

**Hooksett School District  
Reopening Protocols  
2020 - 2021**

**August 20, 2020**

# Protocols for Responding to COVID-19

These protocols for responding to COVID-19 have been developed based on the guidelines from the [Center for Disease Control](#), the [New Hampshire Division of Public Health Services](#), the [American Academy of Pediatrics](#) and the [New Hampshire Department of Education](#). The guidance from these agencies is updated on a regular basis and these protocols will be modified in accordance with these changes.

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 is 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 8/13/2020 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 8/13/20)**

- Do you have any of the following symptoms of COVID-19:
  - Fever (a documented temperature of 100.4 degrees Fahrenheit or higher)
  - 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, or
  - 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 are not considered to have a close contact exposure and should answer "No" to this question).
- Have you traveled in the prior 14 days either:
  - Internationally (outside the U.S.);
  - By cruise ship;
  - Domestically (within the U.S.) outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island?

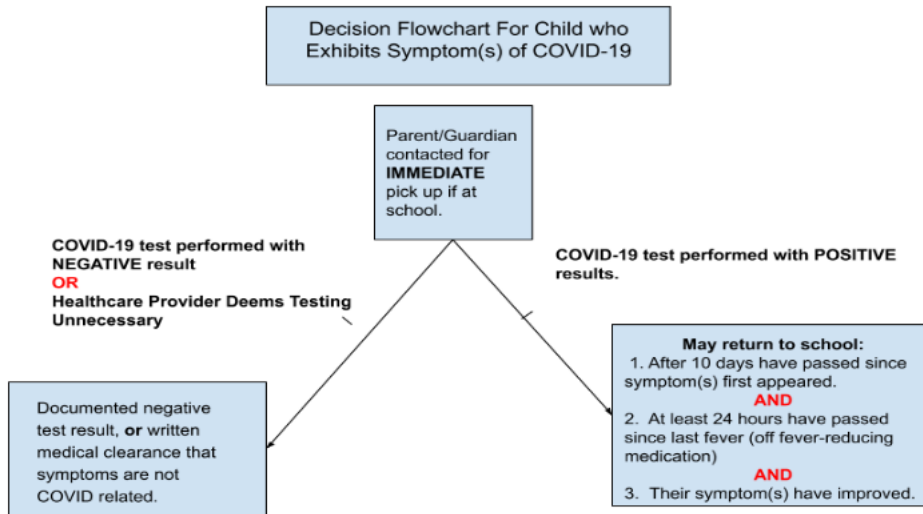
**If the answer is yes to any of the above questions, the student or staff member may not enter the building.**

# 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><b>Symptoms of COVID-19</b></p> <ul style="list-style-type: none"> <li>• Fever 100.4F or more or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Sore throat</li> <li>• Nasal congestion or runny nose</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste/smell</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul> <p>Contact your child's healthcare provider and notify your school nurse.</p>	<p><b>When do I keep my child home from school?</b></p> <p><b>If my child...</b></p> <ul style="list-style-type: none"> <li>• Has any symptoms, even if mild</li> <li>• Has had close contact with a person suspected or confirmed to have COVID-19.</li> <li>• Has traveled outside of NH, VT, ME, MA, CT, or RI in the prior 14 days.</li> </ul> <p>Contact your child's healthcare provider and notify your school nurse.</p>
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## 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
<b>Individual has symptoms of COVID-19 outlined in screening questionnaire</b>	<ul style="list-style-type: none"> <li>● Exclude from school and advise to contact health care provider for testing</li> </ul>	<ul style="list-style-type: none"> <li>● Documented negative test result, or written medical clearance that symptoms are not COVID related.</li> <li>● <b>If not tested or test is positive</b>, individual can return to school after 10 days of onset of symptoms, <b>and</b> when symptoms improve <b>and</b> they are fever-free for 24 hours without fever reducing medication.</li> </ul>
<b>Has had close contact with someone who is <i>confirmed</i> to have COVID-19 in the prior 14 days</b>	<ul style="list-style-type: none"> <li>● Exclude from school and advise to contact health care provider</li> <li>● Advise individual to follow NHDPHS guidance</li> <li>● <a href="#">Refer to Coronavirus Disease Self-Quarantine Guide</a> (NHDPHS)</li> </ul>	<ul style="list-style-type: none"> <li>● An individual must self-quarantine for 14 days from last exposure to a positive person.</li> <li>● An individual cannot test out of 14-day self-quarantine in NH</li> </ul>
<b>Has had close contact with someone who is <i>suspected</i> to have COVID-19 in the prior 14 days</b>	<ul style="list-style-type: none"> <li>● Exclude from school and advise to contact health care provider</li> <li>● Advise individual to follow NHDPHS guidance</li> <li>● <a href="#">Refer to Coronavirus Disease Self-Quarantine Guide</a> (NHDPHS)</li> </ul>	<ul style="list-style-type: none"> <li>● If in close contact with a suspected person, individual must self-quarantine for 14 days from last exposure until the suspected case tests negative.</li> <li>● Individual cannot test out of 14-day self-quarantine in NH</li> </ul>
<b>Traveled outside of New England States (NH, ME, CT, RI, MA, VT) in prior 14 days</b>	<ul style="list-style-type: none"> <li>● Exclude from school</li> </ul>	<ul style="list-style-type: none"> <li>● If having traveled internationally, domestically outside of New England or on a cruise ship, an individual must self-quarantine for 14 days</li> <li>● An individual cannot test out of 14-day self-quarantine in NH</li> </ul>

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

Scenario	Action	Protocol for Return to School
<p><a href="#">Symptomatic student or staff member</a> during the school day, including any new or minor symptoms:</p> <ul style="list-style-type: none"> <li>• Fever or chills (including subjective fever)</li> <li>• Cough, shortness of breath or difficulty breathing</li> <li>• Sore throat, nasal congestion, or runny nose</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• School nurse will assess symptomatic students in an isolation room</li> <li>• Contact parent or guardian for immediate pick up via private transportation</li> <li>• Advise contacting their health care provider for COVID testing</li> <li>• School nurse will notify NHDPHS for highly suspect cases</li> </ul> <p><b>Staff Member</b></p> <ul style="list-style-type: none"> <li>• School nurse will recommend immediate dismissal and advise them to contact their health care provider for testing.</li> <li>• School nurse will notify NHDPHS for highly suspect cases</li> </ul>	<ul style="list-style-type: none"> <li>• Documented negative test result, or written medical clearance that symptoms are not COVID related.</li> <li>• <b>If not tested or test is positive</b>, individual can return to school after 10 days of onset of symptoms, <b>and</b> when symptoms improve <b>and</b> they are fever-free for 24 hours without fever-reducing medication.</li> <li>• Refer to CDC <a href="#">Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings</a></li> </ul>

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 Hooksett School District will send clear information and instructions to families and staff.

In addition, if there is a significant outbreak in Hooksett or surrounding towns, the Superintendent will consult with NH DPHS to determine whether it is appropriate to close the Hooksett schools.

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.

## Health and Safety Protocols

The Hooksett schools 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 schools 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 and after recess, 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.

### Face Coverings

- Students and staff will wear cloth face coverings/masks in grades 2-8 at all times when 6' distancing cannot be maintained. Students in preschool – grade 1 are strongly encouraged to wear cloth face coverings/masks.
- Medical documentation is required if a student or staff member is unable to wear a cloth face covering/mask.
- Parents are responsible for providing each of their student(s) with a clean cloth face covering/mask daily.
- Disposable masks will also be available at each school.
- Cloth face covering/mask breaks will be provided at teacher discretion when 6' distancing is possible
  - Ideas for cloth face covering/mask breaks include

- Utilizing outdoor instructional space with 6'+ distancing
  - Students remove cloth face coverings/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.
- Cloth face covering/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>).

## 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.

## Social Distancing

- Classrooms will be arranged to accommodate at least 3-foot distancing.
- Adequate spacing and furniture placement will be marked with floor tape or decals.
- Teachers are encouraged when weather permits to utilize the outside space when appropriate and relevant to teaching and learning.

# Cleaning and Sanitizing Protocols

Hooksett 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.

# Student Arrival/Dismissal Protocols

## K-5 Parent Drop-Off and Pick-Up Procedures

At parent drop-off and pick-up, parents/guardians will follow the established car route around the building. Parents will be expected to stay in vehicles in the parent pick-up and drop-off line and wait for a staff member on duty to bring the students into and out of the school building. Parent pick-up and drop-off students will be dismissed through the parent pick-up door in the front of the building. Parents will be issued a car pick-up tag with their child's name on it for dismissal time. It must be placed on their dashboard, visor, or hung from the rearview mirror.

In order to expedite the parent drop-off and pick-up this year, we will be asking parents to arrive at their child's school at an assigned time. Please try to follow these schedules if possible. We understand that there may be circumstances which will prevent your family from following these drop off/pick up times.

### **Morning Parent Drop-Off (Car)**

- Students with last names beginning with letters **A-M** - drop-off at **Underhill beginning at 8:40.**
  - **NOTE:** If you have another child at the other school, please proceed to that school after your first drop-off.
- Students with last names beginning with letters **N-Z** - drop-off at **Underhill beginning at 8:50.**
- Students with last names beginning with letters **N-Z** - drop-off at **Memorial beginning at 8:40.**
  - **NOTE:** If you have another child at the other school, please proceed to that school after your first drop-off.
- Students with last names beginning with letters **A-M** - drop-off at **Memorial beginning at 8:50.**

### **Afternoon Parent Pick-Up (Car)**

- Students with last names beginning with letters **A-M** - pick-up at **Underhill beginning at 3:10.**
  - **NOTE:** If you have another child at the other school, please proceed to that school after your first pick-up.
- Students with last names beginning with letters **N-Z** - pick-up at **Underhill beginning at 3:20.**
- Students with last names beginning with letters **N-Z** - pick-up at **Memorial beginning at 3:10.**
  - **NOTE:** If you have another child at the other school, please proceed to that school after your first pick-up.
- Students with last names beginning with letters **A-M** - pick-up at **Memorial beginning at 3:20.**

### **Midday Parent Pick-up and Drop-Off for Preschool and Kindergarten**

At mid-day parent drop-off and pick-up for preschool and kindergarten students, parents/guardians will follow the established car route towards the visitor parking lot. Parents will be expected to stay in vehicles in the parent pick-up and drop-off line and wait for a staff member on duty to bring the students into and out of the school building. Mid-day parent pick-up and drop-off students will be dismissed through the gymnasium. Parents will be issued a car pick-up tag with their child's name on it for dismissal time. It must be placed on their dashboard, visor, or hung from the rearview mirror.

### **Grades 6-8 Parent Drop-Off and Pick-Up Procedures**

#### **Morning Parent Drop-Off**

- Students enter the school building through the main entrance during the times of 7:00 am through 7:40am.
- Students will be directed to a grade level waiting area (Gr. 8 – Gymnasium, Gr.7 – Music and Band Rooms, Gr.6 – Cafeteria)
- At 7:40 am, students will transition by teams to homerooms. Duty teachers will assist students in social distancing as they make their way to their homerooms.

#### **Afternoon Parent Pick-Up**

- At 2:40 pm students in grade 8 by team will be called for parent pickup and exit through the Media Center Stairwell, then grade 7 will be called and exit through the media center stairwell. (There will be teachers on duty in the halls to supervise students exiting the building.
- Students will exit through the main entrance and be sectioned off by teams using 3 feet social distancing with required masks. (A teacher and administrator are on outside duty at this time)
- Parents will drive to the end of the thruway stopping at their child's section for entry into the vehicle.

## **K-5 Bus Drop-Off and Pick-Up Procedures**

### **Bus Arrival**

- Students arriving by bus will enter the building at the exterior doors near the cafeteria and proceed to the classrooms between 8:40am and 9:00am. One bus will be dismissed at a time. Students will be released from the bus in a staggered manner to create 6-foot of physical distance between each student. Students will maintain 6-foot of physical distance while transitioning from the bus and through the hallways. Staff members on duty will supervise and manage students exiting the bus and traveling to class.

### **Bus Dismissal**

- Students will exit the building at the exterior doors near the cafeteria and proceed directly to their bus. Students will remain in their classroom until their bus number is announced over the PA. One bus will be dismissed at a time. Students will be released from their classes in a staggered manner to create 6-foot of physical distance between each student. Students will maintain 6-foot of physical distance while transitioning from the classroom to their bus. Staff members on duty will direct students to the bus while supporting social distancing for all.

## **Grades 6-8 Bus Drop-Off and Pick-Up Procedures**

### **Bus Arrival**

- Starting at 7:40 am, the administration will dismiss students from buses from front to back, one bus at a time. Students will enter the building and utilize specific exterior doors and stairwells. (There will be duty teachers at each entrance.)

### **Bus Dismissal**

- Starting at 2:30 pm, the administration will dismiss 8th grade students by team who will exit the stairwell and exterior door they entered in the morning to board the back of the bus. Next, 7th grade will be called to the busses using the aforementioned procedure followed by grade 6 students using the aforementioned procedure. (There will be duty teachers at each entrance.)

## **Recess**

Playground equipment (swings, slides, climbing structures) will remain closed until further notice.

- A cohorting model will be followed during recess periods.
  - The playground will be divided into four zones.
  - Each homeroom class will be assigned a specific zone for recess.
  - Students will be required to stay in their assigned zone for recess to avoid exposure to other students outside of their homeroom.
  - Students will be reminded to continue to follow physical distancing guidelines at recess.
  - Face covering breaks will be allowed at this time under adult supervision.

- Recess duty staff may facilitate activities that allow for physical distancing.
- Students will follow proper hand hygiene practices before and after recess.
- High-touch areas will be cleaned regularly.

## Food Service

### **On-Site Meals (Breakfast and Lunch)**

- All student meals will be eaten in the cafeteria, gym, or classroom based on individual school protocols.
- Students will be able to order snack milk and lunch at the start of each school day.
- Students will pre-order their breakfast prior to the next school day.
- Students who participate in the school lunch program will have their snack milk and boxed/bagged lunches delivered to their classrooms by food service personnel.
- Food service personnel will follow CDC and Health Department Guidelines for preparing and serving food.
- All students must wash hands prior to meals including snack time. If possible, students will wash hands in the classroom. If not, follow hallway and restroom procedures.
- Students will not share utensils or other items during meals.
- Students will be provided an alternative location for eating as indicated on a 504 plan or IEP, based on food allergies or other medical conditions.

### **For Remote Meals**

- If parents choose the remote learning option for their children, they may pre-order meals weekly from home. Parent pick-up will be necessary.
- If the school moves to a full-remote model, parents may pre-order and pick-up daily at David R. Cawley Middle School.

### **Contactless Payment**

- Contactless Payment: It is highly recommended that parents use Myschoolbucks.com to fund students accounts.
- If parents pay through check or cash, it is required to be put in an envelope with the student's first and last name, grade and classroom teacher on it. It will be picked up by food service personnel when lunches are distributed.