



**Cawley Middle School  
Draft Reopening Manual  
2020 - 2021**

**Revised August 17, 2020**

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# INTRODUCTION

The Hooksett 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 Hooksett 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.

In addition, Principal Matthew Benson created the Cawley Middle School Reopening Committee in order to work collaboratively in developing a myriad of new systems, routines and protocols to ensure students and staff safety. The continual planning and implementation will be flexible and fluid to prepare to meet any changes throughout the school year. The committee recognizes that the reentry plan represents significant shifts in instructional practices and routines. It is imperative that we work together to fulfill our commitment to students, families and the community. The manual was developed using the [Centers for Disease Control and Prevention \(CDC\)](#), the [NH Department of Health and Human Services \(NH DHHS\)](#), [American Academy of Pediatrics](#) and [The New Hampshire Department of Education](#) guidance and plans.

## **Cawley Middle School Reentry Committee Membership**

Jayne Abbas, 8th Grade Math Teacher  
Matthew Benson, Principal  
Maryann Boucher, HEA - Co-President  
Karena Cosgrove, HEA - Co President  
Dean Farmer, Maintenance Director  
Kevin Fleury, 6th Grade Science Teacher  
Michelle Fuller, Art Teacher  
Mark Gregoire, Special Education Teacher  
Brad Largy, Assistant Principal  
Charlene McCarron, Nurse  
Cindy Nusbaum, Food Service Director  
James Palmieri, 7th Grade Math Teacher  
Dan Roma, Technology Director  
Justine Thain, Library Media Director  
Donna Tremblay, Advanced Learning Program Teacher

The Hooksett School District Reentry team reviewed reopening guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), [New Hampshire Department of Health and Human Services](#), [American Academy of Pediatrics](#), other U.S. states and countries as the committee considered plans that would best fit the needs of Hooksett'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. On July 29, 2020 the Hooksett School Board voted and approved a model in which parents/guardians could select either full time in person learning or full time remote learning. This manual provides a comprehensive plan that addresses protocols for both full in person learning and full time remote learning.

***This reentry plan will continue to be updated based on:***

- The continuing impacts of COVID-19 and the state's evolving mitigation efforts as directed by Governor Sununu.
- Input from educators, students, families, and community partners.
- Learnings from efforts being rolled out in other states and countries.

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.

## 1. SAU 15 Protocols for Responding to COVID-19

### **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 daily 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:

1. Fever (a documented temperature of 100.4 degrees Fahrenheit or higher) or are feeling feverish;
  2. Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath;
  3. General body symptoms such as muscle aches, chills, and severe fatigue;
  4. Gastrointestinal symptoms such as nausea, vomiting, or diarrhea; or
  5. Changes in your sense of taste or smell?
  6. Have you been in close contact with someone who is suspected or confirmed to have had COVID-19 in the past 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).
    - a. Have you traveled in the past 14 days either:
      - i. Internationally (outside the U.S.);
      - ii. By cruise ship;
      - iii. Domestically (within the U.S.) outside of NH, VT, RI, CT, MA. Or ME (regardless of his/her mode of transportation);
- **If the answer is yes to any of the above questions, the student or staff member may not enter the building.**

### 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.*

#### Symptoms of COVID-19

- 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

Contact your child's healthcare provider and notify your school nurse.

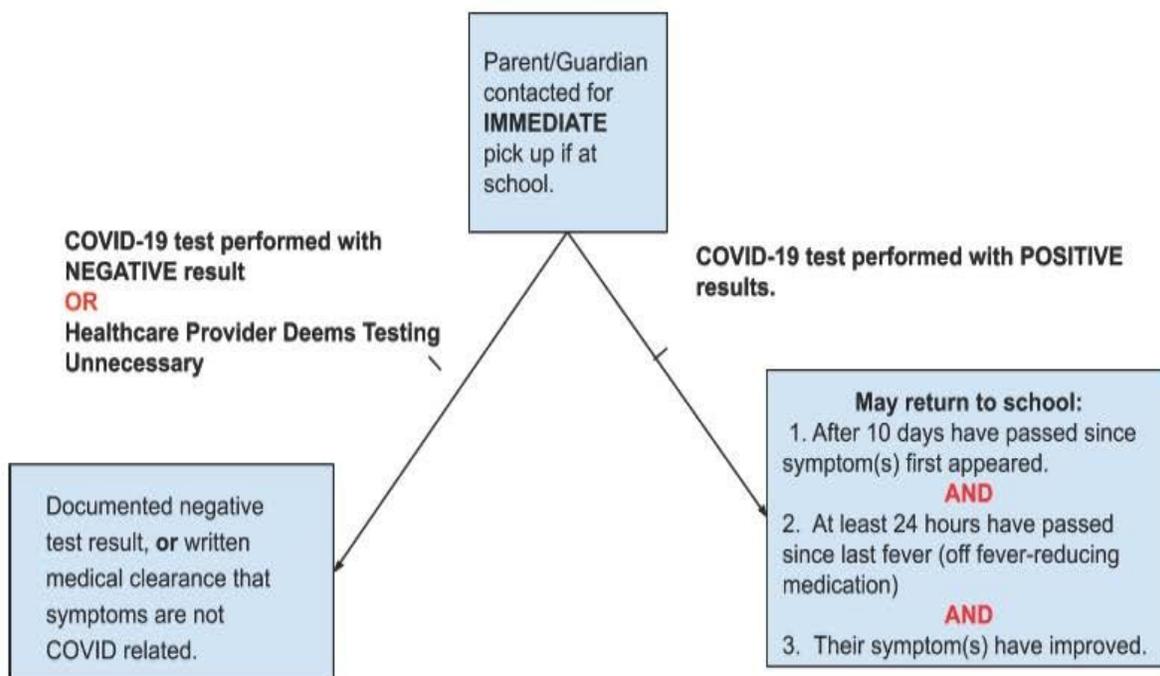
#### When do I keep my child home from school?

##### If my child...

- 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.

Contact your child's healthcare provider and notify your school nurse.

#### Decision Flowchart For Child who Exhibits Symptom(s) of COVID-19



Colleen Roy MSN, RN, NCSN

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
<p><b>Individual has symptoms of COVID-19 outlined in screening questionnaire</b></p>	<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, <b>or</b> written medical clearance that symptoms are not COVID related.</li> <li>● <b>If not tested or the 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>
<p><b>Has had close contact with someone who is <i>confirmed</i> to have COVID-19 in the prior 14 days</b></p>	<ul style="list-style-type: none"> <li>● Exclude from school and advise to contact health care provider</li> <li>● Advise individual to follow NH DPHS guidance</li> <li>● Refer to <a href="#">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>
<p><b>Has had close contact with someone who is <i>suspected</i> to have COVID-19 in the prior 14 days</b></p>	<ul style="list-style-type: none"> <li>● Exclude from school and advise to contact health care provider</li> <li>● Advise individual to follow NH DPHS guidance</li> <li>● Refer to <a href="#">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>

<p><b>Traveled outside of New England States (NH, ME,CT, RI, MA, VT) in prior 14 days</b></p>	<ul style="list-style-type: none"> <li>● Exclude from school</li> </ul>	<ul style="list-style-type: none"> <li>● If having traveled outside of New England, or traveled on an international 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>
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**Student or staff member- potential scenario presenting during the school day:**

Scenario	Action	Protocol for Return to School
<p><u>Symptomatic student or staff member</u> 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><u>Student</u></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><u>Staff Member</u></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, <b>or</b> written medical clearance that symptoms are not COVID related.</li> <li>● <b>If not tested or the test is positive</b>, individual can return to school after 10 days of onset of symptoms, <b>and</b> when symptoms improve they are fever-free for 24 hours without fever-reducing medication.</li> <li>● Refer to CDC <a href="#"><u>Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings</u></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 be quarantined for 14 days.(a 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, the 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, Cawley Middle School 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, school administrators and Hooksett School Board will consult with NH DPHS to determine whether it is appropriate to close a specific school, schools, or the entire district.

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.

## 2. SAU 15 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. High touch surfaces on playground structures will be cleaned each morning.

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-covid-19>

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, 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.

## 3. School Health Protocols

### 3a. Social Distancing

- Classrooms will be rearranged to accommodate 3 feet social distancing.
- Every effort will be made to maintain social distancing in the school building and on school transportation.
- Classroom desks and chairs will be set-up by custodians to accommodate for social distancing.
- All students' desks and chairs will be facing in the same direction.
- Assigned seating for students is required.
- Adequate spacing and furniture placement will be marked with floor tape or decals.
- Extra furniture will be removed from classrooms.
- Teachers are encouraged when weather permits to utilize the outside space when appropriate and relevant to teaching and learning.
- Parents and the Cawley administration will encourage students to social distance and wear cloth face coverings/masks at bus stops.

### 3b. Cohorting

- Students will be scheduled on teams and by homerooms.
- When feasible students will stay 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 when feasible.
- Students will eat lunch in the classrooms, with necessary exceptions.
- Teachers and students will be encouraged to sanitize personal surfaces periodically.
- All staff will wash/sanitize their hands between interactions with different cohorts.
- Daily contact logs will be maintained for contact tracing as needed.

### 3c. Entry and Screening

- Every effort will be made to limit the exposure of the school community to the COVID-19 virus.
- 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/Staff must wash hands or sanitize hands upon entering the building.
- 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 immediately be screened for symptoms and have a temperature check by the school nurse or Cawley administration.
- Staff will be screened upon entering the building each day.
  - Staff will be asked the symptoms and exposure questions by an administrative assistant, administrator or school nurse.
  - Staff will be required to have their temperature checked by an administrative assistant, administrator or school nurse.
  - Staff will sign up for an approximate arrival time at school for screening to reduce the number of staff arriving at the same time. (6:30 am, 6:45 am, 7:00 am, 7:15 am, 7:30 am and 7:40 am - until all staff arrive.)
  - Temperature checks will occur in the main office.
  - Staff exhibiting symptoms or with a fever over 100.4° F will leave the building immediately.

### **3d. Visitors and Volunteers**

- Visitors' access into the school will be limited to activities that cannot be done virtually.
- Adult visitors who enter the building will be required to wear a cloth face coverings/mask and practice social distancing and hand hygiene.
- If a visitor needs to enter the building administration approval is required.
- Visitors will be screened by school personnel upon entry (temperature check and COVID-19 symptom and exposure questions).
- As appropriate, parent/teacher conferences and other meetings may be held virtually.
- The volunteer programs at all Hooksett schools will be suspended until further notice.
- Parents/visitors must call the school before arriving.
- Visitors/Parents will ring the newly installed buzzer under the overhang outside of the building in the main entrance. They may be able to enter the vestibule to communicate a message.
- It will be encouraged that student belongings are not dropped off in the main office if forgotten at home.
- Any student materials being dropped off by parents will be placed under the overhang outside the main entrance. An administrative assistant or staff member will deliver the item to the student.
- Parents will be required to wait under the overhang outside the main entrance if picking up their child during and after school hours.
- Vendors are required to wear cloth face coverings/masks. A custodian will be called to provide access to the building if necessary.
- If feasible, vendors will be scheduled to enter the building before or after school hours.

### 3e. Cloth Face Coverings/Masks

- Cloth face coverings/masks, will be required for school staff, bus drivers, and food service employees. Students in all grades at Cawley Middle School will be required to wear face coverings on the bus and at school. (Cloth face coverings/masks will need to be school appropriate and cover the mouth, nose and chin).
- Medical documentation is required if a student or staff member is unable to wear cloth face coverings/masks.
  - Proper CDC face covering recommendations will be taught and reinforced regularly
- Cloth face coverings/masks breaks will occur frequently throughout the day for students and staff and while eating and drinking. Teachers are encouraged to take students outside for cloth face coverings/masks breaks when weather permits.
- Cloth face coverings/masks should be cleaned or replaced daily.
- Students and staff will maintain 6 feet social distancing during cloth face coverings/masks breaks.
- Cloth face coverings/masks should be no more than ten minutes.
- Students and staff should label their cloth face coverings/masks.
- Cloth face coverings/masks breaks can also include a time to eat a snack as scheduled by the teacher.

### 3f. Isolation Measures

- Surveillance protocol- Students/Staff who are exhibiting symptoms of COVID-19 will be monitored at home
- Isolation protocol-
  - Students will be brought to an isolation area upon report of symptoms. The symptomatic student will be required to wear a face covering. The student's parent/guardian will be immediately contacted and informed of symptoms. The parent/guardian must arrange for transportation for the student to go home. The student will not ride the school bus home. Isolation areas will be thoroughly cleaned and disinfected.
    - Isolation area- Current SRO Office
    - Alternate Area- School Counseling Office 1
    - Alternate Area- School Counseling Office 2
- School Nurse Services
  - The school nurse will provide band aids, gloves and cleaning cloths to all staff.
  - The nurse will still distribute medications in the nurse's office.
  - **Teachers will call the nurse's office or main office before sending a student to the nurse. Do not release the student to the nurse's office until approval is received from the nurse or main office.**
  - The school nurse will have access to PPE, goggles, gowns, and gloves.

## 4. School Operations

### 4a. Attendance

- Students who are enrolled in in person learning or full time remote learning will adhere to the Hooksett School Board Policy JF.
- It is the responsibility of the teacher to record attendance daily for each class either remote or in person.
  - In remote learning students are required to attend the entire class via Zoom unless otherwise directed by the teacher.
  - In remote learning students will be marked absent if their video camera is not turned on.

### 4b. Technology

- **Devices**
  - Students will be/have been issued a school-owned device for their individual use either at home or in the building.
  - The Hooksett School District Acceptable Use and Chromebook Agreement remains in effect. All students and parents will sign the agreement before using a school-issued device.
  - Devices will not be shared between students and teachers.
  - Parents will sign the NH DOE Waiver to participate in video conferencing.
  - Cleaning procedures for devices will be published for users.
  - The Hooksett School District will help families with internet connectivity, as needed.
  - School personnel and students will continue utilizing Help Desk to support families with technology concerns as they arise.
  - Parent informational meetings will be held remotely and posted to the website to support the Learning Management System.

### 4c. School Specific Functions/Facility Features

Cawley Middle 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. Cawley Middle 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.

- **Handwashing**
  - Additional signage will be added throughout the building.
  - Proper handwashing techniques will be modeled to students and staff.
  - Students and staff will be encouraged to follow proper hand hygiene

guidelines.

- Students and staff will wash/sanitize each time they enter and leave a classroom.

- **Equipment**

- Portable hand sanitizers stations containing CDC recommended hand sanitizer will be located in the high traffic areas.
- All classrooms will have mounted hand sanitizer stations containing CDC recommended hand sanitizer.
- Each classroom will have a plexiglass barrier for the teacher.
- The barrier will be wiped down by the custodians after each school day.

- **Events/Athletics**

- In-school group events such as assemblies, performances, dances, school-wide parent meetings or other large gatherings will only take place if physical distancing requirements can be achieved.
- Open House will be postponed to a date TBD in September. This event will be implemented remotely. (Webinar Style)
- Field trips will be temporarily postponed.
- The Tri-County Athletic League has approved practice/tryouts to begin on September 8 with athletic contests beginning on September 21.
- School Districts will be able to select all or specific sports to participate in.
- Schools can select to not play certain games based on busses, no players or the team is not ready.
- There will be no standings for athletics.
- Home teams will provide guidelines for visiting schools such as no fans, no access to indoor facilities, etc.
- There may be an open tournament at the end of the season.
- Athletic events and practices will follow the guidelines of the Tri-County Athletic League and NHIAA.
- After and before school clubs will occur if social distancing can be achieved.
- School pictures will be held outside maintaining social distancing and not allowing visitors into the building

- **Transitions/Hallways**

- All efforts will be made to maintain physical distancing while travelling throughout the building.
- All hallways will be marked with two taped lines down the middle of the hall which represents a median in which students and staff are not permitted to walk.
- Areas will be marked with arrows and social distancing signage in which students/staff walk in a single file line in a one way direction with 6 feet social distancing between each person.

- Arrival/dismissal routes will be clearly marked to limit two way traffic and maintain social distancing through high travel times.
- If students are permitted to change core classes a traffic pattern will be developed in which students rotate clockwise utilizing the interior connecting classroom door to exit and entering through the hallway classroom door.
- The stairwell across from the Media Center will only be used for students and staff traveling upstairs during the school day. (Morning and afternoon traffic flow will vary.)

- **Personal Property**

- Students will put their bags, coats and items they will not need for the day in their lockers.
- Students will be assigned every other locker. Teachers will create an A group and B group which further creates separation of students when called to utilize their lockers in an alternating pattern.
- Students will store personal belongings in their desks during the school day.
- Personal belongings are not to be shared with others.
- It will be strongly encouraged that forgotten student belongings are not dropped off in the main office for students during the day.

- **Bathrooms**

- Two students can be in a bathroom at any one time.
- A sign with two hooks will be installed on the outside of each bathroom.
- Students will be issued a personal laminated bathroom pass.
- The bathroom pass will be hung on the hook when the bathroom is in use.
- When the bathrooms are fully occupied, students will be required to wait outside the bathrooms until space is available.
- There will be designated marked off spots across from each bathroom for students to wait while observing appropriate social distancing.
- If two passes are hooked to the bathroom sign, and two students are standing across from the bathroom on the waiting signs, any additional students must return to class.
- Students will sign out using a Google Form that can be accessed in their bookmark settings on their Chromebook.
- The form will be private to the student's teachers.
- The form will provide the time the student left and reentered the classroom and location the student went to while out of the classroom.

- **After-school programs**

- School sponsored after school activities will be held at the discretion of the school administration.
- Social distancing standards and participation in each club or program will

be required.

- Organizations with large enrollment could be held outside when weather permits or in the gymnasium, cafeteria (if available) or use Zoom video conferencing software.

- **Community use of facility**

- Visitors are currently not permitted at Cawley Middle School.
- If permitted, outside organizations must complete a facilities request and formal plan for cleaning, social distancing, screening of participants and COVID-19 protocols.
- Required approval by the Cawley principal and Business Administrator are needed to use the facilities.

#### **4d. Classrooms**

- Classrooms will be rearranged to accommodate 3 feet social distancing.
- Markings will be applied on floors to indicate assigned seating areas and appropriate spacing.
- Assigned seating for students is required.
- Personal items for teachers such as rugs, chairs, lighting, carpets are required to be removed.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- It is recommended when feasible that students submit work digitally.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- At the teacher's discretion, students can select a book from a teacher's classroom library. Books will be checked in and placed in a designated area for a four-day quarantine. If needed, books can be wiped with an appropriate cleaning solution.
- Hand sanitizer with a minimum 60% alcohol content will be readily available in all classrooms.
- Teachers will be encouraged to use the Learning Management System for work submission as much as possible rather than using paper.
- Scent diffusers of any kind are not permitted in the school.
- Water fountains in classrooms will have caps on them. Students will be encouraged to bring water bottles to school. Students can refill water bottles from the sink faucet.

#### **4e. Food Service/Nutrition**

- Each teacher has documentation of students with food allergies.
- Students will be provided an alternative location for eating as indicated on a 504 plan or IEP, based on food allergies, and requirements to meet with the school counselors or school psychologist.
- If students with food allergies order a meal they will receive the meal with their

name on it.

- For each homeroom one half of students will eat meals in their homerooms and the other half of students will eat in the cafeteria. There will be a group A and group B in each homeroom.
- Groups A & B will rotate every other week eating in either the cafeteria and homeroom.
- The same meal options are the same for eating in the cafeteria and HR.
- All locations in which students are eating will adhere to six feet social distancing when not wearing masks to eat.
- Each location will have an option to eat outside, weather permitting.
- Students will not share utensils or other items during meals.
- Condiments will be pre-packaged in a student's meal.
- Food service personnel will prepare and deliver the pre-ordered breakfasts and lunches to classrooms each day.
- Meal carts will arrive outside classrooms for distribution to students by food service personnel.
- Each table/desk will be cleaned by students prior to meals being consumed and after lunch.
- All students must wash hands/sanitize prior to meals.
- Each classroom will have a large trash can in their classroom during lunch. At the end of lunch the trash cans will be wheeled into the hall and removed by the custodians.
- Students will order their breakfast for the next school day at the time of ordering lunch for the present day.
- There will be two - three daily breakfast options.
- Students will continue to have a choice of lunch options which will likely include a hot meal, sandwich or salad. The daily menu will specify daily options.
- Students will order lunch immediately after morning announcements.
- Homeroom teachers will use a hard-copy check off list to document students lunch selection. HR teachers will put the paper copy in an envelope outside of the classroom.
- Any student who is late will order their lunch and breakfast as they enter the building in the main office.
- 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.
- If there is a need for mandated schoolwide remote learning, a bag, breakfast and lunch pick up may be ordered for students who choose to use this service. Student accounts will be charged according to their lunch status of paid, reduced or free. There will be one central pickup location in the Hooksett School District.

#### **4f. Student Arrival and Departure- Private Transportation**

- Students enter the school building through the main entrance during the times of 7:00 am through 7:40 am.

- Grade 8 students will report to the gymnasium. Team Harvard on one side of the divider and team Dartmouth on the other.
- Grade 7 students would report to the music rooms, Team Cornell the band room, and Team Brown the chorus room.
- Grade 6 students will enter the cafeteria and sit at individual student desks that are placed in locations that meet the social distancing requirements. Grade level teams will be divided by location within this space as to not mix students amongst teams.
- At 7:40 am an announcement will be made to call students by teams to transition to homeroom. When the team is called by administration, the duty teacher will dismiss students from that team one row or table at a time to their homerooms. (Teachers will be on duty to guide students down the hall.)
- 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 cloth face coverings/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.

**4g. Bus Arrival and Departure - Bus Transportation**

- Students will be required to wear cloth face coverings/masks while riding the school bus.
- The busses will be sanitized after each bus run.
- Bus passes to ride another bus to and from school will not be provided unless a documented note is submitted to the SAU in advance for reasons such as child care or court ordered requirements.
- 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.) See chart below for team entrances:

Team	Exterior Door	Stairwell
Yale	D22	C
Princeton	A23	B
Brown	D20	D
Cornell	C17	E
Dartmouth	A23	B
Harvard	D22	C

- 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.)

#### **4h. Cleaning, Disinfection, and Ventilation**

- Frequently touched surfaces will be disinfected throughout the day, following and exceeding when possible, current CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>).
- The disinfectant used will be one listed on the EPA site for use against SARS-CoV-2, the virus that causes COVID-19. This includes door knobs and handles, stair rails, handrails, light switches, etc. (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>)
- Classroom desks will be disinfected during the school day if/when a room becomes empty and proper disinfecting procedures can be followed (timing to clean surfaces, timing to disinfect surfaces, as well as timing for proper ventilation of room).
- All bathroom spaces will be disinfected throughout the day using a disinfectant listed on the EPA site for use against SARS-CoV-2, the virus that causes COVID-19 (see link above). Every evening bathrooms will be routinely cleaned (swept, mopped, surfaces cleaned) and then disinfected. A daily checklist has been established to aid in the completion of these tasks.
- Touchless alcohol based sanitizing stations with a minimum of 60% alcohol will be available at each student entrance on portable stands during bus drop off for use before entering the building and at the Main Entrance throughout the day
- Touchless 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
- Routine cleaning (sweeping, vacuuming, etc) will occur each evening followed by disinfecting of all classroom, offices, and gathering spaces. 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.
- To aid in routine cleaning and disinfecting of classroom and office spaces, a daily checklist has been established. This will be used to verify that all tasks have been completed on a daily basis.
- Classroom and office windows will be left open for fresh air ventilation when feasible, per current recommendations.
- (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>)
- Window mounted air conditioning units will be run in fan mode, unless medically required, to bring in fresh air.

- Ventilation units will be run based on current guidelines(see link above)
- Staff bathroom scheduled cleanings (and each person disinfects (wipes) on their way out after each use.

#### **4i. Health Services (Info from NHSNA)**

- Nursing Office Physical Space Requirements
  - There will be a separate space for non-illness related visits; medication, injury, diabetes, etc. This space could be the nurse's office or Conference Room 1
  - There will be a designated area for treatments that may trigger aerosolization such as a student using an inhaler.
  - All cloth furniture will be removed.
  - Social distancing of 6 feet will occur while in the health office waiting area.
  - There will be a plexiglass partition for areas without 6 feet social distancing in all welcome areas.
  - There will be barriers between rest areas as students are waiting for services from the school nurse.
  - Students will have to wait outside of the nurses office in the hallway in the 6 feet socially distanced none cloth chairs

#### **4j. Library Media Center**

The Library Media Director will be available to provide in-class and virtual instruction on accessing the resources available through the library including print and ebooks, audiobooks, online databases and digital learning tools.

##### **General Safety Procedures:**

- Library media personnel will wear face coverings.
- Library media personnel will practice frequent hand-washing.
- Custodial staff and library media personnel will provide frequent cleaning of heavily touched surfaces (tabletops, countertops, door handles).
- Signage promoting social distancing and hand-washing will be prominently displayed.
- Visual cues will be used to help provide reminders for social distancing.
- Hand sanitizer will be used upon entering the library media center.
- A safety shield will be installed at the circulation desk.

##### **Book Check-In Procedures:**

- Students will return books in the book drop located outside the library media center doors.
- Gloves will be worn by library media staff to check in and safely quarantine books.
- Books will be checked in and placed in a designated area for a four-day quarantine. If needed, books can be wiped with an appropriate cleaning solution.
- After the quarantine, books will be returned to the shelves for checkout.

##### **Concierge Book Checkout Procedures**

- Students will not visit the library.

- Students will be instructed to use Atrium to place holds and request books; the library media specialist will visit classrooms in person or via Zoom to teach and reinforce this skill.
- Library personnel will pull requested books from the shelves, bag, label, and deliver the books to the student homerooms before or after school.
- Book checkout limits will be increased to ensure student access to materials.

#### **4k. Emergency Management Procedures**

Should an emergency occur that requires administration to exercise an emergency response, Cawley Middle School will follow the normal emergency protocols set forth by the District. Practice and training schedules will be adapted to meet the Covid 19 guidelines set forth by the state. Social distancing will be maintained and cloth face coverings/masks will be required during each practice drill.

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

# 5. Instruction

## 5a. School Schedules:

- The full time in person learning option will utilize the traditional master schedule.
- Parents who have students enrolled in the **in person learning model** who are required to be quarantined for 10 days will have the option to attend **in person learning** classes through live streaming while out of school for COVID-19 related protocols.
- Parents who select the **full time remote learning option** for their child will have a schedule to be determined based on the amount of students who select remote learning and teachers who are teaching remotely. Instruction will take place during normal school hours, 7:40 am - 2:30 pm.
- In the event that school is closed for an extended period of time as a result of COVID-19, students and staff who are enrolled in the **full time in person learning** will follow the schedule outlined below.

Cawley Middle School							
Remote Learning Schedule							
2020-2021							
Grade 8		Grade 7				Grade 6	
Office Hours	7:50-8:20		Office Hours	7:50-8:20		Office Hours	7:50-8:20
UA 1	8:20-8:55		Mod 1	8:20-9:05		Mod 1	8:20-9:05
UA 2	9:05-9:40		Mod 2	9:15-10:00		Mod 2	9:15-10:00
Mod 1	9:50-10:35		BREAK	10:00- 10:35		UA 1	10:10-10:45
Mod 2	10:45-11:30		Mod 3	10:35-11:20		BREAK	10:45- 11:20
BREAK	11:30- 12:05		Mod 4	11:30-12:15		UA 2	11:20-11:55
Mod 3	12:05-12:50		UA 1	12:25- 1:00		Mod 3	12:05-12:50
Mod 4	1:00-1:45		UA 2	1:10-1:45		Mod 4	1:00-1:45
Office Hours	1:45-2:40		Office Hours	1:45-2:40		Office Hours	1:45-2:40

## 5b. Full Time Remote Instruction Selection Model

The Hooksett School Board voted and approved a model in which parents could select to have their child attend school remotely.

- Students who attend school remotely will learn the same curriculum as students receiving in person instruction in math, language arts, science and social studies.
- Students will attend classes using Zoom video conferencing software (see Zoom Requirements below) and utilize the Schoology Learning Management System.
- Each student will be required to attend math, language arts, science and social studies classes daily.
- Unified Arts classes such as music, art and physical education may be offered.
- Core classes will be a maximum of 45 minutes.
- Unified arts classes will be a maximum of 45 minutes, if available.
- Office hours and small group instruction will occur daily.
- Students will be assessed using the traditional grading system as noted in the

Parent/Students Handbook.

- Students will be provided any materials that they would receive for in person learning including math manipulatives and science supplies.
- Students will participate in all district and state assessments, NWEA, NH-SAS.
- A daily schedule will be determined based on the amount of students per grade level whose parents selected full time remote learning. Classes will occur during the regular school day of 7:40 am - 2:30 pm.
- The number of teachers available for remote learning and their content specific certifications will also be considered in developing the daily schedule for remote learning. Classes will occur during the regular school day of 7:40 am - 2:30 pm.

### **5c. Student Trainings**

The opening of school will be much different than a traditional school year. On the first several days of school students will need training and practice on the following:

- Using Schoology as a Learning Management System.
- Communicating with teachers through Schoology messaging.
- Accessing On-line textbooks and other digital learning resources and tools
  - Accessing Cawley and Hooksett public library digital resources
  - Using Google Docs
- Using Zoom Video Conferencing Software
- Remote learning schedule

### **5d. Instructional Activities with a Higher Risk for Disease Spread**

Opportunities to engage students in a well-rounded education often requires hands-on, interactive and physical activities (e.g. laboratory activities, band, theater, physical education).

- Classes such as science with labs, Family and Consumer Science, Art, Industrial Technology will have to alter instructional strategies, labs and hands on learning that carefully considers Public Health Protocols and Facilities and School Operations. To the extent possible, modifications to the learning experience, course or physical space could be made.

### **5e. Zooming Requirements**

Zoom video conferencing software was utilized beginning in April 2020 for remote learning. After careful consideration and reflection the following will be requirements when using Zoom for remote learning. If these requirements are not met the student will be marked absent and communication will be made to the parent and administration. If there's a pattern of requirements not being met a discipline slip will be submitted to the Cawley Administration.

- Students are required to follow the same behavioral and learning expectations as if in school.
- **Students are required to attend the entire class unless otherwise directed by the teacher.**
- Students are required to sign on to Zoom at the start of each class and wait in the waiting room until admitted.
- Students are required to have their video cameras on during the entire lesson. If there is a technological issue the teacher must be notified through email. In addition, a helpdesk ticket must be submitted the same day.
- Students are required to be sitting at a desk or table.
- Students will be removed from the lesson if they are laying down in bed or on the couch.
- Students are not allowed to wear hats or sunglasses unless medical documentation is provided.
- Students' pets are not allowed to be held or part of the lesson.
- A Student's entire face needs to be visible.
- Students are required to be engaged in their learning. Students will be removed from the lesson if they are making phone calls, making their bed, in the swimming pool, etc.
- Students should not be using their cell phone during a Zoom lesson.
- Students should be in a room that is lighted.
- Students should come prepared to class as they would in person.
- Students are required to dress as they would in person, no pajamas, bathing suits, costumes.
- No avatars, images, or pictures of students should be displayed.
- Students are required to use their regular name.

#### **5f. Assessment**

- Cawley Middle School will use the grading system in the Parent/Student Handbook that was adopted by the Hooksett School Board for all possible learning options for 2020 - 2021.
- Cawley Middle School will assess all students in reading and math using NWEA in the fall, winter and spring.
- Per the State of New Hampshire all schools will be administering the NH - SAS interim assessment in the window of October 1 - 31.
- Per the State of New Hampshire all schools will administer the NH-SAS summative assessments in math, science and reading in the Spring of 2021.

## 6. Communication

### 6a. Communication

It is the goal to provide parents, students and staff with timely updates regarding any changes to protocols, procedures, changes in scenarios through a variety of methods.

- Staff/Students and families will utilize the manual as a road map for the 2020 - 2021 school year.
- It is highly recommended that parents and staff check their email regularly for communication regarding updates to possible school closures, health protocols, etc.
- The Bright Arrow notification system will be utilized if necessary for urgent messages, cancellations, and changes in learning scenarios.

## 7. Courses with Additional Protocols

As a result of cohorting, Unified Arts teachers will not be teaching in their usual classrooms, but in the core classrooms. Physical education will be held outside weather permitting and focus on individual games. In classes such as Art, Family and Consumer Science and Industrial Technology students will not be in the lab setting, but will still have the opportunity to problem solve, create and learn application skills. A plan for each of these classes is below.

### 7a. Physical Education

#### Physical Environment:

- Class to be held outside with attendance spots on blacktop 6' apart.
- If inclement weather class to be held in the gym w/ attendance taken 6' apart and all doors to gym and locker rooms to remain open for maximum airflow.
- Visual guides will be used in the hallway and in the gym to help students maintain 6' of spacing when transitioning to and from class.
- Students will be encouraged to bring their own water bottle to class

#### Personal Hygiene:

- Students will be required to wash hands or use sanitizer before and after each class.
- Students are not required to change for physical education class. They will be encouraged to wear appropriate physical education clothes and sneakers on days where they have class.

#### Equipment Safety & Sanitization:

- The teacher will limit the amount of equipment that will be used.

- If equipment is used, students will get their own to use during the unit. (For example frisbee golf, each student will have their own frisbee for the week)

**Instructional Strategies:**

- All five National Standards for K-12 Physical Education will be addressed by selecting associated activities that require little or no use of shared equipment by students.
- Curriculum will see some of the popular team sports replaced with individual, dual and small group activities.
- Include opportunities for student choice and incorporate student-suggested activities when appropriate.

**Curricular Ideas/Units:**

- Class review of above guidelines for environment, space, hygiene, equipment safety and sanitization.
- Dance, rhythms, agility ladders, footwork
- Striking - badminton, pickleball, tennis, wiffleball
- Track & Field
- Eye-Foot Coordination - kicking, kickball, foot-juggling, punting
- Eye-Hand Coordination - throwing, juggling, poppers, 4 square, reaction balls
- Cross Country Course - walking, hiking, jogging, running
- Body weight fitness, fitness circuits, tabata workouts
- Flexibility, yoga, dance, gymnastics, pilates
- Soccer lead ups
- Basketball (shooting only)
- Frisbee - disc golf, kan jam, targets
- Leisure games - spikeball, corn hole, koob, bocce
- Golf
- Cardiovascular workouts

**7b. Band**

Band will begin on September 21, 2020 without instruments. Students will attend in small groups or sections by a specified day of the week and meet outside weather permitting. Students will be provided the handbook for band and digital access through the Schoology Learning Management System. Students will be required to practice at home and submit recorded versions of practice. A virtual performance may be held in October/November.

**7c. Chorus**

Chorus will begin on September 21, 2020 without singing. Students will attend in small groups or sections by a specified day of the week and meet outside weather permitting. Students will be provided the handbook for chorus and digital access through the Schoology Learning Management System. Students will be required to

practice at home and submit recorded versions of practice. A virtual performance may be held in October/November.

#### **7d. Family and Consumer Science**

Family and Consumer Science classes will continue to foster independent skills using a variety of media and reliable resources. Classes will begin the school year with the introductory content needed to allow safe and sanitary use of tools and equipment in the classroom when restrictions lift. Students will be supplied their own materials that will be stored in their lockers. Until food preparation labs are safe and permitted, live and video demonstrations will be used for instruction.

#### **7e. Industrial Technology**

Industrial Technology will focus on problem solving real life problems with real life solutions. Students will also use nature as an inspiration to design technology, building outdoor structures and outdoor exercise stations. Students will be provided with their own tools, materials and supplies for each themed unit. Students will not be able to share supplies. When weather permitting class will be outside.

#### **7f. Art**

Students in art classes will be provided with their own individual supplies which they will keep stored in their locker. These supplies may travel home overnight but will need to return daily with students. The art program will continue to move learners closer to being Artistically Literate, where they are building the knowledge and understanding required to participate authentically in the arts.