

# **Mascoma Valley Regional School District Reopening Plan**

August 2022

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*Blue Text refers only to Canaan Elementary School.*  
*Green Text refers only to Enfield Village School*  
*Red Text refers only to Indian River School.*  
*Purple Text refers only to Mascoma Valley Regional High School.*

May 21, 2021

The Mascoma Reopening Task Force has been charged with creating a reopening plan for submission to the NH Department of Education by June 8, 2021.

For the 2021-2022 School Year, Mascoma Valley Regional School District will operate in-person learning. Individual concerns will be addressed at the building level.

The Mascoma Model will be implemented with care and will comply with NH Division of Public Health Service guidelines for COVID-19 Safe Schools.

- Communication: The established COVID-19 team will continue to assess any threat to the district from COVID-19 and participate in making school closure decisions. They will regularly and consistently communicate with teachers, families, and community members.
- Transportation: The district will work with Butler's Bus Company to continue with the successful plan that was in use during the 2020-2021 school year. This includes adequate ventilation, mask wearing and comprehensive, regular sanitization of buses.
- Facilities: The Mascoma Facilities' Director has a sanitizing plan for classrooms, hallways, bathrooms, common areas and frequently touched surfaces. Indoor air quality in all buildings was assessed and improvements were made. The air handling system will be upgraded using the Federal ESSER funds.
- Classrooms: Social Distancing guidelines are being followed and desks will be a minimum of 3 feet apart. Seating will be assigned to aid with contact tracing. Masks or face shields will be available for students and adults in classrooms. Outdoor learning will be utilized whenever possible.
- Common Areas: There is limited visitor access. Bathroom usage is closely monitored.
- Family Role: Monitor child(ren) for signs of illness. Take temperatures at home and do not send your child to school if his/her temperature exceeds the district guidelines. Please support the school by reinforcing hand washing/sanitizing, and mask use.

### Task Force Members

Chair	Angel Burke
Administration	Amanda Isabelle, Leah Wheelan, Tina Flemming, April Guinness, Kevin Towle, Colleen McIntyre, and Harrison Little
Technology	Kamala Gunn
Facilities/Finance	Robert DiGregorio
Social Work	Cynthia Collea
Special Education	Christopher Beeso, Dawn Frost
Teachers	Emily Nester, Sarah Hill, Allyson Tessier
Media Specialists	Jessica Weren
Guidance	Amy Reiter
UnionRep./Unified Arts	Megan Prince
School Board	Tim Josephson
Medical	Robin Lobb, RN and David Beaufait, MD, Sarah Boas, RN
Support Staff	Mary Langlands
Consultant	William Bellion, Canaan, NH Fire Chief

# OPERATIONS

Factor	In Person School
<b>COVID-19 Management</b>	
<b><u>District Leadership Team</u></b>	District level team established to regularly update the COVID-19 plan with new information to ensure safety for all staff and students.
<b><u>Superintendent</u></b>	<ul style="list-style-type: none"> <li>● Monitors CDC and NH HHS guidance on COVID-19</li> <li>● Coordinates district level response</li> <li>● Serves as liaison with FEMA and Public Health Dept.</li> </ul>
<b><u>COVID-19 Coordinators</u></b>	<p>The School Nurse in each building acts as the COVID-19 Coordinator:</p> <ul style="list-style-type: none"> <li>● Tracking student and staff attendance</li> <li>● Reporting suspected or confirmed COVID-19 cases to the Superintendent</li> <li>● Ensuring that appropriate information is shared with staff</li> <li>● Other duties as assigned by the principal or superintendent</li> </ul>
<b><u>Personal Protective Equipment</u></b>	<p>Masks will be required for students and staff for indoor settings. (To be re-evaluated September 28, 2021.)</p> <p>Disposable masks for anyone without a mask (aged 3+) and gloves for staff will be available.</p>
<b><u>Mitigation Strategies</u></b>	<p>Students and Staff will continue to use established procedures for:</p> <ul style="list-style-type: none"> <li>● Hand hygiene with soap and water or hand sanitizer</li> <li>● Singing and use of wind instruments requires excellent ventilation and specialized equipment, such as bell covers and absorbing pads for spit valves</li> <li>● Proper wearing of masks as per CDC guidelines in schools, with special care to mask ALL competitors for indoor sports, on the sidelines of outdoor sports, and transportation to competition.</li> <li>● Keeping hands away from face</li> <li>● Respiratory etiquette (covering coughs and sneezes, disposing of tissues, hand washing after use of tissue)</li> <li>● Social Distancing</li> </ul>
<b><u>Daily Screening (Staff and Students)</u></b>	<p>The established <u>Screening Process</u> for students, staff, and visitors:</p> <ul style="list-style-type: none"> <li>● Students will be screened for symptoms by parents</li> <li>● Visitors will be screened at the building foyer for symptoms</li> <li>● Symptomatic students will be isolated until a parent arrives to get the child.</li> <li>● Symptomatic adults will immediately leave the building.</li> </ul>

	<ul style="list-style-type: none"> <li>Persons with suspected or confirmed cases of COVID-19 must remain in self isolation until they meet the NH Dept. of Public Health criteria for discontinuation of isolation.</li> </ul>
<b><u>COVID-19 Symptoms</u></b>	<p>The following symptoms may indicate that COVID-19 has been contracted. Persons may be asymptomatic for the 2-14 day COVID-19 incubation period.</p> <ul style="list-style-type: none"> <li>Fever or chills</li> <li>Cough</li> <li>Shortness of breath or difficulty breathing</li> <li>Fatigue</li> <li>Muscle or body aches</li> <li>Headache</li> <li>New loss of taste or smell</li> <li>Sore throat</li> <li>Congestion or runny nose</li> <li>Nausea or vomiting</li> <li>Diarrhea</li> </ul>
<b><u>Multi-system Inflammatory Syndrome in Children (MIS-C)</u></b>	<ul style="list-style-type: none"> <li>Trouble breathing</li> <li>Pain or pressure in the chest that does not go away</li> <li>New confusion</li> <li>Inability to wake up or stay awake</li> <li>Bluish lips or face</li> <li>Severe abdominal pain</li> </ul>
<b><u>Student/Staff Absenteeism</u></b>	<p>Track reasons why students/staff are absent.</p> <p>Follow DHHS and Primex for recommendations for staff attendance.</p> <p>Follow SAU 62 policy JE-R for tracking student attendance.</p>
<b><u>Requirements for Reporting Absence</u></b>	<p>Staff will need to communicate with the Human Resources Office via Frontline- all absences will be reported as COVID-19 related or not COVID related.</p> <p>Students/parents will communicate with attendance secretary or teacher</p>
<b><u>Cleaning Protocols in the Event of a Confirmed Case of COVID-19</u></b>	<ul style="list-style-type: none"> <li>Clean and disinfect all areas used by the individual, including office, hallways, and any common areas</li> <li>Notify the transportation provider that an individual they transport has been confirmed to have COVID-19</li> <li>Open windows to increase air circulation-or in case of inclement weather, install air purifier in room</li> </ul>
<b><u>Students, staff and families who are at high risk</u></b>	<p>SAU 62 will follow NH Department of Health and Human Services guidelines around high risk notification.</p> <p>Alert high risk individuals if there is or has been a potential for exposure</p>

<p><b><u>Ability to isolate individuals with symptoms or exposure history</u></b></p>	<p>Create an isolation area so as to be able to isolate students/individuals who present with symptoms in school or who have been identified as having been exposed.</p> <p>Parent/guardian must pick up the child.</p> <p>Limit the number of students in the nurse's office at any one time. Teachers must call ahead for permission before sending a student to the nurse.</p>
<p><b><u>Sanitizer Stations/ Handwashing Routines</u></b></p>	<p>Place a mounted hand sanitizer station in the front lobby.</p> <p>Hand Sanitizer stations will be placed throughout the buildings</p> <p>Hand Sanitizer will be available in all classrooms.</p> <p>Hand Soap will also be available in classrooms with sinks.</p> <p>Sanitizing cleaner and cloths or sanitizing wipes will be provided to all classrooms.</p> <p>Reinforce proper hand washing technique and timing:</p> <ul style="list-style-type: none"> <li>● Upon arrival</li> <li>● Before and after meals or snacks</li> <li>● Upon coming in from recess</li> <li>● Before and after using the bathroom</li> <li>● Before and after taking medication</li> <li>● After handling any clean-up or trash</li> <li>● After using a tissue</li> <li>● Prior to leaving for home.</li> </ul>
<p><b>COVID-19 Cleaning</b></p>	
<p><b><u>General Cleaning</u></b></p>	<ul style="list-style-type: none"> <li>● Follow the CDC guidance on cleaning and disinfecting schools</li> <li>● Use an EPA approved disinfectant in the proper concentration</li> <li>● Maintain the required wet contact time</li> <li>● Use alcohol wipes for keyboards and electronics</li> <li>● MVRSD is required to have the proper cleaning supplies available</li> <li>● Grab bars and railings outside the building and on playground equipment should also be cleaned regularly</li> </ul>
<p><b><u>Schedules</u></b></p>	<p>The Facilities Director has developed a cleaning, sanitizing and disinfection plan for surfaces and objects that are frequently touched (doorknobs, light switches, cubbies, countertops, chairs, desks, etc.)</p> <p>Hydrostatic Backpack cleaning will be performed at the end of each day- and between periods at MVRHS when feasible.</p>
<p><b><u>Bathroom – sink &amp; urinal partitions</u></b></p>	<p>Routinely deep clean sinks and toilets.</p> <p>Limited number of students in restrooms. (No one waiting for a stall or urinal).</p>



<b><u>Water Fountains</u></b>	Bottle refilling stations and water fountains will be operational.  Clean and sanitize frequently
<b><u>Air Quality</u></b>	MVRHS and IRS have air exchange systems. Those have been reconditioned and have new filters installed.  EVS and CES have no exchange systems. The district purchased portable air exchange units for those buildings. Units are placed strategically throughout the buildings.  ESSER funds will be used to upgrade or install ventilation systems in all four schools. Engineers will design the systems specifically for respective schools.  Continue to open windows whenever possible to assist in air exchange.  <b>FANS ARE ONLY ALLOWED TO DIRECTLY EXHAUST AIR THROUGH OPEN WINDOWS!</b>  Do not use fans in the typical manner- as they spread cool air around a room, they can also transmit COVID-19 from an infected person.
<b>COVID-19 Communication</b>	
<b><u>Efficiency</u></b>	The Superintendent and COVID-19 Coordinators will ensure that: <ul style="list-style-type: none"> <li>• Information is accurate and timely</li> <li>• The spread of inaccurate information is minimized or eliminated</li> </ul>
<b><u>Effectiveness</u></b>	Information will be shared with the community via: the MVRSD website, social media, Alert Now (or similar site), regular newsletters, and the general media.
<b><u>Suspected COVID-19 Case in a School</u></b>	<ul style="list-style-type: none"> <li>• If a person is suspected or confirmed to have COVID-19, the Superintendent will be notified by the building principal or COVID-19 Coordinator.</li> <li>• Superintendent calls (603) 271-4496 or (603)271-5300 to report the case to the public health nurse.</li> </ul> <p>NH Public Health will work with the school to complete contact tracing and to communicate with families.</p>

<b>Transportation</b>	
<b><u>Sanitizing</u></b>	Butler Bus will follow the guidelines used for cleaning and disinfecting transportation carriers of children

<b><u>Regulations for Riding Buses</u></b>	<p>Students will have assigned seats</p> <p>Masks will be required according to CDC guidelines, NH Department of Health and Human Services Guidelines, and MVRSD School Board policy.</p> <p>Windows will be open as long as weather permits.</p> <p>Social distancing will be encouraged at all bus stops.</p>
<b><u>How many students on a bus</u></b>	<p>Students should be spaced as widely as possible.</p>
<b>Cafeteria</b>	
<b><u>Building specific plans</u></b>	<p><b>At CES, EVS and IRS:</b></p> <p>Packaged meals for student breakfast and lunch will be prepared and delivered to classrooms. Meals will be put on labeled carts and placed in hallways outside of classrooms.</p> <p>At <u>Indian River</u>, breakfast will be provided for students prior to first period. Students will make lunch selections during homeroom.</p> <p><b>At MVRHS:</b></p> <p>In the cafeteria, students will eat breakfast and lunch at tables with plexi-glass partitions. At lunch, students will have the option of eating outside, weather permitting.</p>
<b><u>Food for homebound students</u></b>	<p>Meals for homebound students are available for pick-up at the High School cafeteria.</p>
<b>Building Logistics</b>	
<b><u>Classroom Configuration</u></b>	<ul style="list-style-type: none"> <li>● Minimize close contact. Allow a distance of 3 feet between students desks</li> <li>● Assigned seating is required to aid in contact tracing</li> <li>● Class cohorts should remain together and at the elementary schools, grade levels can be a cohort outdoors and for small social distanced service groups.</li> <li>● Try to allow for 2 small group instructional spaces (special educator, para, tiered reading specialist, Title I) will need a spot for push-in instruction</li> <li>● Plexi-glass partitions will be available for instructional tables</li> <li>● The expectation is that all students assigned to a class will be present, even if this necessitates the removal of some classroom furniture to an empty area of the building</li> </ul>
<b><u>Outdoor Classrooms and Movement Breaks</u></b>	<p>Outdoor classrooms at all buildings will be available for sign-up.</p> <p>Outdoor movement breaks and outside lunches should be considered when feasible.</p>

<p><b><u>Switching Classes (Including all grades PK-12 and UA classes)</u></b></p>	<p><u>Elementary Students:</u> Consider staggering recess so only one group is in the hall at any one time</p> <p><u>IRS and MVRHS Students:</u> Minimize time at lockers or stagger locker usage</p>
<p><b><u>Bathroom Breaks</u></b></p>	<ul style="list-style-type: none"> <li>● Individual sinks and/or toilets may be closed to ensure adequate physical distancing.</li> <li>● Bathrooms will be cleaned frequently (at the direction of the Facilities Director).</li> <li>● Teachers and paras use assigned faculty bathrooms that will be cleaned frequently</li> <li>● Handwashing signs will be posted in each bathroom</li> </ul>
<p><b><u>Behavior Support Rooms</u></b></p>	<p>Staff will attempt to de-escalate behavior in the regular education classroom or with walks inside or outside of the building.</p> <p>If a student requires time in the behavior room, all CDC, NH Department of Health and Human Services regulations, and MVRSB policies will be in place.</p> <p>Classroom teachers may send work to be completed in the behavior room or at home.</p> <p>Check in/check out will be conducted in-person in the behavior room with masks and social distancing.</p>
<p><b><u>Special Ed, Title I, Related Services and Tiered Service Delivery</u></b></p>	<p>All services must be provided with all CDC, NH Department of Health and Human Services regulations, and MVRSB policies will be in place.</p>
<p><b><u>Playground</u></b></p>	<p>All recess activities will maintain social distance.</p> <p>Each building will be responsible for developing safe protocols for recess</p>
<p><b><u>Non-essential Activities</u></b></p>	<p>External organizations/speakers in schools will follow all CDC, NH Department of Health and Human Services regulations, and MVRSB policies.</p> <p>Parent teacher conferences may be virtual or follow all CDC, NH Department of Health and Human Services regulations, and MVRSB policies</p>
<p><b><u>Visitors</u></b></p>	<ul style="list-style-type: none"> <li>● Limit number of visitors</li> <li>● All CDC, NH Department of Health and Human Services regulations, and MVRSB policies will be in place.</li> </ul>

	<ul style="list-style-type: none"> <li>• Temp check will be performed prior to entering the building</li> <li>• If visitors are planning to attend a parent meeting (IEP/504/ etc.), they will be met by a Team Member and escorted to the conference room. At the end of the meeting, visitors will be escorted back to the office.</li> <li>• Hand sanitizer will be available for visitors</li> </ul>
<b><u>Staff Breaks and Lunch</u></b>	There will be designated lunch, break spots, and bathrooms for staff. Staff will follow social distance protocols and wear masks when not eating.
<b><u>Use of Facilities by Outside Agencies</u></b>	At the discretion of the Superintendent
<b>Emergency Operations</b>	
<b><u>Fire Drills</u></b>	All schools will follow pre-COVID-19 drill protocols as much as possible. Students are 3' apart in lines; plan exits so lines follow each other, no doubling up in halls.
<b><u>Lockdown Drills</u></b>	Students can sit on the floor along a wall away from windows and door, and depending upon room configuration, will remain 3 ft. apart.  Room configuration dependent.

# Technology

Factor	In Person School
<b><u>Technology Support</u></b>	<p>With the support of the Technology Department, teachers and media specialists will continue to survey and support student technology and connectivity needs.</p>
<b><u>Google Classroom</u></b>	<p>All licensed professional educators in the district will have and maintain a Google Classroom</p> <p style="padding-left: 20px;">K-4: Students will be expected to navigate a single Google Classroom, shared between several teachers</p> <p style="padding-left: 20px;">5-12: Students will be expected to navigate between different Google Classrooms, one for each teacher</p> <p style="padding-left: 20px;">Special Educators will be co-teachers with any regular classroom teachers for shared students.</p> <p style="padding-left: 20px;">Special Educators may also need to maintain a Google Classroom for each individual or small group of pull-out students- accessed only by the student or students involved in the group.</p> <p style="padding-left: 20px;">Unified Arts Teachers will maintain their own classroom in grades 5-12 and will be added as a co-teacher in Pre-K to 4 regular education classrooms. Unified Arts Teachers will also be added as a co-teacher in grades 5-12, if there is a classroom collaboration.</p> <p style="padding-left: 20px;">Building Administrators and Curriculum Director will be “co-teachers” in every Google Classroom</p> <p style="padding-left: 20px;">Assignments will be provided through Google Classroom</p> <p style="padding-left: 20px;">Assignments will be collected through Google Classroom</p> <p style="padding-left: 20px;">Grading will be maintained in Plus Portal</p> <p><b>Direct Instruction for Students</b></p> <p style="padding-left: 20px;">Google Classroom must be universal with a focus on math and literacy at the elementary levels and on math, literacy and other content areas at the upper grade levels.</p> <p>(Reading Wonders or a site like Khan Academy, or appropriate You-Tube videos.)</p> <p>Tech Department will work with curriculum providers to ensure that all students have access to curriculum materials</p>

<b>Parental Permissions</b>	
<b><u>Parental Permissions</u></b>	Forms will be developed and distributed electronically to District Families in early August with district registration forms. Forms will be permissions to use: YouTube G-Suite Meet recording sessions Google non-core service Onboard camera activation of student Chromebooks
<b>Tele-Presence</b>	
<b><u>District Tele-presence, Simulcasting and Streaming Plan</u></b>	<b><u>Tele-Presence</u></b> Increase our videoconferencing access for classrooms/auditoriums/school conference rooms. Support, train, and provide resources for faculty and staff using simulcasting and streaming. Teachers/staff and administrators need increased access for real-time, online, interactive broadcasts using: Online whiteboard- (Smart, Screencastify, Google draw) Screen sharing Video recording Video chatting Screen annotating Meet recording Podcasting Mobile Presentation Units Video editing/recording devices <b><u>Online streaming</u></b> Making YouTube safer YouTubeKids <b><u>Simulcasting</u></b> Professional Development for a small mentor group to teach others: Teacher YouTube channel <b><u>Assessing- Mobil Recording Studios</u></b> Pearl2 <b><u>Assessing Video Production Systems</u></b> <a href="https://www.youtube.com/watch?v=SiO20iP56Vk">https://www.youtube.com/watch?v=SiO20iP56Vk</a> <a href="https://obsproject.com/">https://obsproject.com/</a> (OBS with the new ATEM Mini Pro would work great. Editing done later. <a href="https://www.blackmagicdesign.com/products/atemmini">https://www.blackmagicdesign.com/products/atemmini</a> )

<p><b><u>Supporting Workflow</u></b></p>	<p>Development of the <i>District Media Center and Technology Collaborative Center</i> will offer support and solutions for improved workflow for:</p> <ul style="list-style-type: none"> <li>App vetting</li> <li>Filtering</li> <li>Digital literacy</li> <li>Professional Development-students, parents, staff</li> <li>Helpdesk support</li> <li>Telepresence support</li> <li>App and software support</li> </ul> <p>Increased Digital Citizenship education for staff and faculty</p>
<p><b><u>Software Purchases</u></b></p>	<p>Software purchases to consider:</p> <ul style="list-style-type: none"> <li>○ Screencastify</li> <li>○ Screencastify Submit</li> <li>○ Meet Licenses</li> <li>○ Awato</li> <li>○ Automated Help Desk system</li> <li>○ Frontline</li> <li>○ G-Suite Enterprise</li> </ul>
<p><b>Connectivity</b></p>	
<p><b><u>Mifi Devices Broadband</u></b></p>	<p>Connectivity equals equity. Ensure connectivity occurs.          Develop protocols for aggressive outreach.          District Collaborative Team accommodates families connectivity needs          District Collaborative Team should sends out a survey to families in mid-August:</p> <ul style="list-style-type: none"> <li>Does <i>each</i> child in your home have access to a computer each weekday?</li> <li>Does <i>each</i> computer have video-conferencing capabilities?</li> <li>Does your family have reliable internet access that supports video conferencing?</li> </ul> <p>District Collaborative Team will then disseminate necessary equipment to families          Continue with high end mifi devices for more rural areas          All schools (parking lots) are hotspots for connectivity (town offices as well)          Consolidated/Fairpoint projects (VPN)          Broadband Benefit for Families</p>

<p><b>Sources</b></p>	<p>The following are meant as considerations and may involve installs and vetting but if after viewing these following instructional delivery methods enough people are interested, tech will host a Meet session to discuss.</p> <ul style="list-style-type: none"> <li>○ <b>Instructional Videos with Screencastify</b>-Learn to read to your students, explain math problems, dub videos, and much more. <a href="https://www.youtube.com/watch?v=1tGTNzZmGtw">https://www.youtube.com/watch?v=1tGTNzZmGtw</a></li> <li>○ <b>Screencastify Submit</b>- Allows students to record their screen or face and submit to your Google drive</li> <li>○ <b>Meet Interactive Whiteboard</b>- Watch a demo at: <a href="https://www.youtube.com/watch?v=RyH8KDrzy-w">https://www.youtube.com/watch?v=RyH8KDrzy-w</a></li> <li>○ <b>Smart Learning Suite Tutorial</b>- Watch a demo at: <a href="https://www.smarttech.com/distance-learning?utm_campaign=Free%20SLSO%20ACCESS20TO%20END%20SCHOOL%20YEAR&amp;utm_source=hs_email&amp;utm_medium=email&amp;utm_content=86897970%_hsenc=p@ANqtz-9HIR-bwCosiG5m1VMdfwRTaQxQjs-soWSivvMCbK-aEGaVjxVEO6BdBIXaWps9CslJO7-QePzES4YJWhcpCDSrDN0YQ&amp;_hsmi=86897970">https://www.smarttech.com/distance-learning?utm_campaign=Free%20SLSO%20ACCESS20TO%20END%20SCHOOL%20YEAR&amp;utm_source=hs_email&amp;utm_medium=email&amp;utm_content=86897970%_hsenc=p@ANqtz-9HIR-bwCosiG5m1VMdfwRTaQxQjs-soWSivvMCbK-aEGaVjxVEO6BdBIXaWps9CslJO7-QePzES4YJWhcpCDSrDN0YQ&amp;_hsmi=86897970</a></li> <li>○ <b>Show YouTube Safely in Your Class</b>- <a href="https://www.controlaltachieve.com/2016/01/play-youtube-videos-safely.html">https://www.controlaltachieve.com/2016/01/play-youtube-videos-safely.html</a></li> <li>○ <b>GSuite Blogger</b>- <a href="http://rechargelearning.blogspot.com/2020/03/two-new-choice-board-resources-for.html">http://rechargelearning.blogspot.com/2020/03/two-new-choice-board-resources-for.html</a></li> <li>○ <b>Meet in Classroom</b>- <a href="https://www.youtube.com/watch?v=8H8HG5MITQk">https://www.youtube.com/watch?v=8H8HG5MITQk</a></li> <li>○ <b>Setting Chromebooks for offline work</b>-<a href="https://www.chrmbook.com/no-wifi/">https://www.chrmbook.com/no-wifi/</a></li> </ul>
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<b>Staff and Students: Social/Emotional Support</b>	
<b>Factor</b>	<b>In Person School</b>
<b>Sports/Extra Curricular Activities</b>	
<b><u>School Sports</u></b>	Follow NHIAA/NFHS guidelines: Indian River and Mascoma Valley Regional High School will be responsible for developing safe protocols for sports in conjunction with their Athletic Director.
<b><u>Extra-Curricular Activities</u></b>	Follow guidelines from the CDC, NHDOE and MVRSD Board Policies on best practices for group meetings and events. (See Operations section)
<b><u>Health impaired/ Immune Deficient / Age Over 55 Individuals</u></b>	<ul style="list-style-type: none"> <li>• Follow CDC Guidelines</li> <li>• District Policy needed based on Labor Board recommendations</li> <li>• Follow NH DHHS guidelines around high risk notification for school/ workplace exposures</li> <li>• Principals should be aware of individuals and families who are at high risk if exposed to COVID-19</li> </ul>
<b>Office of School Counseling</b>	
<b><u>Guidance for Students</u></b>	With a focus on mindset, resilience and self-care: Guidance in schools as during the 2021-2022 school year. Includes lessons, check-ins, small group and individual sessions.
<b><u>Guidance for Families</u></b>	With a focus on helping families to help students, we provide: Direction to families on how to utilize available resources Provide direct services and support through, but not limited to, School Social Work Services, Title I Family Engagement and School Counselors
<b><u>Guidance for Staff</u></b>	With a focus on facilitating the formation and operation of small groups, we provide: Professional Support Community, Professional Learning Communities (in person, video conference, or online) and other workgroups as needed.
<b>COVID 19- Code of Conduct</b>	
<b><u>COVID-19 Code of Conduct</u></b>	<ul style="list-style-type: none"> <li>• Teachers should only use <u>work</u> email when communicating w/students</li> <li>• Texts and documented phone calls may also be used for communication</li> <li>• No social media during work hours</li> <li>• Be cautious of what you post, read and respond to on social media.</li> </ul>
<b>Social Emotional Learning</b>	
<b><u>Social Emotional Learning</u></b>	Because it can be predicted that all students will be impacted by the effects of COVID-19 on their safety, security and attachment worldview, we will: Maintain close home school communication using email, phone contact, virtual/online meetings and in-person meetings with parents/kinship/ guardians in accordance with best practices, following the CDC, NH HHS guidance and MVRSD policies. Resource: Center on Great Teachers and Leader (SEL) <a href="https://gtlcenter.org/sel-school">https://gtlcenter.org/sel-school</a>

<p><b><u>Elementary/ Middle Levels:</u></b></p>	<p>Information about the SEL programs used in the Mascoma Schools is available at:</p> <ul style="list-style-type: none"> <li>● Morning Meeting and Common Language work at the elementary schools through Responsive Classroom <a href="http://www.responsiveclassroom.org">www.responsiveclassroom.org</a></li> <li>● Advisory Class work through the New England League of Middle Schools for Indian River is at <a href="http://www.NELMS.org">www.NELMS.org</a> (click <u>Resources</u>)</li> <li>● Behavioral Components at Indian River are from Positive Behavior Improvement Systems at <a href="http://www.pbis.org">www.pbis.org</a></li> <li>● An AimsWeb Universal Screener will be piloted next year. Information is available at: Pearson Products</li> </ul>
<p><b><u>High School Only</u></b></p>	<p>Information about the SEL programs used at Mascoma High School is available at: SEL <a href="https://www.landmarkoutreach.org/strategies/social-emotional-learning-activities/">https://www.landmarkoutreach.org/strategies/social-emotional-learning-activities/</a></p>
<p><b><u>All Buildings and Levels</u></b></p>	<p>The following resources have been used by staff in all building for SEL lessons and other work related to Trauma Informed School implementations:</p> <ul style="list-style-type: none"> <li>● CASEL Resource Centers at <a href="https://drc.casel.org/how-it-works/">https://drc.casel.org/how-it-works/</a></li> <li>● Cassie Yackley at <a href="http://www.cassieyacklepsyd.com">www.cassieyacklepsyd.com</a></li> <li>● Jesse Lewis Choose Love at <a href="http://www.jesselewischooselove.org">www.jesselewischooselove.org</a></li> <li>● National Child Traumatic Stress Network at <a href="https://www.nctsn.org/">https://www.nctsn.org/</a></li> <li>● COVID-19 Resources at: <a href="https://www.nctsn.org/sites/default/files/resources/factsheet/trauma_informed_school_stategies_during_COVID-19.pdf">https://www.nctsn.org/sites/default/files/resources/factsheet/trauma_informed_school_stategies_during_COVID-19.pdf</a></li> <li>● SEL Toolkit at <a href="https://www.nctsm.org/resources/child-trauma-toolkit-educators">https://www.nctsm.org/resources/child-trauma-toolkit-educators</a></li> </ul>
<p><b><u>Services</u></b></p>	<ul style="list-style-type: none"> <li>● <u>District Social Workers:</u> In the academic year 2021-2022 capacity was increased with the addition of a position. Currently MVRSD employs two full-time NH School Social Worker positions.</li> <li>● <u>Licensed Alcohol and Drug Counselor (LADC):</u> MVRSD has contracted with a LADC to provide SAP support three days a week to our HS/Middle School students.</li> <li>● <u>Community Based Collaboration:</u> MVRSD provides space to West Central Behavioral Health (WCBH), our community based mental health provider, in each of our four buildings. The clinician spends one day split between the High School and Middle School and one day split between the two elementary schools. In addition, MVRSD contracts for consultation time with a WCBH <u>psychiatrist in order to provide coordination of services.</u></li> <li>● <u>Community Collaboration for Food Insecurity:</u> Understanding that food insecurity has a direct impact on emotional regulation and learning MVRSD partnership with the nonprofit Friends of Mascoma (FOM). In partnership with the NH Food Bank, FOM supports a food pantry housed at the High School and Middle School campus and provides</li> </ul>

	<p>snacks, weekend backpacks and boxes of food including meats to students/families on an as needed basis. The elementary schools work with FOM to pick up snacks at their community based pantries in each town (Canaan and Enfield). All district families have access weekly to community based pantries as well as to boxes of food and personal care items for school breaks in coordination with school social work services</p> <ul style="list-style-type: none"> <li>● Support for NH Teen Institute: MVRSD provides logistical support and transportation for NH Teen Institute Summer Leadership Program for High School Students and in addition, staff for the Middle School Leaders in Prevention weekend program. Both programs provide workshops on teen issues including resilience, social-emotional learning/regulation and the promotion of positive peer and school cultures.</li> </ul>
<b>Counseling- Mental Health and Suicide Prevention</b>	
<b>Staff and Faculty Counseling and Mental Health</b>	<p>Employee Assistance Program  <a href="https://www.cigna.com/individuals-families/member-resources/employee-assistance-program">https://www.cigna.com/individuals-families/member-resources/employee-assistance-program</a>  <a href="https://www.schoolcare.org/eap-employee-tools">https://www.schoolcare.org/eap-employee-tools</a>  Call: 1-877-622-4327 (Have your Employee ID ready)  Visit: <a href="http://myCigna.com">myCigna.com</a>  Cigna has a list of providers covered by our insurance plan.  <a href="https://www.cigna.com/individuals-families/members-resources/telehealth-connection-program">https://www.cigna.com/individuals-families/members-resources/telehealth-connection-program</a>  <u>Support for Teachers Affected by Trauma</u> (may be a cost attached)  <a href="https://statprogram.org/">https://statprogram.org/</a>  Natural support for staff or peer support networks for building resiliency connections similarly to AA and NA.  Mental health recovery models-NEA or union developed.</p> <p>In case of a mental health emergency:</p> <ul style="list-style-type: none"> <li>● Call 911</li> <li>● Go to the nearest Emergency Room</li> <li>● Call West Central Emergency Service any time or day: (800) 564-2578</li> <li>● Call Dartmouth Hitchcock at (800) 556-6249</li> </ul>
<b>Suicide Prevention</b>	<ul style="list-style-type: none"> <li>● NH Suicide Prevention 1(800) 273+8255</li> <li>● NH Addiction Crisis Line 1(844) 711-4356</li> <li>● Crisis Text Line Text HOME to 741741</li> <li>● West Central Health Outpatient (603) 448-1101</li> <li>● DHMC Psychiatry (603) 650- 7075</li> <li>● Upper Valley Counseling Associates (603) 865-1321</li> <li>● Deer Creek Psych. Associates: <a href="http://www.deercreekpsych.co">http://www.deercreekpsych.co</a></li> </ul>



<b>Curriculum, Instruction and Assessment</b>	
<b>Factor</b>	<b>In-Person School</b>
<b>Attendance and Advisory</b>	
<b>Attendance</b>	<p>Attendance taken as in previous years. Attendance will be tracked according to MVRSD Board Policy JE-R</p> <p>MVRHS will continue to take period attendance.</p> <p>Parents or guardians need to call if their child will not be present.</p>
<b>Schedule</b>	
<b>Advisory Schedule</b>	<p>Advisory at IRS will follow guidelines set by the New England League of Middle Schools and will occur daily.</p> <p>Advisory at MVRHS will be shortened and will include the reading of daily announcements.</p>
<b>Daily Schedule</b>	<p>A full 180 days of academic instruction will be offered.</p> <p><u>Elementary Students (PK-4)</u> The length of the day is flexible, as we follow recommendations in the Operations section on arrival and dismissal times</p> <p><u>IRS</u> Utilizes 5 periods a day for core subjects. Includes an advisory and unified arts period each day.</p> <p><u>Mascoma Valley Regional High School</u> Students will be using an eight period schedule.</p> <p>Special Educators, Tiered Support providers, Title I Tutors, and Related Service Providers will provide services in accordance with student service plans using appropriate mitigation measures according to current CDC guidelines.</p> <p>Unified Arts teachers will be based in their own classrooms using appropriate mitigation measures according to current CDC guidelines.</p>
<b>Academics and Learning Support</b>	
<b>ACADEMICS</b>	<p><u>EVS/CES</u>- Curriculum will be delivered through in-person work and/or Google Classroom assignments.</p> <ul style="list-style-type: none"> <li><u>Reading Wonders</u> and <u>Foundations</u> curriculum - Combination of physical and digital components are to be used as best meets student needs.</li> </ul>

	<ul style="list-style-type: none"> <li>• <u>Everyday Math 4</u> curriculum - Combination of physical and digital components are to be used as best meets student needs.</li> <li>• <u>Amplify Science</u> - Combination of physical and digital components are to be used as best meets student needs.</li> <li>• <u>Unified Arts</u>- UA teachers will teach their regular curriculum.</li> </ul>
	<p><u>IRS</u>- Curriculum will be delivered through in-person work and/or Google Classroom assignments.</p> <ul style="list-style-type: none"> <li>• <u>Reading Wonders</u> in Grades 5 and 6. Anthology and “Mascoma I Can” Curriculum in Grades 7 and 8. Combination of physical and digital components are to be used as best meets student needs.</li> <li>• <u>Savvas Math Course</u> in Grades 5, 6, 7 and 8. Combination of physical and digital components are to be used as best meets student needs.</li> <li>• <u>Amplify Science</u> - Grades 5-8. Combination of physical and digital components are to be used as best meets student needs.</li> <li>• <u>TCI Social Studies</u>- Grades 5-8. Combination of physical and digital components are to be used as best meets student needs.</li> </ul>
	<ul style="list-style-type: none"> <li>• <u>MVRHS</u>- Curriculum will be delivered through in-person work and/or Google Classroom assignments.</li> <li>• Course Specific Curriculum per NEASC and Mascoma “I Can” statements.</li> </ul>
	<p><u>All Teachers</u> Syllabus and/or “Mascoma I Can Curriculum” addressed in each course will be included in Google Classroom at P-K to Gr. 12. Introduce cross-curricular projects, project based learning, universal design for learning, using multiple instructional initiatives.</p>
	<p><u>All Teachers</u> Each teacher will use Google Classroom keeping his/her classroom up to date for an easier move to 100% remote teaching if required or in the event of an inclement weather closure. All students (K-12) will be instructed in how to utilize Google Classroom.</p>
	<p>Curriculum meetings, faculty meetings, administrator meetings, professional development meetings and activities, etc. may be held remotely per CDC guidelines.</p>
<p><b><u>IEPs and 504s</u></b></p>	<ul style="list-style-type: none"> <li>• All Education Procedures covered by law will be followed according to NH Special Ed/504 guidelines.</li> <li>• All IEP and 504 plans will be followed precisely</li> <li>• IEP and 504 meetings will be held remotely or in person.</li> <li>• IEP and 504 evaluations will be done face-to-face as long as CDC guidelines are followed. These may be suspended IF a strict remain-at-home order is issued by the Governor.</li> <li>• Classroom teachers and related service providers are expected to attend IEP and 504 meetings.</li> <li>• Some IEPs and 504s may be amended to comply with CDC guidelines and building schedules.</li> </ul>
<p><b><u>Special Education,</u></b></p>	<ul style="list-style-type: none"> <li>• Tiered Reading Students will be identified by DRA testing and teacher recommendation. DRA will be administered face to face by teachers or reading specialists, all current CDC guidelines will be followed.</li> </ul>

<b><u>504, Counseling, Title I and Tiered Services</u></b>	<ul style="list-style-type: none"> <li>Title I students at EVS will be identified in the manner outlined in the Title I grant. Evaluation will be performed face-to-face, following CDC guidelines.</li> <li>CES students are all eligible for Title I services.</li> </ul>	
<b><u>Student Placement</u></b>	<ul style="list-style-type: none"> <li>Whenever possible, special education students will be placed according to the case manager's request to maintain cohorting.</li> <li>Collaboration between classroom teachers and special educators will occur on a regular basis.</li> <li>Classwork will be differentiated to meet IEPs/504s and allow students to access the general curriculum.</li> </ul>	
<b><u>Returned Assignments</u></b>	Whenever possible assignments will be returned digitally and/or collected in a manner that aligns with current CDC guidelines.	
<b>Grading and Assessments</b>		
<b><u>Grading and Assessment</u></b>	<p><u>Grading:</u></p> <ul style="list-style-type: none"> <li>EVS/CES- standards based system grading.</li> <li>IRS- grades as done pre-COVID-19. Includes an NI- not enough information to assign a grade</li> <li>MHS- grades as done pre-COVID-19.</li> </ul> <p><u>Assessment:</u></p> <ul style="list-style-type: none"> <li>NWEA at all grade levels in Fall as a diagnostic</li> <li>PSAT and SAT testing will be given if required by NH DOE.</li> <li>NH SAS benchmark tests given as diagnostics in Fall for instructional planning (if required by NH DOE)</li> <li>DRA given in grades K-4. DIBELS given in grades K-4.</li> <li>On-line assessment as decided by pilot program in grades 5-8.</li> <li>EDM4 Math pretest for grades K-5</li> <li>Curriculum and/or Project-based formative and summative assessments will be given as applicable in grades K-12.</li> </ul>	
<b><u>Learning Platform Resources</u></b>	<p><u>Licenses Purchased by District</u></p> <ul style="list-style-type: none"> <li>Aims Web (K-4)</li> <li>Amplify Science (K-8)</li> <li>Apex Credit Recovery (9-12)</li> <li>Asi se Dice (Spanish 1 &amp; 2)</li> <li>Awato</li> <li>BlackBoard Products (Communication with community)</li> <li>Brainpop (K-8)</li> <li>Clever</li> <li>CommonLit (6-10)</li> <li>Dreambox (K-4)</li> <li>EBSCO (6-12)</li> <li>Follett Destiny (Libraries)</li> <li>Fun-hub by Wilson (K-2)</li> <li>Everyday Math 4 (K-4)</li> <li>Gale Database (7-12)</li> <li>Goalbook (special ed.)</li> <li>Google Classroom</li> <li>G-Suite for Education</li> </ul>	<p><u>Vetted Apps</u></p> <p><i>The programs have been vetted for use but not purchased by the district.</i></p> <ul style="list-style-type: none"> <li>84 Plus</li> <li>Boom Cards</li> <li>Checkology</li> <li>CIA World Factbook</li> <li>Code.org</li> <li>DeltaMath</li> <li>Desmos</li> <li>Doc Appender</li> <li>Doctopus</li> <li>EdPuzzle</li> <li>Equatio</li> <li>EverFi</li> <li>Form Ranger</li> <li>Formative</li> <li>Geogebra</li> <li>Gizmos</li> </ul>

	<ul style="list-style-type: none"> <li>• Khan Academy</li> <li>• Lexia- (K-6)</li> <li>• NWEA (K-12)</li> <li>• RAZ Plus (K-5)</li> <li>• Reading Inventory (9-12)</li> <li>• Reading Wonders (K-6)</li> <li>• Rediker Data Base</li> <li>• Rediker Plus Portals</li> <li>• Savvas Math (5-8)</li> <li>• Scholastic News (K-6)</li> <li>• SchoolDude</li> <li>• Screencastify (K-12)</li> <li>• SMART Learning Suite</li> <li>• StoryWorks (5-6)</li> <li>• TCI (5-8)</li> <li>• Typing Agent (3-6)</li> <li>• Xtra Math (K-8)</li> <li>• Zoom</li> </ul>	<ul style="list-style-type: none"> <li>• Impero</li> <li>• Kahoot!</li> <li>• Kaizena</li> <li>• Kami</li> <li>• Kids Discover</li> <li>• Logger Lite</li> <li>• Mastering Chemistry</li> <li>• Math is Fun</li> <li>• Mind Tap</li> <li>• Notability</li> <li>• OER Commons</li> <li>• Padle</li> <li>• PBS Learning Media</li> <li>• PearDeck</li> <li>• PhET</li> <li>• Prodigy</li> <li>• Quizizz</li> <li>• Seesaw</li> <li>• Sketchup for Schools</li> <li>• Starfall</li> <li>• StoryboardThat</li> <li>• Vocabulary.com</li> <li>• VoiceThread</li> <li>• World Book</li> </ul>
	<p>Learning Platform used (Google Classroom) – Used at all levels</p> <ul style="list-style-type: none"> <li>• Teachers must use a consistent layout for presenting assignments. The layout was presented to all staff at the PD presentation prior to the start of the school year.</li> <li>• Ensure that staff is aware of all components: Google Meet, Read/write/Google, JamBoard, G-suite for Education, etc.</li> </ul>	
	<p>Library Media Centers</p> <ul style="list-style-type: none"> <li>• A hand sanitizing station outside the library and plexiglass shields at the circulation desk will be in use.</li> <li>• Books may be checked out and when returned; they will be sanitized and put back into circulation according to current CDC guidelines.</li> <li>• Audio and e-Book options will be available.</li> <li>• Tech support for staff and students is available via Helpdesk.</li> <li>• Small group spaces are available.</li> <li>• All current mitigation guidelines will be followed in the library.</li> </ul>	
<p><b>Professional Development</b></p>		
<p><b><u>Professional Development</u></b> <i>3 year plan</i></p>	<p>PD will be delivered according to the Mascoma Valley Regional School District Masterplan- approved in June of 2019.</p> <hr style="border-top: 1px dashed black;"/> <p>PD credits will be tracked according to the Mascoma Valley Regional School District Masterplan approved in June of 2019 using the Frontline PD module for submission.</p>	



<p><i>Providing PD for Staff</i></p>	<p>All staff members were surveyed in February of 2021. The three most pressing needs were found to be: Using Technology to Teach, Social/Emotional Learning Needs (Trauma Informed Schools) and Instructional Strategies to Differentiate and to re-assimilate students from Remote Academy academically, socially and emotionally to in-person instruction.</p> <p>When MVRSD opens in the Fall of 2021, Professional Development may be provided in the above areas.</p> <p>-----</p> <p>All opportunities from the previous section will be available as well as the conferences and observations staff has taken advantage of in previous years</p> <p>MVRSD will use a combination of live presentations, video conferencing or pre-recorded videos to provide all of the content listed above.</p>
<p><b>Miscellaneous Items</b></p>	
<p><b><u>Additional Items</u></b></p>	<ul style="list-style-type: none"> <li>• <i>A stand-alone <u>Remote Academy</u> will not be offered. Parents may also decide to home school students or utilize the VLACS program.</i></li> <li>• <i>Extended Year Programming and District Summer School will follow all provisions in this plan and will be in-person.</i></li> <li>• <i>Vaccinations for staff and students are encouraged.</i></li> <li>• <i>Substitutes for the 2021-2022 school year will be contacted using the Frontline Program.</i></li> <li>• <i>Due to the nature of the pandemic, this plan will be modified as needed.</i></li> </ul>
<p><b>Resources used to develop plan</b></p>	
<p><b><u>Resources used in Plan Development</u></b></p>	<ol style="list-style-type: none"> <li>1. <u><i>ED COVID-19 Handbook: Strategies for Safely Reopening Elementary and Secondary Schools. (OPEPD-10-21-0) Volume 1-2021. Created by the U.S. Department of Education under the direction of Dr. Miguel Cardona.</i></u></li> <li>2. <u><i>Operation Strategy for K-12 Schools through Phased Prevention. Created by the Centers for Disease Control and Prevention. 4/23/21.</i></u></li> <li>3. <u><i>NH COVID-19 Safer at School Screening Program. NH Department of Health and Human Services. Created by the NH Dept. of Health and Human Services. 4/28/21.</i></u></li> <li>4. <u><i>Mascoma Valley Regional School District Reopening Plan for Fall of 2020. Created by the Mascoma Reopening Task Force. (July, 2020)</i></u></li> </ol>

# Appendix A:

## School Calendar for 2021-2022

MASCOMIA VALLEY REGIONAL SCHOOL DISTRICT  
2021 - 2022 School Calendar - 02/23/21 FINAL

	M	Tu	W	Th	F		M	Tu	W	Th	F
<b>August</b>	16	17	18	19	20	<b>February</b>		1	2	3	4
<b>2</b>	X	T	T	T	27	<b>15</b>	7	8	9	10	11
	30	31					X	X	X	X	X
							21	22	23	24	25
							28				
<b>September</b>			1	2	X	<b>March</b>		1	2	3	4
<b>20</b>	X	7	8	9	10	<b>22</b>	7	8	9	10	11
	13	14	15	16	17		14	15	16	17	18
	20	21	22	23	24		21	22	23	24	T
	27	28	29	30			28	29	30	31	
<b>October</b>					1	<b>April</b>					1
<b>20</b>	4	5	6	7	8ED	<b>16</b>	4	5	6	7	8
	X	12	13	14	15		X	X	X	X	X
	18	19	20	21	22		18	19	20EDC	21	22
	25	26	27	28	29		25	26	27	28	29
<b>November</b>	1	2	3	4	5	<b>May</b>	2	3	4ED	5	6
<b>18</b>	8	9	10EDC	X	12	<b>21</b>	9	10	11	12	13
	15	16	17	18	19		16	17	18	19	20
	22	23	X	X	X		23	24	25	26	27
	29	30					X	31			
<b>December</b>			1	2	3	<b>June</b>			1	2	3
<b>16</b>	6	7	8	9	10	<b>10</b>	6	7	8	9	10/G
	13	14	15	16	17		13	14	15/S/T	16/S	17/S
	20	21	22	X	X		20/S	21/S	22/S	23/S	24/S
	X	X	X	X	X		27/S	28/S	29/S/T		
<b>January</b>											
<b>20</b>	3	4	5	6	7						
	10	11	12	13	14ED						
	X	18	19	20	21						
	24	25	26	27	28						
	31										

August 24th-26th	Teacher Work Days	Graduation: June 10, 2022 TENTATIVE DATE
August 26th	8th Grade Orientation	(depending on the number of snow days)
August 30th	First Day of School	
September 3rd-6th	No School/Labor Day Weekend	ED = Early Dismissal
October 11th	No School/Columbus Day	EDC = Early Dismissal/Parent Conferences (Elementary)
November 11th	No School/Veteran's Day	X = No School
November 24th - 26th	No School/Thanksgiving	T = Teacher Work Days (No School)
December 23rd - January 2nd	Holiday Vacation	S = Possible Weather Day Make-Up
January 17th	No School/MLK Day	First Quarter Ends: Wednesday, November 3rd (45 days)
February 14th - February 18th	Winter Vacation	Second Quarter Ends: Friday, January 21st (45 Days)
April 11th - April 15th	Spring Vacation	Third Quarter Ends: Monday, April 4th (45 Days)
May 30th	No School/Memorial Day	Year Ends: June 14th (if no snow days) (45 days)
June 14th	Last Day of School (if no snow days)	
June 28th	Last Teacher Day (with 10 snow days)	

# **Appendix B:** **CDC School Screening Recommendations for** **Students**

## Daily Home Screening for Non-Vaccinated Students

Parents: Do not send your child to school if he/she has any of the following symptoms:

Temperature 100.4 degrees Fahrenheit or higher when taken by mouth

Sore throat

New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline

Diarrhea, vomiting, or abdominal pain

New onset of severe headache, especially with a fever

If your child has any of the above symptoms, it indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others.

Also, do not send your child to school if he/she has had a close contact or potential exposure to someone with active COVID-19.

Had close contact (within 3 feet of an infected person for at least 10 minutes)

Traveled to or lived in an area where the local, or state health department is reporting large numbers of COVID-19 cases

## **Appendix C:** **CDC K-12 Operating Procedures Indicators of** **Community Transmission** (May 15, 2021)

“County-level data on total new cases in the past 7 days and test percent positivity are available on the County View tab in [CDC’s COVID Data Tracker](#). This data is used in conjunction with a Phased Prevention approach and local school data when deciding on school closure.

### **Phased Prevention**

A phased prevention approach for K–12 schools relies on several core concepts.

- K–12 schools should be the last settings to close after all other prevention measures in the community have been employed, and the first to reopen when they can do so safely.
- In-person instruction should be prioritized over extracurricular activities, including sports and school events, to minimize risk of transmission in schools and protect in-person learning.
- Lower susceptibility and incidence among younger children compared to teenagers suggests that younger students are likely to have less risk of in-school transmission due to in-person learning than older students.
- Families of [students who are at increased risk of severe illness](#) (or special healthcare needs) or who live with people at high risk should be given the option of virtual instruction.
- Schools are encouraged to use cohorts to facilitate testing and contact tracing, and to minimize transmission across cohorts.

To make decisions about preventive actions, school and health officials should take the following information into account:

- The numbers of COVID-19 cases among students, teachers, and staff, and number of people in quarantine
- Strict compliance with prevention strategies
- Levels of community transmission

Table 2 presents a school operational plan for opening and remaining open that emphasizes layering prevention.

#### **Prevention Strategies: All Schools**

All schools implement 5 key prevention strategies:

- Universal and correct use of masks required
- Physical distancing
- Handwashing and respiratory etiquette

- Cleaning and maintaining healthy facilities
- Contact tracing in combination with isolation and quarantine

<b>Prevention Strategies by Level of Community Transmission</b>			
<b>Low Transmission Blue</b>	<b>Moderate Transmission Yellow</b>	<b>Substantial Transmission Orange</b>	<b>High Transmission Red</b>
<b>Elementary Schools</b> Physical distancing: at least 3 feet between students in classrooms		<b>Elementary Schools</b> Physical distancing: at least 3 feet of distance between students in classrooms  Cohorts recommended when possible	
<b>Middle and High Schools</b> Physical distancing: at least 3 feet between students in classrooms		<b>Middle and High Schools</b> Physical distancing: at least 3 feet of distance between students in classrooms  Cohorts recommended when possible	<b>Middle and High Schools</b> Schools that can use cohorts: at least 3 feet of distance  Schools that cannot use cohorts: at least 6 feet distance between students in classrooms
<b>Sports and extracurricular activities</b> Sports and extracurricular activities occur with at least 3 feet of physical distance to the greatest extent possible	<b>Sports and extracurricular activities</b> Sports and extracurricular activities occur with at least 3 feet of physical distance required	<b>Sports and extracurricular activities</b> Sports and extracurricular activities occur only if they can be held outdoors, with more than 3 feet of physical distancing	

# **Appendix D:**

## **Human Relations Accountability Memos**

### **MASCOMA VALLEY REGIONAL SCHOOL DISTRICT - SAU #62**

547 US Route 4 - P. O. Box 789, Enfield, NH 03748

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**Amanda Isabelle, Superintendent**

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July 31, 2020

MVRSD Employees,

Thank you for your understanding and flexibility as we begin to prepare for the new school year despite many unknowns. Opening school in the fall with approximately 75% of our students present is the goal of the school board. Please be aware that when schools reopen, all staff will be expected to return. While this may create anxiety for some of you, know that the district is taking all necessary steps to ensure a safe and healthy school environment for everyone, staff and students alike. This will always remain our top priority.

For those staff members who believe they cannot return to school for certain health related reasons, please note the following: Employees who have a disability which necessitates an accommodation from in-person instruction, please contact the Human Resources Department at the SAU as soon as possible. The process for evaluating accommodations under the Americans with Disabilities Act (ADA) will be followed, including the staff member being asked to obtain a certification of disability from his/her healthcare provider.

We understand that there also may be employees who will have difficulty returning for one of the following reasons:

Caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;

Advised by a health care provider to self-quarantine related to COVID-19 (medical documentation will be required to qualify the underlying medical condition(s) identified by the CDC and state agencies);

Caring for an individual subject to an order by a health care provider to self-quarantine related to COVID-19 (medical documentation will be required to qualify the underlying medical condition(s) identified by the CDC and state agen

If any of these circumstances apply to you, please notify Human Resources as soon as possible so that your concerns may be addressed and the district can make appropriate plans for the coming school year. Thank you for your cooperation and consideration.

MASCOMA VALLEY REGIONAL SCHOOL DISTRICT

FAQ's regarding employees returning to schools:

1. Are employees able to take leave due to their own concerns over COVID-19?

Answer: No employee has a legal right to take leave from work solely because the employee is uncomfortable or anxious about exposing himself/herself or family members to COVID-19. However, some limited leaves from

work might apply to some employees who seek to stay home due to such concerns, such as certain leave (paid or unpaid) established under the terms of a collective bargaining agreement. The specific terms of the collective bargaining agreement would determine the rules for eligibility for such leave.

Under the Americans with Disabilities Act (ADA), an employee may be able to take paid or unpaid leave as a reasonable accommodation for a disability. If, for example, the employee suffers from a disability that makes him/her particularly vulnerable to COVID-19, and no other reasonable accommodations (e.g., teleworking) would enable the employee to perform the essential functions of the job, the employee may be entitled to take leave as a reasonable accommodation. If so, the employee may be able to take paid leave for which he/she qualifies under an individual employment agreement, applicable collective bargaining agreement or District policies. Otherwise, such an employee may be able to take unpaid leave.

2. Are employees eligible for paid leave if they or someone in their family has COVID-19?

Answer: Yes, pursuant to the provisions of the Emergency Paid Sick Leave Act (“e-Sick Time”) through December 31, 2020:

- (a) An employee can take up to 2 weeks of emergency paid sick leave at full pay (up to \$511 per day or \$5110 in the aggregate) if the employee has been advised by a health care provider to self-quarantine due to concerns about the employee’s own health related to COVID-19, or if the employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis; or
- (b) An employee can take up to 2 weeks of emergency paid sick leave at 2/3 pay (up to \$200 per day or \$2000 in the aggregate) if the employee is caring for an individual who has been advised by a health care provider to self-quarantine due to concerns about the individual’s health related to COVID-19, or if the employee needs leave to care for his/her son or daughter because the child’s, due to COVID-19.

Note that “e-Sick time school or place of care has been closed, or because the child’s care provider is unavailable” is in addition to any paid sick leave that is provided and accrued under the terms of an applicable collective bargaining agreement.

3. What is the plan for employees who are medically compromised and cannot come to work?

Answer:

(a) For those employees who are sick with COVID-19, see answer to question #2, above.

(b) For those employees who believe they cannot return to school for certain health related reasons, they may request a reasonable accommodation of a disability under the ADA that will allow them to still perform the essential functions of their position. Under the ADA, the district may ask questions or request medical documentation to determine whether the staff member has a "disability" as defined by the ADA (a physical or mental impairment that substantially limits a major life activity, or a history of a substantially limiting impairment). In order to qualify for an accommodation under the ADA, the staff member will be asked to obtain a certification of disability

from his/her healthcare provider. Please contact Human Resources for further details.

4. What role does FMLA play?

Answer: The Emergency Family and Medical Leave Act ("e-FMLA") expanded the FMLA Act to add a new qualifying reason for leave related to the coronavirus and to provide partial paid "e-FMLA" leave through December 31, 2020. Under the Act, eligible employees, who are unable to work or telework, may take up to 12 weeks of FMLA leave:

(a) The first 2 weeks are unpaid and the remaining 10 weeks are paid at no less 2/3 pay (up to \$200 per day or \$10,000 in the aggregate) if the employee needs leave to care for his/her son or daughter because the child's school or place of care has been closed, or because the child's care provider is unavailable, due to COVID-19.

(b) All 12 weeks are without pay if the employee is unable to work due to his/her own serious medical condition, or if the employee must care for a parent, child or spouse with a serious medical condition.

5. Can employees work from home?

Answer: Employees are expected to return to the classroom once schools are reopened. However, employees may work from home if they suffer from a disability and working from home is deemed a reasonable accommodation that would allow them to perform the essential functions of their position with the District. See answer to question #3.

6. Are employees entitled to worker's compensation re: COVID-19?

Answer: Employees are entitled to workers compensation in the event they suffer an injury or illness arising out of and in the course of their employment. Employees should complete a Notice of Accidental Injury or Occupational Disease form as soon as possible in the event they believe they contracted the disease at school and notify their principal immediately.