

- At the parent’s discretion, students who are absent may access learning materials through Schoology during their absence.
- Students who are absent due to required COVID related quarantine are expected to access remote instruction and submit assignments provided they are well enough to do so.

Substitute Teachers

- Moore School’s substitute roster is small and often over-stretched in a traditional school year
- Many substitutes are retired educators and it is unclear if they would be comfortable continuing to substitute
- Unified arts teachers will be pulled first to substitute with consideration given to the cohorts most visited by the unified arts teacher during that time period
- The reading specialist, school counselor and administrators may also act as substitute teachers when the need arises.

Individual Student Needs

- Students will be encouraged to bring small tissue packets to school. Tissues will be provided for students who do not have them.
- Students will be encouraged to bring individual hand sanitizer to school. Hand sanitizer will be provided for students who do not have it.
- Students will be encouraged to bring their own cloth face coverings to school. Disposable masks will be provided for students who do not have their own face coverings.

Bathroom

- Students will use the bathroom assigned to their classroom/grade level
- Students will notify the teacher when they need to use the restroom and the staff member will record the student name, time of departure on the [Daily Classroom Sign Out Sheet](#)
- Students will sanitize their hands when leaving and entering the classroom
- Students will wear their face covering and remain 6' apart from others while in route to and from and while in the bathroom
- Upon arrival to the bathroom students will verbally ask if there is anyone in there before entering. If a student is in the bathroom, students will wait 6' apart outside the bathroom door.
- Only one student will be allowed in each bathroom at a time.
- Students will wash their hands after using the bathroom
- Student will sanitize hands and notify the teacher upon return to the classroom and teacher will record the time on the Daily Classroom Sign Out Sheet

Drinks

- Water fountains will not be utilized
- Students are encouraged to bring reusable water bottles to school each day.

Nurse Visits

- No students will be sent directly to the school nurse
- Physical issues that may require a bandaid or other minor care may be handled by the teacher at their discretion

- If a student requires medical attention from the school nurse, the classroom teacher will contact the school nurse via radio channel 1
 - If the issue is urgent and requires immediate attention that will need to be communicated to the nurse
 - If the nurse cannot be reached, notify the main office
- The school nurse will deliver medication to classrooms for students who require it on a regular basis

Calling Home

- If a student needs to contact a parent or guardian during the school day, they will notify a teacher.
- The teacher will contact the main office to reach out to the parent/guardian.
- If a student has their own cell phone, they may be permitted to call home at the teacher's discretion. These phone calls will take place outside the classroom door.

Student belongings

- In grades K- 4, personal student belongings, including outerwear, backpacks and lunch boxes, will be kept in school provided baskets at student workstations
- In grades 5-8, personal student belongings, including outerwear and backpacks, will be kept in lockers or cubbies. Students will access the lockers/cubbies individually at teacher discretion.
- It will be encouraged that student belongings are not dropped off at school if forgotten at home.
- Any student materials being dropped off by parents will be placed under the overhang outside the main entrance. A staff member will deliver the item to the student.
- Personal belongings should be brought home daily.

School Counseling Services

- School Counseling services will be provided as needed and scheduled with classroom teachers to avoid interruptions
- Classroom teachers will call the School Counselor regarding emergent student issues that need to be addressed
- Students will be signed out by the classroom teacher on the [Daily Classroom Sign Out Sheet](#) and walk to the School Counselor's Office on their own unless otherwise arranged.
- Students will sanitize their hands before leaving the classroom and proceed to the School Counselor's Office while maintaining 6' distancing
- Upon arrival, students will sanitize hands and the counselor will record student arrival on the [Daily Classroom Sign Out Sheet](#).

- Students will disinfect hands as they leave the counselor's office and the counselor will record their departure on the [Daily Classroom Sign Out Sheet](#).
- The counselor will disinfect areas used by the student using the wipe, toss, wipe or spray, wipe, spray method between students.

These protocols will continue to be updated based on the continuing impacts of COVID-19 and the state's evolving mitigation efforts; input from educators, students, families, and community partners; and learnings from our own implementation and that of other states and countries.