



COVID 19 PROTOCOLS

2021-2022 SCHOOL YEAR
APPROVED AUGUST 5, 2021

Revised: October 7, 2021
Revised: February 17, 2022

EXECUTIVE SUMMARY

The original Opening Plan was drafted by members of the District Leadership Team (DLT) that is made up of teachers and administrators. The DLT used the framework of the 20-21 reopening plan to draft the plan for the 21-22 school year. The DLT also considered the most recent guidance and recommendations from a variety of sources including the Center for Disease Control and Prevention (CDC), the New Hampshire Department of Public Health Services (NH DPHS), and the American Academy of Pediatrics (AAP).

We recognize that the Opening Plan needs to be fluid and adaptable to the latest data and guidance from public health organizations. As of this writing (July 29, 2021) the following details highlight the key information and recommendations for the 2021-2022 school year.

- The Pittsfield School District will offer 5 days of in-person instruction.
- There will not be a remote option. If families want their child to work remotely, please contact the main office at PES or PMHS for homeschooling or VLACS information.
- Teachers will continue to utilize Google Classroom periodically for students to see and submit work to maintain that option in case of a change in status.
- The Pittsfield School District will continue to follow a status classification system to reflect the risk level (based on the changing conditions), which will correspond with the safety protocols in place at our schools.
- Based on the NH DPHS *permissive recommendation* that schools and childcare agencies can safely choose to remove face mask requirements indoors AND the low community transmission levels in Pittsfield, masks will be optional to start the school year (this is subject to change by August 30 and/or throughout the school year).
- Other layered mitigation strategies will continue to be in place including healthy hygiene practices, staying home when sick, and maximizing physical distance to the extent possible between everybody with an ideal goal of at least 3 feet of separation.
- The Pittsfield School District will continue to align its cleaning practices to CDC guidelines for cleaning and disinfecting schools.
- The wearing of masks on school transportation will coincide with the school status and safety protocols.

The Administrative Leadership Team will present the proposed plan to the Pittsfield School Board on Thursday, August 5, at 5:30 p.m. in the PMHS Media Center. Members of the Pittsfield community are welcome to join us and provide feedback to the School Board. Once the plan is adopted by the School Board, the District Leadership Team will continue to monitor and evaluate the plan based on the latest data and recommendations from public health agencies.

INSTRUCTION RECOMMENDATIONS

I. SCHEDULING

A. District Level

1. Students are expected to attend in-person Monday-Friday.
2. There will not be a remote option. If families want their child to work remotely, please contact the main office at PES or PMHS for homeschooling or VLACS information.
3. Wednesdays will continue to have an early release schedule.
4. Outdoor spaces will be utilized as much as possible throughout the school day.

B. PES

1. Students will be allowed to enter the building starting at 7:45 and will report to their homebase. No morning recess.
2. Students will have a homebase and a team. The homebase is where they start their day. They may rotate within the team (pod) but they will limit work with students in a different pod. Lunch and recess are with the team.

C. PMHS

1. Students in grades 6-12 may arrive at school starting at 7:45. Students will report to advisory locations.
2. After morning announcements, students will move to their first period classroom where attendance will be taken.

II. DIGITAL PLATFORMS

A. Information for Teachers and Families

1. Class Dojo will stay for family communication at PES. PMHS will utilize PowerSchool and email for family communication.
2. In order to better support families in knowing the work that is assigned, teachers will continue to share information with families. PES will share a weekly calendar through Class Dojo. PMHS will share a daily agenda on Power School and/or Google Classroom.
3. PowerSchool (grades 6-12) will continue to be the only grade reporting system (some teachers use Google Classroom to indicate assignment completion only).
4. Teachers (PK-12) will continue to utilize Google Classroom periodically for students to see and submit work to maintain that option in case of a change in status.

III. TECHNOLOGY

- A. All students will have an assigned 1:1 device. Devices are expected to be at school daily and charged.
 1. PK-2 will have iPads
 2. Grades 3-12 will have Chromebooks
- B. Families and students should email psd-support@pittsfieldnhschools.org to let us know of technology issues. It's a team of people who can respond and see if additional support is needed.

PUBLIC HEALTH RECOMMENDATIONS

The Pittsfield School Board has approved the following in regard to health recommendations:

- Masks are recommended but not required in all School District Buildings and at school events.
- The School District supports those members of the School Community who choose to wear masks.
- Until such time as the federal mandate changes, masks are required on all school buses for all students and staff.
- The School District will continue to follow isolation protocols for those students who are symptomatic and or test positive for COVID-19.
- The School District emphasizes that those students and staff who are not feeling well should stay home until symptoms subside for 24 hours without medication.
- The School District will continue to offer rapid testing for COVID-19.
- The School District will continue to emphasize and support vaccination.
- The District will remove all cohorting and separation practices during the school day.
- The District will implement targeted masking for classrooms.
 - If a cluster, as defined by the Department of Public Health, is identified, masks will be required for students/staff in that classroom for ten (10) days.
 - The students/staff who are diagnosed with COVID-19 will be required to stay home for a minimum of 5 days and may not return to school until they are symptom free for 24 hours with no medication
 - If a student/staff return prior to ten days of identification, they will be required to wear a mask for five (5) days.

I. ARRIVAL AND DISMISSAL PROCEDURES

- A. Each school will establish arrival procedures and entry points for students/grade levels.
- B. Dismissal at the end of the school day will be staggered in order to avoid congestion in the hallways and outside of the school facilities. Each school will establish dismissal procedures by transportation method (i.e. walkers, car riders, or bus riders) or grade level.

II. DAILY SCREENING

- A. All students/families and staff members are expected to report any symptoms to the school nurse. Any student or staff member who is sick or not feeling well is advised to stay home. Symptoms to look for include fever (temperature above 100.4), respiratory symptoms (runny nose, sore throat, or cough) and/or muscle aches or chills.
- B. All students and staff members will be offered sanitizer upon arrival to school.
- C. Temperature screenings will be administered if community transmission rates are moderate (5-10%) or substantial (10% or higher) and on as needed basis by the school nurse.

III. ISOLATION, QUARANTINE, & SELF-OBSERVATION

- A. People who are diagnosed with COVID-19 must still isolate at home until they have met criteria for discontinuation of isolation.
- B. Close household contacts of someone diagnosed with COVID-19 will be required to quarantine (e.g., people living or sleeping in the same household).
- C. In an outbreak situation, NH DPHS may choose to expand quarantine to other non-household contacts to control the outbreak.
- D. Quarantine of an entire classroom will no longer be conducted.
- E. Non-household contacts will be asked to self-observe and monitor for symptoms.

- F. This increases the importance of identifying, excluding, and testing people who develop viral infection symptoms.
- G. See NH DPHS [self-isolation guidance](#), and guidance on [what to do if you were exposed to COVID-19](#).

IV. TRAVEL GUIDELINES

- A. As of March 17, 2021 domestic travel within the U.S. no longer requires quarantine upon return to NH (regardless of COVID-19 vaccination status), this includes domestic travel to U.S. territories (not applicable to international travel or cruise ships).

V. ISOLATION PROTOCOL

- A. If someone (student or staff) is feeling ill, the student should be accompanied by a staff member to the health services office. The health services office should be notified immediately when an ill student is being accompanied to the isolation room.
- B. The Health Services Office will follow the enclosed protocol in any such situation.

VI. HEALTH, HYGIENE, & SAFETY PRACTICES

A. General Expectations

1. Families are encouraged to assess their child(ren) prior to sending them to school. Any student or staff member who is sick or not feeling well is advised to stay home. Employees must notify their supervisor by phone. Possible symptoms of COVID-19 include:
 - a) Fever of 100.4 F or higher
 - b) Respiratory symptoms (runny nose, sore throat, cough, or shortness of breath)
 - c) Flu-like symptoms such as muscle aches, chills, and severe fatigue
 - d) Changes in a person's sense of taste or smell
2. Students and staff are advised to wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
3. Students and staff members are advised to avoid touching their eyes, nose and mouth with unwashed hands.
4. Students and staff members are advised to cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available). Alternatively, cough or sneeze into elbows.
5. Students/families are advised to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the health services office. Staff members are required to report any symptoms of COVID-19 or close contact with a person with COVID-19 to the health services office and their supervisor.

B. Wearing of Face Coverings (Masks)

1. The wearing of face coverings will be based on a local assessment of risk (e.g., level of COVID-19 in the community; see status protocol and guidelines above).
2. The wearing of face coverings in outdoor locations is optional.

- C. Physical Distancing - the school district will maximize physical distance to the extent possible between everybody with an ideal goal of at least 3 feet of separation (as recommended by NH DPHS).

VII. CLEANING & DISINFECTING PROCEDURES

A. General Information

1. The school district will continue to align its cleaning practices to [CDC guidelines for cleaning and disinfecting schools](#).
 - a) Shared spaces and high traffic areas will be routinely cleaned
 - b) In addition to cleaning, shared spaces and high traffic areas may also be disinfected in the following circumstances:
 - (1) High transmission of COVID-19 in your community;
 - (2) Low vaccination rates in your community;
 - (3) Infrequent use of other prevention measures, such as mask wearing (among unvaccinated people) and hand hygiene
 - (4) The space is occupied by people at increased risk for severe illness from COVID-19
 - c) If there has been a sick person or someone who tested positive for COVID-19 in the school building within the last 24 hours of school being in session, shared spaces and high traffic areas will be cleaned AND disinfected.
2. The school district will continue to use EPA approved disinfectants against COVID-19.

VIII. OTHER

- A. Drinking fountains and water bottle filling stations will be turned on and routinely cleaned (as recommended by NH DPHS).
- B. Hallway Traffic - teachers and teams will determine management of transitions and traffic patterns during the school day.
- C. Student Lockers (PMHS) - students will be assigned lockers in grades 6-12.

SCHOOL ENVIRONMENT

I. CLASSROOM ENVIRONMENT

A. Spacing

1. The school district will maximize physical distance to the extent possible between everybody with an ideal goal of at least 3 feet of separation (as recommended by NH DPHS).
2. The school district will avoid stationing desks face to face.
3. Porous surfaces such as seating and rugs may be used provided they are routinely cleaned (and disinfected as necessary).

II. SANITATION PROCEDURES

A. During School Hours

1. Sanitation stations will be available in all occupied rooms (to include disinfectant wipes and sanitizer).
2. Classrooms and Work Spaces

- a) Students *may* wipe down their own desks or workstations as needed or at the end of the day; otherwise, cleaning and disinfecting will be performed by a staff member.
- b) Staff members will clean and disinfect materials such as lab supplies and other materials as needed.
- 3. Other School Settings (high traffic areas)
 - a) Hallways - high touch areas will be routinely cleaned
 - b) Bathrooms - high touch areas will be routinely cleaned
 - c) Cafeteria - table tops and high touch areas will be cleaned after each lunch group.

III. VENTILATION SYSTEMS

- A. The school district will continue to align [ventilation in buildings to CDC recommendations](#) to the greatest extent possible. Ventilation will be improved by:
 - 1. Opening windows and doors, when weather conditions allow, to increase outdoor air flow.
 - 2. Ensuring ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
 - 3. Rebalancing or adjusting HVAC systems to increase total airflow to occupied spaces when possible.
 - 4. Using portable high-efficiency particulate air (HEPA) fan/filtration systems to enhance air cleaning (especially in higher risk areas such as a nurse's office or areas frequently inhabited by people with a higher likelihood of having COVID-19 and/or an increased risk of getting COVID-19).
- B. Classroom fans should be placed in an open window to increase ventilation of outdoor air while avoiding blowing air across students and minimizing recirculation of indoor air.

IV. VISITORS TO THE SCHOOL

- A. Visitors
 - 1. Any visitor entering the building will be required to follow status protocol for wearing a mask.
 - 2. Visitors may be restricted from the building during the school day if community transmission rates are moderate or substantial.
- B. Late Arrival / Early Dismissal
 - a. Upon arrival at the school, parents will communicate with the office through the call boxes.
 - b. For dismissal, office staff will confirm the early dismissal. To limit traffic, secretaries will sign students out.

SCHOOL MANAGEMENT & COMMUNICATION

I. DISTRICT/BUILDING INFORMATION

- A. A bi-weekly district newsletter will be distributed to keep families up to date about current news and events. The newsletter will continue to include a health services section to provide updates on current practices and policies related to COVID-19. The newsletter will be shared out on School Messenger and posted on the school website.

- B. The Pittsfield School District website will include the latest news about school status, closings, etc. It will also include an easily accessible link to the 21-22 opening plan.
- C. In the event of a status change, school cancellation, or a confirmed COVID-19 case, the Pittsfield School District will use the School Messenger system to notify families by phone and/or email.
- D. The Pittsfield School District will also continue to utilize Facebook to share important updates, news and events, and other information.

II. CLASSROOM INFORMATION

- A. PES
 - 1. Teachers will utilize Class Dojo to communicate with families about the academic and social-emotional needs of their students.
- B. PMHS
 - 1. Teachers and advisers will primarily utilize PowerSchool, email, and/or phone calls to communicate with families.

OTHER TOPICS

I. CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

- A. Co-curricular Activities
 - 1. PES/PMHS school clubs and organizations will resume meeting in-person.
- B. Extra-curricular Activities
 - 1. PMHS will offer athletic programs in compliance with CDC, NH DPHS, and NHIAA guidelines for athletic competition.

II. FOOD SERVICES

- A. PES Breakfast
 - 1. All students are reporting directly to their classrooms upon arrival at school.
 - 2. Kiosks will be stationed at entry points for students to get “grab and go” items to take to their homerooms.
- B. PMHS Breakfast
 - 1. Students are reporting to the cafeteria and/or advisory rooms at PMHS. Kiosks will be stationed at entry points for students to get “grab and go” items to take with them to their assigned locations.
- C. PES/PMHS Lunch
 - 1. Students will be eating in the school cafeterias. Students will eat lunch in the cafeteria in 20 minute intervals, with 10 minutes to clean and disinfect between lunch groups.
 - 2. Physical distancing to the greatest extent possible will be monitored by school staff in the lunch lines, in the cafeteria, and outdoor areas.
 - 3. If community transmission rates increase, the school district may consider the use of barriers in the cafeteria.

III. SCHOOL ASSEMBLIES

- A. PES/PMHS may hold school assemblies outdoors and indoors. Indoor assemblies may be separated by teams or cohorts to limit the number of people in one area.

IV. TRANSPORTATION

- A. The wearing of masks on school transportation will coincide with the school status and protocols.
- B. Bus capacity is 48 students per bus. Students residing in the same household will be permitted to sit together.