

AUBURN SCHOOL BOARD MEETING

Remote Access to Meeting
Tuesday August 11, 2020 6:00 P.M.

The Auburn School Board will be holding a board meeting in-person and using ZOOM on Tuesday, August 11, 2020, commencing at 6:00 p.m.

You will be able to listen to the meeting by phone by dialing US: +1 346 248 7799; +1 669 900 6833; +1 253 215 8782; +1 312 626 6799; +1 929 205 6099 ; +1 301 715 8592

Webinar ID: 922 9366 1194

Password: 6034832769

If during the meeting you have any difficulty hearing the members of the School Board, you can call Tech support at 603-624-1814

The agenda for the meeting follows:

CALL TO ORDER

PROOF OF POSTING

APPROVAL OF MINUTES

PERSONNEL

 Superintendent's Nominations

OLD BUSINESS

 Re-Entry Update

 2020-2021 School Calendar

 Construction Update

NEW BUSINESS

 Instructional Time Schedule

 Participation in Sports

FINANCIALS

NON-PUBLIC SESSION (if necessary)

ADJOURNMENT

* (Please note: In addition to the items listed on the agenda, the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in non-meeting session in accordance with RSA 91-A if the need arises)

AUBURN SCHOOL BOARD MEETING
Tuesday, August 11, 2020 at 6:00 p.m.
LOCATION OF MEETING: Auburn Village School Media Center

*****MASKS MUST BE WORN WHEN 6' DISTANCE CANNOT BE MAINTAINED*****

- I. CALL TO ORDER** – Alan Villeneuve, Board Chair
- II. PLEDGE OF ALLEGIANCE**
- III. PROOF OF POSTING** – William Rearick, Superintendent of Schools
- IV. APPROVAL OF MINUTES**
 - A. Minutes of the Non-Public, Sealed, Auburn School Board Meeting on March 9, 2020 (action required)
 - B. Minutes of the Auburn School Board Meeting on July 28, 2020* (action required)
 - C. Minutes of the Non-Public, Sealed, Auburn School Board Meeting on July 28, 2020* (action required)
- V. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VI. PERSONNEL**
 - A. Superintendent's Nomination (TBD)
- VII. OLD BUSINESS**
 - A. Re-Entry Update
 - B. 2020-2021 School Calendar*
 - C. Construction Update
- VIII. NEW BUSINESS**
 - A. Instructional Time Schedule*
 - B. Participation in Sports*
- IX. FINANCIAL**
 - A. July 24, 2020 Manifest Approval (action required)
 - B. August 7, 2020 Manifest Approval (action required)
- X. INFORMATIONAL ITEMS AND CORRESPONDENCE, and/or MISCELLANEOUS INFORMATION**
- XI. NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k) (if necessary)**
- XII. ADJOURNMENT (action required)**

The next regularly scheduled meeting of the Auburn School Board will be on Tuesday, September 8, 2020 at 6:00 p.m. at the Auburn Village School Media Center.

The SAU #15 Board will meet on Wednesday, September 16, 2020 at 6:30 p.m. in the David R. Cawley Middle School Media Center.

**Materials provided in packet*

Please note: In addition to the items listed on the agenda, the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in non-meeting session in accordance with RSA 91-A if the need arises

**AUBURN SCHOOL BOARD MEETING
JULY 28, 2020 AT 6:00 P.M.
REMOTE MEETING VIA ZOOM**

These minutes have not been approved.

Board Chair Alan Villeneuve called the meeting to order at 6:04 p.m. Those attending remotely were Board members Janice Baker, Jason Tyburski, and Samantha Belcourt. All stated they were alone. Also in attendance was Principal, Lori Collins; Assistant Principal, Lindsay Murray; Technology Director, Bob Strobel; Maintenance Director, Scott Dube; Superintendent William (Bill) Rearick; Assistant Superintendent, Marge Polak; and Business Administrator, Amy Ransom. In addition were Eileen McDonald and Crissy Ouellette, Auburn Education Association Co-Presidents.

PROOF OF POSTING

Superintendent Rearick provided proof of posting.

Alan Villeneuve read 'A Checklist To Ensure Meetings Are Compliant With The Right-to- Know Law During The State Of Emergency'.

A moment of silence was observed for the recent passing of two Auburn residents.

All votes taken were poll votes.

OLD BUSINESS

Re-Entry to School Plan - Discussion

Alan Villeneuve stated that Superintendent Rearick had provided more information to the Board in the two weeks since they last met. Bill Rearick summarized each of the three plans and said Dr. Chan's presentation guidelines will be added as each plan remains fluid. He said no plan is a 'stand-alone' as situations change and the plans have been built to shift as necessary. Mr. Rearick added that the committee is beginning to build protocols. When asked by Samantha Belcourt what criteria would be used to switch plans, Mr. Rearick stated that they would look at the number of local cases and the percentage of those cases which are positive. They are working on a second survey, and at pushing the start of school to allow for additional professional development. Lori Collins stated that she would like professional days on August 24, 25, 26, 27, 28, 31 and September 1, no school on September 8 due to the primary, and in-school day on October 2. The first day for students would be September 2, 2020, and the last day of school would remain June 11, 2021.

Samantha Belcourt asked if special education requirements would be met for IEP's and 504 Plans, to which Lori Collins stated they would. Janice Baker asked where they stand on tablets, to which Bill Rearick responded that they were ordered in March. Bill said regardless of which plan the Board chooses, they should be cognizant of the fact that any in-school instruction is contingent upon having enough staff. He referred to the new Families First Coronavirus Response Act, which states that an employee whose child's school/daycare is closed is eligible to take a leave. A letter was sent to staff to see if there would be a full complimentary of teachers.

When asked by Alan Villeneuve for his recommendation, Mr. Rearick stated that nothing is clear-cut, and that he understands there is much anxiety about re-entry to school. However, based on current data/conditions and the community feedback, he recommends Plan A. He said the hope is to get as many students into school, while mitigating the spread of the virus. Janice Baker said she was happy to see a new reading curriculum and asked if any new technology is needed. Lori Collins stated that many of the current systems have added remote learning tools which included Math in Focus, but also said Pear Deck and See Saw will also be used. Janice Baker asked if a teacher would qualify for leave if their child's school/daycare was closed. Bill Rearick stated that they would. She asked if siblings of a student who exhibits symptoms would be required to go home as well. Bill Rearick stated that they would. Testing is optional, but if the parent chooses not to have their child(ren) tested, they must remain home for ten calendar days. Janice Baker asked how comfortable they are with current nursing and custodial staff. Bill Rearick stated that there is a 'monumental need' for custodial staff, and Lori Collins said she is looking into

student nurses and that a former nurse has offered her services. Funding is needed. Eileen McDonald asked if a staff member would be allowed to stay home if they didn't feel safe to go to school. Alan Villeneuve stated they could do remote.

Motion by Janice Baker, seconded by Jason Tyburski, to go with the Superintendent's recommendation of Plan A as presented, students into school with the caveat of a remote option for students unable to be taught in an in-person situation. A poll vote was taken. With Samantha Belcourt No, all others in favor, the motion carried.

Policy AC

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the second reading/adoption of Policy AC as presented, replacing the word 'Plan' with 'Policy' in the title. A poll vote was taken. With all in favor, the motion carried.

Approval of Board Meeting Minutes of July 14, 2020

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the meeting minutes of July 14, 2020. A poll vote was taken. With all in favor, the motion carried.

School Calendar

Motion by Janice Baker, seconded by Samantha Belcourt, to approve of the calendar changes as requested by Lori Collins, having the student's start date of September 2, 2020. A poll vote was taken. With all in favor, the motion carried.

FINANCE

Motion by Samantha Belcourt seconded by Janice Baker, to approve the June 30, 2020 manifest in the amount of \$777,173.90. A poll vote was taken. With all in favor, the motion carried.

Motion by Samantha Belcourt, seconded by Janice Baker, to approve the July 9, 2020 manifest in the amount of \$1,179,091.80. A poll vote was taken. With all in favor, the motion carried.

NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k) (if necessary)

At 7:15 p.m. motion by Janice Baker, seconded by Samantha Belcourt, to enter into a non-public session RSA 91-A:3 Section II c. A poll vote was taken. With all in favor, the motion carried.

The Board resumed their public meeting at 7:29 p.m.

Motion by Janice Baker, seconded by Jason Tyburski, to seal the non-public minutes in perpetuity. A poll vote was taken. With all in favor, the motion carried.

ADJOURNMENT

Motion by Samantha Belcourt, seconded by Janice Baker, to adjourn the meeting at 7:31 p.m. A poll vote was taken. With all in favor, the motion carried.

The next meeting of the Auburn School Board will be Tuesday, August 11, 2020 at 6:00 p.m. at the Auburn Village School Media Center, or remotely, if necessary.

Respectfully submitted.

Rebecca SJ McCarthy,
Recording Secretary

Auburn School District Calendar

2020-2021

X=No School

ER=Early Release

PD=Professional Development

VII.B.

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	X	X	X	X	X	8
9	X	X	X	X	X	15
16	X	X	X	X	X	22
23	PD	PD	PD	PD	PD	29
30	PD					

September 2020						
Su	M	Tu	W	Th	F	Sa
		PD	2	3	4	5
6	X	X	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	X	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	X	4	X	6	7
8	9	10	X	12	13	14
15	16	17	18	19	20	21
22	23	24	ER	X	X	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	X	X	26
27	X	X	X	X		

January 2021						
Su	M	Tu	W	Th	F	Sa
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	X	X	X	X	X	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	PD	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	X	14	15	16	17
18	19	20	21	22	23	24
25	X	X	X	X	X	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	X					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	ER*	12
13	X	X	X	X	X	19
20	X	X	X	X	X	26
27	X	X				

Aug.24-Sept.1: Professional Development
 September 2: First Day of School
 September 7: Labor Day Observed
 September 8: No School-Voting (Primary) Day
 October 12: Columbus Day Observed
 November 3: No School-Voting Day
 November 5: Parent/Teacher Conference
 November 11: Veteran's Day Observed
 November 25: Early Release
 November 26-27: Thanksgiving Break
 December 24- January 1: Winter Vacation

February 22-26: February Vacation
 March 9: Professional Development
 April 13: Parent/Teacher Conference
 April 26- 30: April Vacation
 May 31: Memorial Day Observed
 June 11*: Last Day (Early Release)
 June 14- June 30: Possible Make-Up Days (If more than 5 cancellations)

Note: If school cancellations exceed five days, the AEA and Auburn School Board will meet to discuss the implications and the need to make up any lost instructional time.

**INSTRUCTIONAL TIME SCHEDULE
2020-2021**

School Name: Auburn Village School

SAU: 15

Town: Auburn

Grades: K-8

Ed 306.26(b) requires that each elementary and middle school have an Instructional Time Schedule which indicates how much classroom time per week is to be spent on the following subjects.

The table below indicates the approximate amount of time (in minutes) spent per week on each subject at this school.

SUBJECT	K	1	2	3	4	5	6	7	8
Art	x	45	45	45	45	45	45	45	45
Language Arts & Reading	300	600	600	600	600	550	600	600	525
Health	x	45	45	45	45	45	45	45	45
Physical Education	x	45	45	45	45	45	45	45	45
Information & Communication Technology	x	45	45	45	45	Integrated into the core curriculum classes.			
Math	300	325	325	325	325	350	275	325	275
Science	*	200	200	200	200	350	275	325	275
Social Studies	*	200	200	200	200	350	275	325	275
Family & Consumer Science	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Technology Education	x	x	x	x	x	45	45	45	45

Notes: *Science and Social Studies are integrated into the Kindergarten curriculum.

Principal Signature:



Date: 8/6/2020

Superintendent Signature:

Date:

**INSTRUCTIONAL TIME SCHEDULE
2019-2020**

School Name: Auburn Village School SAU: 15
Town: Auburn Grades: K-8

Ed 306.26(b) requires that each elementary and middle school have an Instructional Time Schedule which indicates how much classroom time per week is to be spent on the following subjects.

The table below indicates the approximate amount of time (in minutes) spent per week on each subject at this school.

SUBJECT	K	1	2	3	4	5	6	7	8
Art	x	45	45	45	45	45	45	45	45
Language Arts & Reading	300	600	600	600	600	300	300	325	275
Advisory	x	x	x	x	x	x	x	75	75
WIN	x	x	x	x	x	150	150	150	150
Extra Curriculum Block	x	x	x	x	x	150	150	x	x
Health	x	45	45	45	45	45	45	45	45
Physical Education	x	45	45	45	45	45	45	45	45
Information & Communication Technology	x	45	45	45	45	Integrated into the core curriculum classes.			
Music	30	45	45	45	45	45	45	45	45
Lunch	125	125	125	125	125	125	125	125	125
Recess	100	100	100	100	100	100	100	25	25
Math	300	325	325	325	325	300	350	325	275
Science	*	200	200	200	200	300	300	325	275
Social Studies	*	200	200	200	200	300	300	**	275
Family & Consumer Science	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Technology Education	x	x	x	x	x	45	45	45	45

Notes: *Science and Social Studies are integrated into the Kindergarten curriculum.

** Integrated into language arts/humanities in 7th grade

Principal Signature: *Lou Collins* Date: 8/6/2020

Superintendent Signature: _____ Date: _____

VIII.B.

Mark Cherbonneau
Windham Middle School
Director of Athletics
President Tri-County Athletics

I hope you are enjoying your summer the best you can. I have had quite a few questions as to what our plan was. There is a lot of information here, but it's important that you comb through it all...Here is what TCA is going to go with for now. Hopefully you can now decide what your athletics program is going to do.

Like the high school we are pushing back the start of the season until Sept. 8th. Schools can start to practice/tryout on that date or after. We are going to pick up the season schedule on Sept. 21. Now that being said if you can not play your scheduled game due to no buses, no players, you're not ready, etc. that is fine just cancel the game with the other school.

The regular season does not matter. It will mean nothing. Other than to give athletes a chance to participate in some games if your school decides. There will be no standings and there will be no schedules up on the website. No need to post any scores. Play games if you can. If you can't play please let the other school know, so that they can find another game perhaps.

We will look at an open tourney at the end of the season, but really it all depends on how many schools are even going to participate.

Auburn Village School



Draft Reopening Protocols 2020 - 2021

8-7-2020

PROTOCOLS FOR RESPONDING TO COVID-19

These protocols for responding to Covid-19 have been developed based on the guidelines from the Centers for Disease Control and Infection, the New Hampshire Division of Public Health Services, and the New Hampshire Department of Education. The guidance from these agencies is updated on a regular basis and these protocols will be modified in accordance with these changes.

Every effort will be made to limit the exposure of the school community to the COVID-19 virus. Systematic protocols are developed to keep students, families, staff and the surrounding community physically and emotionally safe and healthy.

KNOW THE SYMPTOMS OF COVID-19

The single most important thing to do if **ANY** of the following symptoms are present for students and staff is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Students and staff should STAY HOME if they have any of the symptoms listed.

Below is the [full list of symptoms](#) from the CDC, as of 8/5/2020, for which caregivers should monitor their children, and staff should monitor themselves:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

SCREENING

Students and staff will be required to stay home if they, or anyone in their homes, have COVID-19 symptoms. It is the responsibility of the family to ensure that students are well when they come to school.

Students will be screened before leaving their home.

- Parents will use the Pick Up Patrol App to answer the COVID-19 symptoms and exposure questions and to document their child's temperature at home before departing for the bus stop or arriving at school.
- Students exhibiting symptoms at home may not attend school.
- If a parent does not submit the daily screening via the Pick Up Patrol App the student will

be screened for symptoms upon arrival to school.

Staff will be screened upon entering the building each day

- Staff will complete and answer the COVID-19 symptoms and exposure questions and have their temperature checked by a designated employee.
- Staff exhibiting symptoms will leave the building immediately.

If staff or students have any of these symptoms, we recommend that they are tested for COVID-19. The NH DPHS has [information and resources regarding testing for COVID-19 in New Hampshire](#). Staff and students who have symptoms should contact their primary care physician for further instructions.

DAILY SCREENING QUESTIONS FOR STAFF AND STUDENTS (AS OF 8/5/20)

- Do you have any symptoms of COVID-19 or fever of 100.4 degrees Fahrenheit or higher?
Symptoms of COVID-19 can include:
 - Fever, or feeling feverish;
 - Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath;
 - General body symptoms such as muscle aches, chills, and severe fatigue;
 - Gastrointestinal symptoms such as nausea, vomiting, or diarrhea, and
 - Changes in a person's sense of taste or smell.
- Have you had close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" because they are not considered to have a COVID-19 exposure).
- Have you traveled in the prior 14 days outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island?

PROTOCOLS FOR POSSIBLE COVID-19 SCENARIOS

While specific protocols vary, there are some common elements for each possible COVID-19 scenario:

- Evaluate symptoms
- Separate from others
- Clean and disinfect spaces visited by the person
- Test for COVID-19 and stay at home

This document is not a substitute for nursing judgment and does not dictate an exclusive course of action. NH state and district laws and policies should be followed.

Symptoms of COVID-19

- Fever 100.4F or more or chills
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Nasal congestion or runny nose
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste/smell
- Nausea or vomiting
- Diarrhea

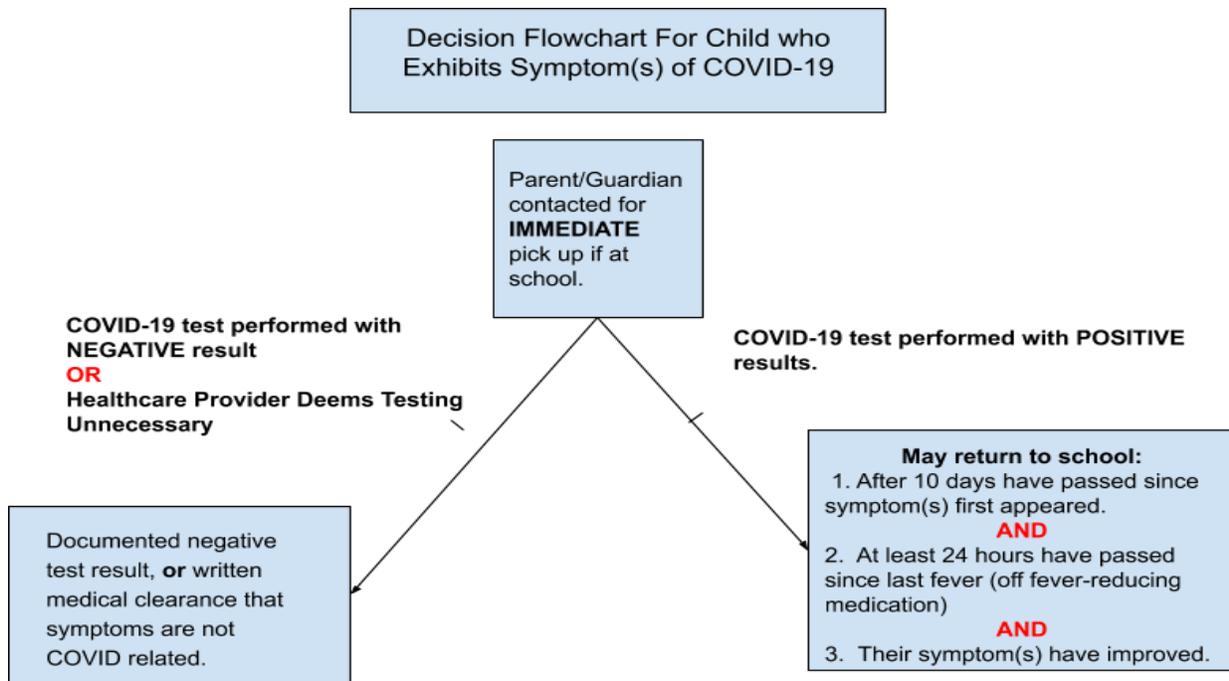
Contact your child's healthcare provider and notify your school nurse.

When do I keep my child home from school?

If my child...

- Has any symptoms, even if mild
- Has had close contact with a person suspected or confirmed to have COVID-19.
- Has traveled outside of NH, VT, ME, MA, CT, or RI in the prior 14 days.

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



Colleen Roy MSN, RN, NC

RESPONSE- Plan of action for potential scenarios and protocols for return

Student or staff member answers “Yes” to any screening questions prior to or upon entry to school:

Scenario	Action	Protocol for Return To School
<p>Individual has symptoms of COVID-19 outlined in screening questionnaire</p>	<ul style="list-style-type: none"> ● Exclude from school and advise to contact health care provider for testing 	<ul style="list-style-type: none"> ● Documented negative test result, or written medical clearance that symptoms are not COVID related. ● If not tested or test is positive, individual can return to school after 10 days of onset of symptoms, and when symptoms improve and they are fever-free for 24 hours without fever reducing medication.
<p>Has had close contact with someone who is <i>confirmed</i> to have COVID-19 in the prior 14 days</p>	<ul style="list-style-type: none"> ● Exclude from school and advise to contact health care provider ● Advise individual to follow NHDPHS guidance ● Refer to Coronavirus Disease Self-Quarantine Guide (NHDPHS) 	<ul style="list-style-type: none"> ● An individual must self-quarantine for 14 days from last exposure to a positive person. ● Individual cannot test out of 14 day self-quarantine in NH
<p>Has had close contact with someone who is <i>suspected</i> to have COVID-19 in the prior 14 days</p>	<ul style="list-style-type: none"> ● Exclude from school and advise to contact health care provider ● Advise individual to follow NHDPHS guidance ● Refer to Coronavirus Disease Self-Quarantine Guide (NHDPHS) 	<ul style="list-style-type: none"> ● If in close contact with a suspected person, individual must self-quarantine for 14 days from last exposure until the suspected case tests negative. ● Individual cannot test out of 14 day self-quarantine in NH
<p>Traveled outside of New England States (NH, ME, CT, RI, MA, VT) in prior 14 days</p>	<ul style="list-style-type: none"> ● Exclude from school 	<ul style="list-style-type: none"> ● If traveled outside of New England, individual must self-quarantine for 14 days ● Individual cannot test out of 14 day self-quarantine in NH

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

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

People who have been in “close contact” (within 6 feet for 10 minutes or longer) to an individual with confirmed COVID-19 need to quarantine for 14 days. (Person cannot “test out” of quarantine).

- This will vary by classroom situation
 - In older age groups, it may just be the 2-4 individuals seated around the person depending on level of contact
 - In younger age groups where more classroom mingling tends to occur, it could be the entire classroom
- NH DPHS will work with schools to notify and inform parents/guardians, students, and other staff.

PROTOCOL: PRESENCE OF MULTIPLE CASES IN THE SCHOOL OR DISTRICT

If a student or staff member tests positive for COVID-19, the school may be closed for a period 2-5 days. This initial short-term dismissal allows time for NH DPHS to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities.

If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the superintendent will work with NH DPHS to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

If the decision is made to close for any number of days, Auburn Village School will send clear information and instructions to families and staff.

In addition, if there is a significant outbreak in Auburn, NH or surrounding towns, the Superintendent, school administrators and the Auburn School Board will consult with the NH DPHS to determine whether it is appropriate to close Auburn Village School.

School administrators and the Superintendent will work together with the School Board to determine how and when the school will reopen for any level of in-person instruction after a closure.

HEALTH AND SAFETY PROTOCOLS

FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

- Face coverings will be required for school staff, bus drivers, and food service employees.
- The [CDC does not recommend](#) use of face shields for normal everyday activities or as a substitute for masks.
- Parents are responsible for providing each of their student(s) (K-8) with a clean mask daily.
 - Students in grades 2-8 will be required to wear face coverings
 - Kindergarten and first grade will be encouraged to wear face coverings during class time. Students will be required to wear masks when outside of the classroom as well as on the bus.
 - Mask breaks will be incorporated into daily schedules when 6-foot distancing can be maintained and outdoors when possible.
 - Proper CDC face covering recommendations will be taught and reinforced regularly.
 - Masks should be cleaned or replaced daily.

To remain ADA compliant, we will provide clear masks for classrooms with students who are deaf or hard of hearing.

SOCIAL DISTANCING

Classrooms will be arranged to accommodate for 3-foot physical distancing in 2-8 grade classrooms and 6-foot physical distancing in grades K and 1. Extra furniture will be removed from classrooms. Classroom sizes will be reduced through the addition of an extra Kindergarten session and first grade classroom. Adequate spacing and furniture placement will be marked with floor tape or decals.

COHORTING

Cohorts are a consistent group of students who stay together for the duration of the school day with minimal mixing of cohort groups. Any student that receives intervention will be leaving the classroom in a small cohort for instruction. UA's will either be remote or UA teachers will travel to each classroom for instruction. Students will eat lunch in the classrooms, with necessary exceptions.

- **K-4th Grade**
Students in grades K-4 will be assigned to one classroom for the entire school day to aid in reducing the spread of disease.
- **5th and 6th Grade**
Students in grades 5-6 will stay in one classroom all day. The classroom teachers will move to another classroom to follow their schedule.
- **7th and 8th Grade**
7th and 8th grade students will change classrooms to follow their daily schedules. Several smaller cohorts will be created based on student schedules (world language, math, etc.) Every effort will be made to keep the same groups of students together as students rotate through their schedules.

All staff and students entering a classroom will wash/sanitize their hands. Staff entering individual classrooms will sign into the classroom as they enter each cohort for documentation in the event contact tracing is required.

CLEANING AND SANITIZING PROTOCOLS

SAU 15 schools are reopening our facilities to students and staff for the 2020-21 school year under the guidelines informed by the Centers for Disease Control and the State of New Hampshire to mitigate the spread of COVID-19. (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label. Below is information regarding our cleaning and disinfecting procedures.

SPECIALIZED FLU/VIRUS CLEANING ROUTINES

Our schools will have all common area touchpoints (*listed below) disinfected regularly throughout the day by our professional custodians. Concentration will be on areas of high student traffic and contact, including special attention to restrooms following and exceeding when possible, current CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).

Teachers will be encouraged to disinfect classroom touchpoints on a frequent basis. Staff will be encouraged to disinfect their office areas and touchpoints as needed but at least daily. Evening

disinfecting will primarily be done with an electrostatic sprayer, using a disinfectant listed on the EPA site for use against SARS-CoV-2, the virus that causes COVID-19 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>).

Other procedures will be implemented as needed on a case by case basis.

*Touchpoints:

- Door handles & push bars
- Light switches
- Shared tables/chairs
- Classroom equipment and supplies as applicable
- Restroom doors and handles
- Hallway and stairwell railings and banisters
- Toilet and urinal handles
- Sink and faucet handles
- Office countertops
- Toilet paper dispensers
- Telephones

DAILY CLEANING ROUTINES

In addition to the special work outlined above, custodians are performing their regular daily cleaning, including wiping down tables, desks, chairs and other surfaces, emptying trash, cleaning restrooms, vacuuming, and cleaning floors. Additional cleaning of desks will be performed during lunch periods. High touch surfaces on playground structures will be cleaned each morning.

Routine cleaning (sweeping, vacuuming, etc.) will occur each evening followed by disinfecting of all classrooms, offices, bathrooms, and gathering spaces. A daily checklist will be established to verify that all tasks have been completed on a daily basis.

CLEANING AND DISINFECTING PRODUCTS

Soap and water or another detergent will be used to clean dirty items. Then, a disinfectant for Use Against SARS-CoV-2 (COVID-19) will be used following the manufacturer's instructions to ensure safe and effective use of the product. (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid19>)

Many products recommend keeping the surface wet for a period of time (see the product label), wearing gloves, and ensuring good ventilation during use of the product.

HAND SANITIZERS

Students, faculty and staff and visitors will be required to sanitize their hands before entering the school building each day and before entering a new classroom or location when moving within the building. Hands free alcohol based sanitizing stations with a minimum of 60% alcohol will be available at each student entrance during bus and parent drop off for use before entering the building and at the main entrance throughout the day. Touch free alcohol-based sanitizing stations with a minimum of 60% alcohol will also be mounted on a wall right inside the classroom doorway for use throughout the school day.

Students are permitted to use their personal hand sanitizer, though we recommend that it meets the [CDC guidelines](#). Adults should always supervise the use of hand sanitizers by children

STUDENT ARRIVAL/DISMISSAL

Routes will be clearly marked to limit two-way traffic and maintain social distancing through arrival and dismissal.

- **Student Arrival Procedures**

- Parent Drop Off

- Students will exit their vehicles one at a time and enter the building maintaining social distancing requirements
- Students will enter the building through the parent pick up doors and follow the signage for their grade level
- Students will travel directly to their classrooms with their belongings
- Students who are getting breakfast from the school lunch program should move directly to the cafeteria pick up area in the bus lobby and eat in their classroom

- Bus Arrival

- A maximum of 2 buses will be unloaded at a time
- Students will exit each bus maintaining distancing requirements
- Students will enter the building through the bus lobby doors and follow the path for their grade level
- Students will travel directly to their classrooms with their belongings
- Students who are getting breakfast from the school lunch program should move directly to the cafeteria pick up area in the bus lobby, select their item and eat in their classroom.

- **Student Dismissal Procedures**

- Parent Pick-Up

- Students will remain in their classroom with their teacher while awaiting dismissal
- Each family has a car tag in the window with the student's last name
- A staff member using the PickUp Patrol Dismissal Tracker taps an arrival button from a smartphone or tablet when a car enters the line
- The system automatically alerts the teacher/staff member with the student who dismisses the student to the appropriate pick-up door
- Students will wear masks in the hallways and at parent pickup locations until they have entered the vehicle
- Students will follow the marked route to their pickup point

- Bus Dismissal

- Students will remain in their classroom with their teacher while awaiting dismissal
- Students will remain in their classroom until their bus is called. They must be seated and ready to be dismissed.
- Each bus will be called no more than 2 at a time. Students will follow the marked direct route to the bus dismissal doors, maintaining distancing requirements
- Students will create a line maintaining 3-foot distancing at their bus number until they are escorted to their bus by a staff member

PLAYGROUND, RECESS AND FOOD SERVICE

RECESS

Students will have the opportunity to participate in outdoor recess activities depending on weather conditions. Studies have shown that outdoor transmission rates are much lower than indoor transmission rates; however, risk of transmission still exists. To reduce risks, cohorts/groups of

students will use playground structures on a rotating basis to reduce crowding. Teachers, with support of our PE teacher, will assist students in planning activities that can be played while maintaining social distancing guidelines. Students will follow proper hand hygiene practices before and after recess. The outside space will be divided into four quadrants. Student cohorts will use the assigned quadrant which will rotate. Students will be allowed to take a mask break during recess.

FOOD SERVICE/NUTRITION

For on-site meals: Students will pick up pre-packed meals in the cafeteria by cohort. Students receiving school lunch will travel down to the cafeteria to purchase their meal. All meals will be eaten in the classroom. An exception will be made for students with a severe allergen. This student's class will go to the cafeteria to get meals and eat with appropriate social distancing measures in place. Students will practice social distancing and have table dividers between each student. All students must wash hands prior to meals. If possible, students will wash hands in the classroom; if not, follow hallway and restroom procedures. Students will not share utensils or other items during meals.

Cafeteria Procedures:

- Students will enter the cafeteria, by classroom cohort, through the double doors near the gym.
- Students will walk through the lunch line using the marks on the floor to keep distancing in place
- Each student will be handed a milk of their choice by a cafeteria staff member.
- Then each student will have a full meal choice that is prepackaged with the remaining meal components.
- Once the student has all their items for purchase, they will head to an empty register. They will tell the person at the register their first and last name. The staff member will ring them up and tell them they are all set.
- Once they are told they are all set, they will exit out the double doors in the back of the cafeteria.

Remote meals: For families that choose remote learning, they can order breakfast and/or lunch by contacting the Food Service Director. Meals will be distributed in the bus loop of the back parking lot during a scheduled pick up.

Contactless Payment: Parents may continue to use Myschoolbucks.com to fund students accounts. If they choose to pay through check or cash, it must be put in an envelope with the student's first and last name, grade and classroom teacher on it. Teachers will bring envelopes to lunch staff when students come to the cafeteria for lunch.

Breakfast: Students coming off the bus or from parent drop off may enter the cafeteria to purchase.