

# LINCOLN-WOODSTOCK COOPERATIVE SCHOOL DISTRICT

SAU #68 intends to open schools in a safe and considerate manner while supporting mental health and academic advancement of students as well as the general wellness and social/emotional health of all stakeholders. Reopening establishes greater structure and consistency necessary to resume predictable, meaningful planning within our community.

## **Guidelines for Reopening/ COVID-19 Operation Plan 2021-2022**

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Committee Reviewed: 08/24/2021

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# Executive Summary

August 25, 2021

The following document is the Lincoln-Woodstock Cooperative School District's revised reopening plan for the 2021-2022 school year. Educational programs for the 2021-2022 school year will resume as normal. Remote learning will not be implemented as a typical learning accommodation. This plan will include guidelines that involve:

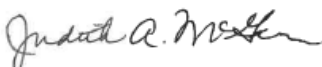
- Maintaining safety and health wellness (physical and mental) of the entire school community
- Educator and staff support
- Maximizing student engagement
- Effective delivery of curriculum, including Academic and Social Emotional Learning (SEL)
- Technology and Facilities Support
- Budgetary Considerations

The Reopening Committee consists of a myriad of stakeholders including a medical consultant. This committee worked collaboratively in revising this plan.

The goal of this plan is to include a review of the current plan, coordinate with state agencies, make appropriate changes in order to minimize risk and create a safer environment for all stakeholders of the communities of Lincoln and Woodstock. The plan is meant to be a fluid and working document that may have changes as the year progresses. Sanitizing of classrooms, hallways, and common areas will continue. Currently masks are required while inside the school buildings. As restrictions are lifted by state agencies, the fluidity of the plan will allow for change to occur.

The need for flexibility, patience, and calmness is at the forefront, as the plan can change at any time. As the district receives information from the state and as changes occur regarding the pandemic, the plan may be revised based on the needs of the community, students, parents, and staff.

Regards,



Judith McGann, Ed.D.

# Acknowledgements

A special thank you to the members of the reopening committee who devoted many hours of research, planning, and thoughtful discussion which led to the creation of this plan.

## Reopening Committee

Judith McGann Ed. D., Superintendent  
Debbie O'Connor, Financial Manager  
Mark Houde, Director of Buildings and Grounds  
Georgia Caron, Director of Pupil Services  
Vicki Schinaman  
Shaun Hagan  
Logan Placey  
Kristyn Fadden  
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Russ Bradshaw  
Victoria Martin, MD

Mark Pribbernow, Principal  
Trey Aldridge, Technology Director  
Virginia Everett, Assistant Principal  
Matt Manning  
Shawn Quinn  
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Kristy Duris  
Sharon Holt  
Bart King  
Lynn Murray, RN  
Kevin Bell

## Transportation Consultant

Lee Bruno, Durham Bus Company

## Food Service

Frank Gillespie, Café Services

## School Board

Jay Duguay, Chairperson  
Tamra Ham, Vice-Chairperson  
Brian Angelone, Secretary  
Joe Bossie  
Kevin Bell  
Jasmine Weeden  
Ashley Youngheim



# Guiding Principles

Maintain Safety, Health and Wellness both physically and emotionally of our school community

Educator and Staff Support/Maximize Student Engagement

Effective Delivery of Curriculum both Academic and Social Emotional Learning in any scenario

Technology/Facilities and Budgetary Considerations

## Considerations

### Planning

### Communication

### Prevention

Expert Recommendations

Digital and Social Media

Parental Responsibilities -  
Communication to School

Supplies/Resource Needs

All-Call Email, Telephone, and  
Text Message System

Self-Screening

Environment and Facilities

Public Informational Meetings

Report

Scheduling

Regular COVID-19 Agenda Item  
at Bi-Monthly School Board  
Meetings – Public Input  
Welcome at Meetings

Implementation of Prevention

Professional Development

Email Address Established for  
Input from Stakeholders:  
[community@lin-wood.org](mailto:community@lin-wood.org)

School Meals

Transportation

Co-Curricular/Sports

Stakeholders' Needs

# Communication

Lin-Wood will use various means of communication to reach our stakeholders including email, phones, an all call system, the School [website](#), [Facebook](#), and [Instagram](#). Remember, information regarding the School's plan, policies, and procedures is the most reliable and accurate when received directly from the School.

## **School Contacts:**

Lincoln-Woodstock Cooperative School District  
Judith McGann, Superintendent  
78 Main Street Suite 3  
Lincoln NH 03251  
P: 603-745-2051 ext. 212  
F: 603-745-2352  
[jmcgann@lin-wood.org](mailto:jmcgann@lin-wood.org)

Lincoln-Woodstock Elementary School  
Virginia Everett, Assistant Principal/Director of Elem. Ed.  
54 Linwood Drive  
Lincoln NH 03251  
P: 603-745-2214 ext. 248  
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Designated School District Contact for  
NH Department of Health and Human Services  
Lynn Murray, School Nurse  
72 Linwood Drive  
Lincoln NH 03251  
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F: 603-745-3730  
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Website: <https://www.lin-wood.org/>  
Facebook: <https://www.facebook.com/lwpsnh>  
Instagram: <https://www.instagram.com/linwoodpublicschools>

Stakeholders are encouraged to submit questions, comments, and feedback via email to:  
[community@lin-wood.org](mailto:community@lin-wood.org)

Lincoln-Woodstock Middle/High School  
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# Expert Recommendations

## **State of NH Universal Best Practices:**

<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/sonh/universal-best-practices.pdf>

## **State of NH DOE - Grades K-12 Back-to-School Guidance:**

<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/sonh/k-12-back-to-school.pdf>

## **NH Department of Health and Human Services:**

<https://www.dhhs.nh.gov/>

## **CDC Coronavirus Disease 2019 (COVID-19)**

### **Considerations for Schools:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

### **AAP COVID-19 Planning Considerations:**


#### **Guidance for Safe Schools:**

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

## **NH COVID-19 Response:**

<https://www.covid19.nh.gov/>

# Health in Action

	Why	How
Physical Distancing	Physical Distancing minimizes the transmission of COVID-19. Maintaining a 3–6 ft. separation in the classroom will be pivotal in protecting individual from contact with asymptomatic carriers.	<p><b>Modified Layouts:</b> Classrooms, buses, nursing offices, playgrounds</p> <p><b>Closing Communal Spaces:</b> Where distancing measures cannot be applied</p>
Face Coverings	<p>Face coverings have been shown to slow the spread of the COVID-19 virus.</p> <p><b>Current Face Covering Protocol as of 03/06/2022:</b> Face Coverings are optional for students, staff, and visitors to Lin-Wood Public Schools.</p> 	<p><b>How:</b> Face covering practices will be reviewed regularly and updates will be communicated to all stakeholders.</p> <p>State and Federal guidance on face coverings will be reviewed prior to changes in District face covering practices.</p> <p>Any current State or Federal mandates regarding face coverings in K-12 school settings and while riding District provided transportation will be followed.</p> <p><b>When Utilizing a Face Covering:</b> Change face covering if damaged (example: if moist from breath); no fidgeting with face coverings; proper way to wear face coverings (covering nose and mouth); launder cloth face coverings nightly.</p>
Isolation/Quarantine	Safe practices to help prevent the spread of infection.	<p><b>Contact Tracing:</b> Trace and monitor household contacts of infected individual.</p> <p><b>Isolation:</b> Areas have been identified and will be monitored by the nurse and administration.</p> <p><a href="#">At home isolation as per NH-DHHS recommendations.</a></p> <p><b>Quarantine:</b> <a href="#">As per current NH-DHHS recommendations.</a></p>
Vaccinations	The CDC indicates COVID-19 vaccinations will help keep individuals from getting COVID-19 or from getting seriously ill should COVID-19 be contracted. COVID-19 vaccinations are available for individuals aged 5 and above.	<b>Where:</b> For individuals wishing to receive a vaccination, COVID-19 vaccination sites are available throughout the State of NH: <a href="https://www.vaccines.nh.gov/">https://www.vaccines.nh.gov/</a> . Additional sites include pharmacies and local doctor's offices.
Social Emotional Wellbeing	The District recognizes that the COVID-19 pandemic has been detrimental to the mental/social emotional health and wellbeing of students and staff.	<b>What:</b> Additional BC/BA support is available for all students and staff. Focused services are available through the School guidance counselors and social worker. For their wellbeing, students and staff are encouraged to eat healthy well-balanced meals; exercise regularly; get plenty of sleep; connect with others; and talk about concerns and feelings.



# The School Environment

## Drop Off/Pick up:

- May change depending on bussing. Drop-off no earlier than 7:30 AM.

## Health Screenings:

- Staff and students, with the help of their parents, will be asked to [self-screen](#).

## Quarantine/Isolation:

- If exposed to illness or presenting symptoms, students and staff members will be required to [quarantine](#) per current NH-DHHS guidelines.

## Visitors:

- All visitors and parents will follow building entry procedures and current School COVID protocols including current face covering practices. IEP meetings will be organized through the Special Education Department.

## Children with Special Needs:

- Appropriate accommodations will be made with respect to health and safety for children with special needs. Please contact the Director of Pupil Services.

## Sanitization Practices:

- Sanitation and handwashing will be required. Daily sanitization practices for the facility and buses will be implemented.

## Face Coverings:

- Face covering practices will be reviewed regularly and updates will be communicated to all stakeholders. State and Federal guidance on face coverings will be reviewed prior to changes in District face covering practices. Any current State or Federal mandates regarding face coverings in K-12 school settings and while riding District provided transportation will be followed. **Current Face Covering Protocol as of 03/06/2022:** Face Coverings are optional for students, staff, and visitors to Lin-Wood Public Schools.

## Personnel:

- Trained staff such as the school nurse, school counselors, and school social worker will be strategically utilized to ensure student and staff safety.

## Lunch:

- Lunch will be served for all students in the Middle/High School Cafeteria in a modified structure based on the needs of our students. Additional space may be used to increase capacity as necessary to adhere to current social distancing guidelines for schools. During the 2021-2022 School Year, free meals (breakfast and lunch) will be provided to all students through a waiver provided by the National School Lunch Program.

## Co-Curricular/Sports:

- Co-curricular and athletic offerings will be based on the guidance from the State and NHIAA recommendations.

## Social Emotional:

- Additional BC/BA support is available for all students and staff. Focused services are available through the School guidance counselors and social worker.

# Responsibilities

Parent Responsibilities	<p><b>Keep your child at home</b> and communicate with the school if they are sick; if they display COVID-19 symptoms; or if the student has been exposed to someone with COVID-19. Monitor and screen health concerns including temperature and/or screening checks prior to sending your child to school.</p>
	<p>If you have traveled internationally or on a cruise ship, follow current NH DHHS and CDC recommendations prior to returning to School.</p>
	<p>Practice hygiene and sanitization with children in preparation for attending school.</p>
	<p>Prepare your child for the implementation of wearing and cleaning face coverings.</p>
	<p>Prepare for full open and full remote instruction scenarios. Make arrangements for your child’s social and educational needs and ensure your child attends classes should the School transition to a remote learning schedule.</p>
	<p>Have a contingency plan for childcare should your child not be able to attend school or needs to be sent home.</p>
Student Responsibilities	<p><b>Stay home when sick.</b> Monitor health symptoms and maintain health screening practices.</p>
	<p>If you have traveled internationally or on a cruise ship, follow current NH DHHS and CDC recommendations prior to returning to School.</p>
	<p>Practice hygiene and sanitation protocols – FREQUENT HAND WASHING.</p>
	<p>Adhere to current physical distance guidelines.</p>
	<p>Wear face coverings as required by current School protocol.</p>
	<p>Prepare for the transition of fully open to remote learning.</p>
Personnel Responsibilities	<p><b>Stay home when sick.</b> Monitor health symptoms and maintain health screening practices.</p>
	<p>If you have traveled internationally or on a cruise ship, follow current NH DHHS and CDC recommendations prior to returning to School.</p>
	<p>Employees will follow the policies and procedures related to proper hygiene including frequent hand washing.</p>
	<p>Wear face coverings as required by current School protocol.</p>
	<p>Clean and disinfect educational areas.</p>
	<p>Adhere to all state and federally ordered guidelines</p>
	<p>Adhere to SAU Plans and Policies enacted to maintain integrity of the school.</p>
	<p>Participation in trainings guided by NH.Gov:  <a href="#">State of NH Universal Best Practices</a>  <a href="#">CDC Cleaning and Disinfecting Public Spaces</a>  <a href="#">CDC Things to Know about the COVID-19 Pandemic</a></p>

# Schedule Scenarios

## **Full Opening – Descriptions and Scenarios:**

- School as “Normal” as possible
- Spacing rules / minimal contact with grade levels
- Recess ground rules
- Transportation (Durham Bus Company – Regulations/Expectations)
- Face coverings will be worn on the bus, upon entering/exiting the building, and throughout the school.

## **Full Remote - Descriptions and Scenarios:**

- Government or administration recommends/requires closure of School

All plans are subject to change based on information from Federal, State, and Local sources.

# Full Opening

## *Full Opening Schedule High School 2021-2022*

Time	Monday, Wednesday, and Friday
7:45 AM - 7:50 AM	Homeroom
7:52 AM - 8:43 AM	1 <sup>st</sup> Period
8:45 AM - 9:36 AM	2 <sup>nd</sup> Period
9:36 AM - 9:41 AM	Break
9:41 AM - 10:32 AM	3 <sup>rd</sup> Period
10:34 AM - 11:25 AM	4 <sup>th</sup> Period
11:27 AM - 12:18 PM	5 <sup>th</sup> Period
12:18 AM - 12:46 PM	Lunch
12:46 AM - 1:37 PM	6 <sup>th</sup> Period
1:39 AM - 2:30 PM	7 <sup>th</sup> Period

Time	Tuesday	Thursday
7:45 AM - 7:50 AM	Homeroom	Homeroom
7:52 AM - 9:22 AM	1 <sup>st</sup> Period	Advisory/Wellness/SEL/Clubs/Class Mtgs.
9:22 AM - 9:27 AM	Break	Break
9:29 AM - 10:59 AM	3 <sup>rd</sup> Period	2 <sup>nd</sup> Period
10:59 AM - 12:29 PM	5 <sup>th</sup> Period	4 <sup>th</sup> Period
12:29 AM - 12:58 PM	Lunch	Lunch
1:00 PM - 2:30 PM	7 <sup>th</sup> Period	6 <sup>th</sup> Period

## ***Full Opening Schedule Middle School 2021-2022***

<b>Time</b>	<b>Monday - Friday</b>
7:45 AM - 7:50 AM	Homeroom
7:52 AM - 8:35 AM	Specials
8:35 AM - 9:35 AM	1 <sup>st</sup> Period
9:35 AM - 9:40 AM	Break
9:40 AM - 10:40 AM	2 <sup>nd</sup> Period
10:40 AM - 11:50 AM	Dear/Advisory/Recess/Lessons
11:50 AM - 12:15 PM	Lunch
12:20 PM – 1:20 PM	3 <sup>rd</sup> Period
1:20 PM – 2:20 PM	4 <sup>th</sup> Period
2:20 PM - 2:30 PM	Homeroom

## ***Full Opening Schedule Elementary School K-5 2021-2022***

<b>Sample Schedule</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:45 AM - 7:50 AM	Attendance	Attendance	Attendance	Attendance	Attendance
7:50 AM - 8:10 AM	Responsive Classroom Morning Meeting	Responsive Classroom Morning Meeting	Responsive Classroom Morning Meeting	Responsive Classroom Morning Meeting	Responsive Classroom Morning Meeting
8:10 AM - 9:20 AM	Math	Math	Math	Math	Math
9:25 AM - 9:40 AM	Snack	Snack	Snack	Snack	Snack
9:40 AM - 10:45 AM	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
10:45 AM - 11:05 AM	Lunch*	Lunch*	Lunch*	Lunch*	Lunch*
11:05 AM - 11:35 AM	Recess*	Recess*	Recess*	Recess*	Recess*
11:35 AM - 11:50 AM	Quiet Time/Read Aloud	Quiet Time/Read Aloud	Quiet Time/Read Aloud	Quiet Time/Read Aloud	Quiet Time/Read Aloud
11:50 AM - 12:25 PM	Science	Science	Science	Science	Science
12:25 PM - 1:00 PM	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
1:00 PM -1:35 PM	WIN	WIN	WIN	WIN	WIN
1:35 PM -1:45 PM	Closing Meeting	Closing Meeting	Closing Meeting	Closing Meeting	Closing Meeting
1:45 PM - 2:25 PM	PE	Music	Health	Library	Art
2:25 PM	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

\*Recess and lunch times vary by grade.

# Remote Learning Schedules for COVID-19 Related Shutdown

## High School Remote Learning Schedule 2021-2022

Each online period will be 30 minutes maximum. We are allotting 15 minutes between virtual classes. Attendance will be taken daily, grades for attending will be factored into final grade.

### Monday & Tuesday 8:30 - 11:30

Periods	Day / Time	
1	Mon. & Wed.	8:30 AM - 9:15 AM
2	Mon. & Tues.	9:30 AM - 10:15 AM
3	Mon. & Tues.	11:00 AM - 11:45 AM
4	Mon. & Tues.	12:00 PM - 12:45 PM
Lunch		12:45 PM - 1:15 PM
Office Hours / Planning	Teacher Created	1:15 PM - 2:30 PM

### Thursdays & Friday

Periods	Day / Time	
5	Thursdays & Friday	8:30 AM - 9:15 AM
6	Thursdays & Friday	9:30 AM - 10:15 AM
7	Thursdays & Friday	11:00 AM - 11:45 AM
Advisory	Thursdays & Friday	12:00 PM - 12:45 PM
Lunch		12:45 PM - 1:15 PM
Office Hours / Planning	Teacher Created	1:15 PM - 2:30 PM

### Wednesdays 8:30 - 11:45

Periods:	Day / Time	
Office hours for Middle and High School (Small group instruction, Additional time for AP/Running Start Classes (Coordinate amongst those teachers)	Friday	1:15 PM
Lunch	Friday	1:15 PM
Teacher Planning	Friday	1:15 PM

**AP and Running Start Classes:**

Teachers may allot for additional AP & Running Start Classes during the 12:15 pm - 2:30 pm time frame. This may impact office hours.

Note the start of the day is 8:30 am for students. Teachers report to school at 8:00, .5 hrs. available which can be used as additional planning time.

\* Coordinate through grade level teams.

**Middle School Remote Learning Schedule 2021-2022**

**Monday, Tuesday, Thursday & Friday 8:30 - 11:30**

Periods	Day / Time
1 - Specials	8:30 AM - 9:15 AM
2 - Core Class	9:30 AM - 10:15 AM
3 - Core Class	11:00 AM - 11:45 AM
4- Advisory / Lessons / Band Chorus	12:00 PM - 12:45 PM
Lunch	12:45 PM - 1:15 PM
5 - Core Class	1:15 PM - 2:00 PM
Office Hours / Planning	2:00 PM - 3:00 pm

**Wednesdays 8:30 - 11:45**

Periods	Day / Time
Office hours for Middle and High School (Small group instruction, Additional time for AP/Running Start Classes (Coordinate amongst those teachers)	8:30 AM - 11:45 AM
Lunch	11:45 AM - 12:15 PM
Teacher Planning	12:15 PM - 2:30 PM



## ***Remote Learning Schedule School Elementary (K- 5) 2021-2022***

8:30 - 9:00	<b><i>Morning Meeting*</i></b> and attendance
9:00 - 9:05	Rhythmic Movement Break (RMB)
9:05 - 9:35	Literacy- instruction and practice LIVE Group A
9:05 - 9:35	Math- instruction and practice LIVE Group B
9:05 - 9:35	Math & Science Project Group C
9:05 - 9:35	ELA & Social Studies Group D
9:35 - 9:40	RMB
9:40 - 10: 10	Literacy- instruction and practice LIVE Group B
9:40 - 10: 10	Math- instruction and practice Group C
9:40 - 10: 10	Math & Science Project Group D
9:40 - 10: 10	ELA & Social Studies Project Group A
10:10 - 10:15	RMB
10:15 - 10:45	Literacy- instruction and practice LIVE Group C
10:15 - 10:45	Math- instruction and practice Group D
10:15 - 10:45	Math & Science Project Group A
10:15 - 10:45	ELA & Social Studies Project Group B
10:45 - 10:50	RMB
10:50 - 11:20	Literacy- instruction practice LIVE Group D
10:50 - 11:20	Math- instruction and practice Group A
10:50 - 11:20	Math & Science Project Group B
10:50 - 11:20	ELA & Social Studies Project Group C
11:20 - 11:25	RMB
11:25 - 12:30	LUNCH & RECESS BREAK
12:30 - 1:15	Allied Arts - Specific Schedule per grade level and Classroom
1:15 – 2:30	Office Hours - Teachers accessible by phone, email, or <i>Google Meet</i>

***\*Responsive Classroom***

# Transportation

## Durham Bus Company

### Routes:

Two Determined Routes

### General Regulations:

- I. Students and staff will abide by all Durham Bus Company regulations.
- II. Regular riders only. No “guests” will be allowed on buses.
- III. Switching buses and bus stop changes will not be allowed.

### Student Expectations:

- I. Students, with the help of their parents, are asked to [self-screen](#) including temperature check and symptom check prior to entering the bus each day.
- II. Students will wear face coverings on the bus at all times. Face coverings will be provided if necessary.
- III. Students will have assigned seats based on safety.

# Facilities

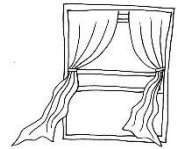
## VENTILATION

The District has a mechanical service contract. Bi-annually, the HVAC system's filters are removed and replaced, the air ducts are cleaned, and all other scheduled maintenance (i.e. compressor fan belts, etc.) is completed per the manufacturer's specifications. Facilities staff double checks and recleans as necessary, the filters and the interior and exterior of the ducts.

To continue to improve air filtration and overall air quality, the District will routinely monitor and service the system. Routine service will include checking, cleaning, and/or changing filters more frequently as well as checking the ducts.

Every classroom has an opening window, and all windows will be serviced and in working order. However, if all the windows in the school are open, the negative pressure system will not work properly. The system has been adjusted to maximize outdoor air intake which will increase the amount of fresh air circulating throughout the classrooms and other common areas.

American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) and CDC standards have been consulted and will be monitored for any future changes or recommendations.



## CLEANING/PREPARATION

The District has a cleaning and sanitizing plan for the custodial staff based on the educational model being followed. Cleaning supplies will be made available in the classrooms so desk areas may be cleaned regularly. These supplies will be kept out of the reach of children. Only District supplied cleaning and disinfecting chemicals may be used. Afterschool crews will prioritize cleaning and disinfecting of classrooms, offices, halls, and floors utilizing electrostatic sprayers to disinfect classrooms and other large areas.

# Co-Curricular/Sports

## ATHLETICS:

It is the expectation of the Lincoln-Woodstock Cooperative School District athletics department that all individuals and user groups utilizing its athletic facilities will abide by all guidelines set forth by the CDC, the State of NH Universal Best Practices, NHIAA, and the school.

## Guidelines and Recommendations:

[NHIAA Sports Medicine](#)

# Employees

The safety of the Lincoln-Woodstock Cooperative School District employees is a top priority during the COVID-19 pandemic. Procedures and policies have been adopted to minimize the risk of exposure and prevent the spread of COVID-19. Outlined below is an overview of safety measures implemented by the Lincoln-Woodstock Cooperative School District.

## Covid-19 Protocol

Employees will follow policies and procedures related to hygiene which will include, but not be limited to:

Frequent handwashing.

Frequent and thorough cleaning and disinfecting of workspaces.

Wear face coverings as required by current School District protocol.

Mitigate risk of exposure by adhering to all state and federally ordered guidelines.

Will participate in training identified below.

## Training

Initial training should be provided to all employees prior to the return to school buildings.

Available online and in person.

Mandatory for all employees.

Topics to Include:

- COVID-19 Overview.
- Use of PPE.
- Cleaning and Disinfecting.
- Screening tool use and self-reporting.
- Response to symptomatic students and colleagues.
- Training guidance:
  - [State of NH Universal Best Practices](#)
  - [CDC Cleaning and Disinfecting Public Spaces](#)
  - [CDC Things to Know about the COVID-19 Pandemic](#)
  - [CDC How COVID-19 Spreads](#)

## Policies & Procedures:

Complete daily [self-screening](#).

Report symptoms to administration as soon as possible.

Wear face coverings as required by current School District protocol.

Clean and disinfect workspaces.



# Employee Leave

The following information outlines leave options available to employees of School Administrative Unit #68. The SAU will notify employees if additional resources and/or leave options become available.

All leave request questions should be directed to the Superintendent of Schools, Judith McGann, Ed.D. Additionally, if an employee wants to discuss the need for job accommodations and feels they have protection under the ADA, they should contact the SAU office as soon as possible.

## **Family Medical Leave Act (FMLA) - Federal**

To be eligible for *FMLA*, an employee shall have been employed for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. Eligible employees shall be entitled to a combined total of 12 weeks of leave per year to use for qualifying reasons. *FMLA* leave is unpaid, job protected leave where the district continues to pay its portion of the health insurance premiums.

## **NH FMLA - State (HB14)**

September 26th, 2019, the Governor of New Hampshire signed into law HB14 and it was made retroactive back to June 30, 2019. This new state law expands *FMLA* eligibility for NH School District employees by reducing the number of hours an employee must work in the year preceding their *FMLA* leave request from 1,250 to 900. The employee who has worked the 900 hours or more shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act.

## **Accrued Sick Leave**

This is the sick leave employees are awarded each year as part of the employment package. Please see your collective bargaining agreements (LWEA, LWSSA) and/or personnel policies (GDB-R) for accrual and usage of sick/illness leave.

## **Sick Leave Bank**

For employees who contribute to the sick leave bank as per their collective bargaining agreement (LWEA), requesting leave from the bank may be an option should all other available leave options be used.

## **Accrued Vacation Leave**

Please see your collective bargaining agreements (LWSSA) and/or personnel policies (GDB-R) for accrual and usage of any awarded vacation leave.

## **Americans with Disability Act (ADA)**

The ADA prohibits discrimination against people with disabilities. The ADA does not specifically name all impairments covered under this Act, so if an employee thinks they might be entitled to protections under the law, they should reach out to the SAU#68 office to discuss options. Under the ADA, discussions between the employee and employer take place to try and find reasonable accommodations for employees that meet the criteria under this Act. Medical documentation supporting the disability will be required.

## **Worker's Compensation**

If an employee is diagnosed with COVID-19, they may be eligible for Worker's Compensation. Current law says for an employee to claim worker's compensation for an infectious disease, the employee must demonstrate that they contracted the disease in the course and scope of their employment. In the unfortunate event that an employee contracts COVID-19 at work, a worker's compensation claim can be filed and *Primex* will assess the claim and determine if coverage is warranted.

## **Unpaid Leave of Absence**

Some collective bargaining agreements (LWEA, LWSSA) and personnel policies (GDB-R) provide for an unpaid leave of absence for qualifying employees. All applications for such leave must be made in writing and approved by the school board prior to the beginning of the leave.

# Employer Responsibilities

The Lincoln-Woodstock Cooperative School District will:

- Provide supplies required for cleaning and disinfecting work areas as well as PPE (face coverings and other as appropriate). Only District supplied cleaning and disinfecting chemicals may be used.
- Consider emotional and medical needs of all employees (especially those who are medically vulnerable).
- Identify, designate, and monitor employee leave options.
- Train staff and faculty on expectations and new procedures as they develop.
- Follow the recommendations of [NH DOE](#), [NH-DHHS](#), and [CDC](#).

# Response

## SYMPTOMATIC INDIVIDUAL

### **I. Screening:**

- Screening is essential to keep symptomatic students and staff members out of the building.
- Students, with the help of their parents, are asked to monitor and screen health concerns including temperature checks prior to school.
- Staff members are asked to self-screen health concerns including temperature checks prior to school.
- A staff member and student [self-screening guide](#) has been developed as a reminder of COVID-19 risks and symptoms.
- Good communication with staff members, students, and parents is necessary to let each know what is expected. Lin-Wood will utilize email, phone calls, an all call system, the School [website](#), [Facebook](#), and [Instagram](#) as communication avenues.

### **II. Assessment:**

- [Symptoms of COVID-19](#) are general. Staff members and students will be assessed on a case by case basis. (For example: a child with documented seasonal allergies presents with respiratory symptoms. Is it allergies or COVID-19?)
  - a. If symptoms are new for the individual; the individual will be sent home and should contact his/her primary care physician (PCP) or other medical professional.
    - How do we know if a symptom is “new or unexplained” and not due to a chronic condition (e.g., allergies)?
      - The School will document and verify with staff members, parents, and healthcare providers if a student/staff member has any chronic health conditions and the typical symptoms the health condition presents with. If a student/staff member presents with symptoms during school, and it is unclear (or undocumented in the student/staff member’s medical record) if the symptoms are chronic, then the student/staff member will be excluded until they have met the return to school criteria, or a healthcare provider can document a chronic/stable condition that accounts for the student/staff member’s symptoms and that there are not any new or unexplained symptoms of COVID- 19.

### **III. Testing and Returning to School:**

- Currently there is no requirement for student/staff to be tested prior to starting the school year.
- If a student/staff member is sent home with COVID-19 related symptoms they may:
  - a. Submit a negative COVID-19 test (see COVID-19 Testing Procedures on [Page 24](#)) or
  - b. Quarantine for 5 days
- [Per NHDHHS recommendations](#), if found to have COVID-19 the individual can return to school 5 days after onset; if symptoms are improved and they have been fever-free off medication for 24 hours. A mask will be required for a total of 10 days regardless of Lin-Wood current mask policy.
- A COVID-19 positive test may require close household contacts (siblings) to be dismissed, monitored, and [quarantine](#) as well.
- Reports of school associated persons diagnosed with COVID-19 will be provided to NHDHHS as required.



## COVID-19 Testing Procedures

Please Note: Even with a negative test result, any student or employee who is experiencing symptoms should not return to School until symptoms have improved and the person has been free of fever for 24 hours without the use of medication.

Accepted Testing:

- PCR or Rapid Antigen Testing from a Medical Office or NH COVID-19 Testing Location
- Home Testing\*
  - Results from FDA approved home testing kits are accepted.
  - This testing may be used for symptomatic and asymptomatic individuals.
  - Follow testing instructions included in test kit packaging.
  - The CDC has information on self-testing which can be found HERE.

\*Reporting at Home Test Results to the School Nurse – Please Provide:

1. A photo of the packaging including the name of the test, lot #, and expiration date.
2. A photo of the result with the following information:
  - a. Student/employee name.
  - b. Student/employee date of birth.
  - c. Date of test.
  - d. Time test started.
  - e. Time test result read.
  - f. Parent/guardian or employee signature to attest to following package instructions on the symptomatic individual they are reporting results on.
3. When there is a positive test result, report it to DHHS by calling 603-271-4496 AND report the result to your PCP and School Nurse who can assist with determining isolation timeframes, quarantines, and reporting.

## Bureau of Infectious Disease Control

### Isolation & Quarantine Recommendations for the General Public

The tables below summarize [CDC's updated isolation and quarantine guidance](#) for the general public, which has been adapted by New Hampshire. CDC also explains the reasoning behind their updated guidance with answers to frequently asked questions (see [Quarantine & Isolation Background](#)).

This guidance applies to the general public, including workplaces and K-12 schools. This guidance does NOT apply to healthcare settings, correctional institutions, or homeless shelters. Healthcare organizations should refer to the CDC's separate Interim [Guidance for Managing Healthcare Personnel with SARS-CoV-2 Infection or Exposure](#), and their [Strategies to Mitigate Healthcare Personnel Staffing Shortages](#).

Persons who should isolate	Recommended Action
<p>Any person who tests positive for COVID-19 or who has symptoms of COVID-19 while awaiting testing – regardless of vaccination status, previous infection, or lack of symptoms.</p> <p>(Note: CDC recommends longer periods of isolation for people who are severely ill with COVID-19 and require hospitalization or intensive care unit support, or for people with severely compromised immune systems.)</p>	<ul style="list-style-type: none"> <li>• Stay home and away from others (including people in your household) for at least 5 days.</li> <li>• Isolation can end after day 5 if you are fever-free (off fever-reducing medications) for at least 24 hours and other symptoms are improving.</li> <li>• If fever has been present in the prior 24 hours, or if other symptoms are not improving, then you should continue to isolate until fever free and symptoms are improving for at least 24 hours, or until after 10 days of isolation.</li> <li>• For 10 days:               <ul style="list-style-type: none"> <li>○ Wear a <a href="#">well-fitting</a> medical face mask when around other people.</li> <li>○ Avoid people who are immunocompromised or at high-risk for severe disease.</li> <li>○ Avoid travel, if possible</li> </ul> </li> </ul> <p>Note: per CDC guidance, you can take an antigen test on day 5 before ending isolation and, if positive, you should continue to isolate for a total of 10 days. Individuals and businesses/organizations can consider but do not have to adopt this testing strategy.</p>
Persons who should quarantine after being exposed to someone with COVID-19	Recommended Action
<p>Household contacts who are either:</p> <ul style="list-style-type: none"> <li>• Unvaccinated; OR</li> <li>• Not “up to date” on receiving all recommended COVID-19 vaccine doses</li> </ul>	<ul style="list-style-type: none"> <li>• Stay home and away from others for 5 days after the last exposure.</li> <li>• Watch for symptoms for COVID-19 for 10 days after the last exposure, and get tested if symptoms develop.</li> <li>• Get tested at least 5 days after the exposure, even if no symptoms develop. If positive, move to isolation.</li> <li>• For 10 days:               <ul style="list-style-type: none"> <li>○ Wear a <a href="#">well-fitting</a> medical face mask when around other people.</li> <li>○ Avoid people who are immunocompromised or at high-risk for severe disease.</li> <li>○ Avoid travel, if possible.</li> </ul> </li> </ul>

Persons who do NOT need to quarantine after being exposed to someone with COVID-19	Recommended Action
<ul style="list-style-type: none"> <li>• Lower risk exposures in the community setting (e.g., non-household contacts)</li> <li>• Household contacts who are “up to date” on receiving all recommended COVID-19 vaccine doses</li> <li>• Unvaccinated household contacts who are within 90 days of testing positive for COVID-19 by antigen or PCR-based testing</li> </ul>	<ul style="list-style-type: none"> <li>• Wear a well-fitting face mask around other people for 10 days, especially in indoor settings.</li> <li>• If symptoms develop, stay home and get tested for COVID-19.</li> <li>• Get tested for COVID-19 on day 5, even if you don’t have symptoms.</li> <li>• If testing is positive, follow isolation recommendations above.</li> </ul>

**Definitions:**

Isolation: For people who are sick or who have tested positive for the COVID-19 virus.

Quarantine: For people who have been exposed to the COVID-19 virus and are at risk for developing infection.

Household contact: Any person who lives or sleeps in the same indoor shared space as another person diagnosed with COVID-19 (either a temporary or permanent living arrangement) leading to exposure to the person with COVID-19

“Up to date” on COVID-19 vaccination: A person is “up to date” on COVID-19 vaccination when they have completed a primary COVID-19 vaccine series (the single-dose J&J Janssen vaccine, or a 2-dose series of the Pfizer-BioNTech or Moderna vaccine) AND any booster shots which they are eligible for and recommended to receive. CDC has information about [staying up to date on COVID-19 vaccination](#) and who should get a booster shot.

Unvaccinated: Any person who has NOT completed a primary COVID-19 vaccine series.

# Employee and Student Self-Screening Guide

## Daily Self-Screening Guide:

To protect all users of our facilities we are asking all employees and students, with the help of their parents or guardians, to self-screen.

**Please take your temperature and, if you have a temperature of 100.4° or over, please stay/go home and contact your medical provider.**

SELF-SCREENING QUESTIONS
Did you have a body temperature of over 100.4° today?
Have you had a fever or felt feverish in the last 72 hours?
Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
Are you experiencing any general body symptoms such as muscle aches, chills, or severe fatigue?
Are you experiencing any gastrointestinal symptoms such as nausea, vomiting or diarrhea?
Have you experienced any new changes in your sense of taste or smell?
Have you been in close contact with a confirmed case of COVID-19 from your household in the last 10 days?

**If you answered yes to any of these questions, please stay home from school today and contact your primary care provider and/or DHHS (211; (866) 444-4211) as necessary.**

# Sources

State of New Hampshire: <https://www.covid19.nh.gov/>

New Hampshire Department of Health and Human Services: <https://www.dhhs.nh.gov/index.htm>

State of New Hampshire Department of Education: <https://www.education.nh.gov/>

NH Grades K-12 Back-To-School Guidance:

<https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/nh-k-12-january-2021-back-to-school-guidance-3-17-2021.pdf>

Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

US Food & Drug Administration: <https://www.fda.gov/medical-devices/coronavirus-disease-2019-covid-19-emergency-use-authorizations-medical-devices/in-vitro-diagnostics-euas-antigen-diagnostic-tests-sars-cov-2>

American Academy of Pediatrics: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/>

New Hampshire Interscholastic Athletic Associations: <http://www.nhcaa.org/sports-medicine>

New Hampshire SAU #9: <http://www.sau9.org/>

# Addendum

## Stakeholder Response

The District continues to have “Reopening Plan” updates on a regular basis for all stakeholders. This includes opportunity for stakeholders to give feedback at Board meetings through the agenda item, “Covid-19”. These Board meetings occur every second and fourth Wednesday evening per month, unless otherwise posted. Also, public may access the “community input” link. This input link is an email box for public input via the COVID-19 page on the District’s website to share any concerns or feedback the public may have.

## Socio-economic/Social-emotional Well-being

During the 2021-2022 school year, the District offers free lunch for all students attending school. The District also has increased counseling services for both staff and students through more focused services via guidance counselors and social worker as needed. Additional services for a BC/BA is currently in place to better meet the needs of students.

## Safety Needs for the District

Face masks are provided free of charge to all students, staff and visitors at the main entry of each school building. All classrooms continue to receive appropriate disinfecting at the end of every school day. Disinfecting also is done during the school day throughout the school buildings.