



**ConVal Regional High School
Spring 2021 Reopening**

Table of Contents

<u>Introduction</u>	<u>2</u>
<u>Daily Schedule</u>	<u>4</u>
<u>Attendance</u>	<u>5</u>
Revised Attendance Recording	5
<u>Daily Hygiene Guidelines</u>	<u>6</u>
Hygiene Protocols	6
Wash your hands often	6
Avoid close contact	6
Cover your mouth and nose with a mask when around others	6
Cover coughs and sneezes	7
<u>Arrival, Screening, and Dismissal</u>	<u>8</u>
Arrival Procedures	8
Daily Screening Procedures	8
Tardy and Early Dismissal Procedures	10
School Dismissal Procedures	11
Mask Procedures	11
<u>Classroom Procedures</u>	<u>13</u>
Daily Classroom Procedures	13
Room Cleaning Between Classes	14
<u>Hallways and Transitions</u>	<u>15</u>
Hallway Traffic Patterns	15
Restroom Protocol	15
<u>TASC</u>	<u>16</u>
TASC Procedures	16
<u>Lunch</u>	<u>17</u>
Lunch Procedures	17

Introduction

The purpose of crafting this *Spring 2021 Reopening Plan* was to devise a plan that included important information outlining how ConVal High School would operate on a daily basis as we transition to offer continuous in-person learning for all students who choose to join us in physical classrooms. We know that some students will continue to learn remotely for a short period of time or for the duration of the school year.

As stated in our district [Fall 2020 Reopening Plan](#), transitioning to in-person instruction or remote instruction would be based on health data. The plan cited that “specifically, we will be looking for guidance from the Centers for Disease Control (CDC), the New Hampshire Department of Health and Human Services (NH DHHS), State of New Hampshire Guidance, and information provided by the New Hampshire Department of Education (NHDOE). Additionally, a district-established COVID-19 monitoring team, in conjunction with local health professionals, will look at local, regional, and state data daily to assess trends and provide real-time information to our staff and community members” (introductory letter by Dr. Kimberly Rizzo Saunders). The original reopening plan also stated that “it is important to note that we may need to adjust the plans as we become aware of new information” (p. 1).

On March 19, 2021 the CDC updated its operational strategy for K-12 schools to reflect new evidence on physical distancing in classrooms. The press release stated the “CDC now recommends that, with universal masking, students should maintain a distance of at least 3 feet in classroom settings” ([CDC Updates Operational Strategy for K-12 Schools](#)). This was a change from the previous recommendation which permitted us to adjust the current cohort model.

There were many guiding beliefs that contributed to the original district plan in the fall. The first five guiding beliefs from our *Fall 2020 Reopening Plan* are as follows (p. 2):

- Safety first — the safety of our students, staff, and community is our highest priority.
- An in-person learning environment is preferable for most students and families.
- Schools play a critical role in supporting students’ academic, social, and emotional growth.
- The Reopening Framework must support educational equity for all students.
- The Framework needs to be fluid. The ConVal Reopening Framework acknowledges that it may be necessary to progress or regress through the phases as public health conditions change.

Safety continues to be the highest priority as we anticipate more students back in school in the very near future. The following plan was developed through the lens of safety with the understanding that we will monitor and adjust to meet the current needs.

As a memo from our Director of Facilities Tim Grossi shared on November 2, 2020:

“The results of the testing proved our recent enhancements in filtration, as well as the overall performance of the HVAC units *meets or exceeds* the standards set by the CDC. We will continue to start the operation times of all HVAC units 2 hours before school starts and let the systems run 3-4 hours after school ends. The I-wave Ionization units will always be in operation now and we will continue to utilize MERV 11 filters long after COVID19 moves on.” The Scott Lawson Group (Concord, NH) conducted the testing.

The COVID-19 Monitoring team will continue to meet daily throughout the duration of the school year to keep a critical eye on data in our towns, region, and state.

As we progress into spring, we will also consider the use of tents for instructional purposes. On a recent survey, some staff preferred that option for instruction, either as a consistent option or as an occasional choice. When the grounds are stable, we will work with the facilities crew to explore the option of instruction in tents. We also hope to use some tents during our lunch periods.

The opportunity to bring both cohorts back together for the last few months of the school year is exciting for many, yet can also be overwhelming and stressful. It will take all of us working together in a patient and supportive way to make this transition as smooth as possible. Our school community is a unified group, and *together* we can and will make this happen. We will continue to support our students, staff, families, and the entire ConVal community as we continue to educate all and respond to the needs in front of us.

We are ConVal.

Best,



Heather McKillop

Principal

ConVal Regional High School

Daily Schedule

GOAL: To adjust the daily schedule to accommodate the return of all students without the use of the cohort system.

Transition: 7:20-7:35

- Teachers with 1st block plan stay in hallways and monitor until 7:40.

Block 1: 7:35-9:00.

- Teachers submit lunch orders to cafeteria staff immediately after the Pledge of Allegiance
- Cleaning time - 9:00 -9:05

Transition: 9:05-9:10

- @9:05 - Student last names beginning w/ A-H (A tone will indicate when different groups should be dismissed.)
- @9:06 - Student last names beginning w/ I-P
- @9:07 - Student last names beginning w/ Q-Z
- Teachers with prep block 2 stay in hallways and monitor until 9:15.

Block 2: 9:10-10:30

- Cleaning time - 10:30-10:35

Transition: 10:35-10:40

- @10:35 - Student last names beginning w/ A-H
- @10:36 - Student last names beginning w/ I-P
- @10:37 - Student last names beginning w/ Q-Z
- Teachers with prep block 3 stay in hallways and monitor until 10:45.

Block 3: 10:40 - 12:45 (Refer to lunch schedule for specific logistics.)

- Cleaning time - 12:45-12:50

Transition: 12:50-12:55

- @12:50 - Student last names beginning w/ A-H
- @12:51 - Student last names beginning w/ I-P
- @12:52 - Student last names beginning w/ Q-Z
- Teachers with prep block 4 stay in hallways and monitor until 1:00.

Block 4: 12:55-2:15

- Cleaning time - 2:15-2:20

Dismissal: Student drivers will dismiss @ 2:15, followed by parent/guardian pick-up @ 2:17, and all others @ 2:20.

Attendance

Revised Attendance Recording

GOAL: To accurately reflect students present in the building or absent if not in physical attendance; to reflect accurate attendance for students learning as remote-only students.

Attendance procedure for the duration of the year:

With the upcoming change, please adhere to the following:

- If students have selected in-person learning, they are expected to be present in the building and attendance should reflect that. If students cannot attend in person, they will be marked as absent and should check in with their teacher regarding make-up work and check the Google classroom. If students are not feeling well, please be sure to contact the main office so they are marked absent due to illness. Only remote-only students should be participating remotely. Students may not choose to attend remotely day to day or week to week. This will help with attendance, monitoring illness incidents, and with teacher preparation as they craft lessons to meet the needs of their students.
- Our school aims to reestablish the traditional in-person experience as much as possible, so if students are not feeling well or have an appointment they must attend, they will not participate remotely and will be marked absent.
- Exceptions will be made for quarantine due to COVID-19 exposure or extended illnesses and extenuating circumstances.

Daily Hygiene Guidelines

Hygiene Protocols

GOAL: To help maintain a safe environment.

The following [hygiene protocols](#) were adapted from CDC Centers for Disease Control and Prevention and will be observed by ConVal Regional High School.

Wash your hands often.

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash your hands:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
 - After caring for someone sick
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- At School: Put 3 feet of distance between yourself and people who don't live in your household when wearing a mask.
 - Remember that some people without symptoms may be able to spread the virus.
 - [Stay at least 3 feet \(about 1 arm length\) from other people](#) when masked. When you are eating or taking a mask break, 6 feet of distance must be maintained.
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

Cover your mouth and nose with a mask when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a [mask](#) in public settings and when around people who don't live in your household, especially when other physical [distancing](#) measures are difficult to maintain.

- Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Continue to keep about 3 feet between yourself and others. The mask is not a substitute for physical distancing.

Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Arrival, Screening, and Dismissal

Arrival Procedures

GOAL: To establish routines for daily drop-off and dismissal.

When arriving each day, students will go directly to a screening site. Students will go through the daily screening process (see [Daily Screening Procedures](#)). If there is a line at the screening site, students will maintain a physical distance of at least 3 feet. When arriving, buses are encouraged to stop and unload at the screening site (door) with the shortest line. Students who are dropped off or who drive themselves are encouraged to go to the screening site (door) with the shortest line.

Once students are screened, they will proceed directly to their Block 1 classrooms. If students need to use the restroom, they must use the restroom assigned for their designated area (see [Restroom Protocol](#)).

If students need breakfast, they will get breakfast at the “Grab and Go” location closest to their Block 1 classroom and then proceed directly to their Block 1 class. Students who choose the “Grab and Go” option should eat at their desk/table and clean up their desk/table after. Students should use hand hygiene before and after breakfast and maintain a minimum physical distance of 6 feet while eating breakfast. The 6 feet physical distance is necessary because students will be removing their masks to eat. Masks must be put on immediately after breakfast is eaten.

Daily Screening Procedures

GOAL: To provide a procedure for daily screening to be used at designated entry locations

Signage is posted at all designated entrances indicating that all persons who want to enter the building will be subject to screening for symptoms of COVID-19. Signage instructs people who are symptomatic with fever, cough, etc. not to enter school.

Parents/guardians will be informed of the screening questions and will pre-screen their child(ren) before they are transported to school and will keep their child(ren) home if the pre-screening warrants such.

Students and staff are highly encouraged to complete screening questions prior to leaving for school using the ConvenientMD app. Students will show an entry screener

their device with the completed questions that shows they are cleared to enter the building for that day. All students will have their temperature taken by a screener before entering the building each day. Students who do not complete the questions on the ConvenientMD app before arriving at school will be screened at the north entrance to the gym.

Nurses will communicate with parents to review the process for home pre-screening. The following questions should be asked by the parents/guardians ([New Hampshire Grades K–12 Back-to-School Guidance](#), p. 6):

1. Do you have any newly developed symptoms, such as 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, vomiting, or diarrhea?
2. Have you had any close contact with someone who is suspected or confirmed to have had COVID-19 in the past 10 days?
3. Have you traveled internationally or by cruise ship in the prior 10 days?

If the student answers YES to any of the above questions, parents/guardians will keep their child at home, call the school to report an absence, and will be encouraged to contact the student's primary care physician for further guidance.

Staff will be informed of these screening questions, will pre-screen before leaving home, and will stay home if the screening warrants such. Staff will also have the opportunity to use the ConvenientMD app to pre-screen before leaving home. Staff will still need to take their temperature and sign in when they arrive at school.

All students and any outside related service providers that need to enter the building will be screened daily by the school nurse or trained school staff upon arrival, prior to entering the building.

Nurse/staff will wear appropriate personal protective equipment including mask and face shield for screening procedures.

Hand sanitizer will be provided for use prior to entering the building.

The designated entrances at ConVal High School are as follows:

- Gym Entrance
- Main Door Entrance A
- Main Door Entrance B
- ATC Entrance

- The north entrance to the gym has been designated as a “full” screening station for individuals who did not complete the questions on the app before arriving at school.

If a student’s temperature is 100.0 F or higher or if the student answers yes to any of the screening questions, staff will notify the nurses, the student will be escorted to the accommodation area (visitor girls locker room) and the district protocol will be followed. The accommodation area (visitor girls locker room) will be accessed by the nurses. Once there, the student will be monitored by a nurse until dismissal.

Tardy and Early Dismissal Procedures

GOAL: To outline clear tardy and early dismissal procedures for the remainder of the 2020-2021 school year.

The daily screening sites will close at 7:35. Students who are tardy will proceed to the window open by the main office. There will be a sign by this window.

At the window, tardy students will go through the daily screening and be given a tardy pass for the day, before heading to their scheduled class. Students who are tardy should bring in a note or have parents call in if tardy is to be excused. Tardy students who arrive in class without a tardy slip, should be sent to the main office.

If a student needs to be dismissed during the school day, the parent/guardian should call the main office or send in a note with a dismissal time and a reason for dismissal. At the time of dismissal, the student will report to the main office, the dismissal will be documented, and the student may then leave. This ensures that there is a correct count of individuals in the building at all times for emergency purposes.

Parents/guardians who are picking up their child(ren) should call when they arrive in the parking lot. Parents/guardians should not be entering the building.

Students arriving to the building for late arrival will follow the same procedure as tardy students by reporting to the window station by the main office.

Early release and limited release students will sign out in the main office. Hand sanitizer will be provided at this sign in/out counter.

Under no circumstances should any student leave the campus directly from the classroom unless it is the end of the school day.

School Dismissal Procedures

GOAL: To establish routines for daily school dismissal.

Students will be dismissed daily in three waves: At 2:15, student drivers will be dismissed and will go directly to their cars. At 2:17, students getting picked up by parents/guardians will go directly to the Pick Up Lane and get in their pick-up vehicles. At 2:20, students traveling on buses will proceed to their assigned buses.

Students riding buses are to keep masks on throughout bus travel and while exiting the bus. Masks may be removed once students have exited the bus at their bus stops and physical distancing has been maintained. Vehicle travelers should keep masks on until they are in their vehicles, unless otherwise directed to keep masks on (for example, students carpooling with parents).

Students who are walkers should keep their masks on while on campus. It is recommended to keep masks on when walking with peers while off campus as well.

Mask Procedures

GOAL: To provide a consistent and safe procedure for students and staff to take mask breaks during class.

- Masks are to be worn at all times during the day except during mask breaks, regardless of whether or not an individual has received the COVID-19 vaccine. The teacher will provide mask breaks during each class. The timing and location of each break will be at the teacher's discretion. Teachers may take students outside if weather allows.
- Students and staff will go to break location and maintain a physical distance of at least 6 feet. Students may then take their masks off. We ask that students keep their heads pointing downward when talking with peers and try to avoid yelling or speaking in loud voices.
- At the conclusion of a break, all masks will be put back on, students will go back to their desks/tables, and class will resume.
- If a student wishes to have a drink, they will be permitted to lower their mask for a brief period of time.
- If a student needs a personal mask break, he or she may go to the back of the class area, maintaining physical distance from all other students, and remove the mask. We ask that during an individual break, the student not participate in class discussions. We ask that personal mask breaks be limited to 1 student at a time.

- Staff working in their private work space (office, empty classroom) may have masks off. This is considered a mask break. If anyone wishes to enter this space, masks must be put on.
- Students in Physical Education Classes may have masks off during outdoor activities that allow for a minimum 20 feet physical distancing.

Classroom Procedures

Daily Classroom Procedures

GOAL: To establish daily procedures so students can recognize routines and expectations.

At the beginning of the day, teachers can expect their classrooms to be cleaned and sanitized by facilities staff.

Teachers will sanitize their hands prior to teaching each block. If there are any spills or possible contamination concerns during class that need to be addressed, please call the main office.

Students are expected to be in class at the scheduled start time. Students should be sitting in their seats as class begins.

Teachers will begin class by recording daily attendance. Remote students are expected to be logged into Google Classroom and present in the online meeting (Zoom, Google Meet, etc.) designated by the respective teacher at this time.

Teachers will employ a combination of instructional techniques in order to best create a common community between both remote and in-person groups, as allowed by the content area.

Following the [Daily Schedule](#), teachers will end instructional time five minutes prior to the end of each block to allow for cleaning between classes. During this time, teachers will be cleaning desks/tables according to the district protocol (see [Room Cleaning Between Classes](#)).

Once tables are cleaned, teachers should be in the hallways monitoring students and making sure all are physically distancing at a minimum of 3 feet.

Room Cleaning Between Classes

GOAL: To provide a quick clean of desk and table surfaces between classes.

- During staggered dismissal, Teachers will sanitize hands and use Spray Bottle Provided to spray top surfaces of desk/tables used during class. Once all desk/tables have been sprayed, the teacher will go to the first desk/table and wipe the surface using the procedure below:
 - Put on gloves provided, and wipe off all desk/table surfaces using disinfectant cloth provided. The following procedure provided by UniFirst Microfiber Cleaning will allow 1 disinfectant cloth per day:

“ you'll clean the remaining non-glass surfaces of the room (desks/tables) using our microfiber cloths. Each microfiber cloth can be folded to provide eight separate cleaning surfaces. Start by folding the cloth in half and then fold the cloth in half again. Wipe any flat smooth surface with the cloth and when it becomes soiled, turn the cloth over and continue cleaning. To access two more clean surfaces, simply unfold and refold the two used surfaces together. Finally, if needed repeat this process with the other side of the cloth by refolding the first fold, folding the dirty side of the towel against itself”
- Teachers will sanitize their hands prior to teaching.
- Teachers will then go to their hallway area to assist in hallway monitoring.
- At the end of day - facilities staff will provide a clean cloth for the start of the next day. Please leave the used cloth in a visible location.
- If there are any spills or possible contamination concerns that you feel need to be addressed during class, please call the main office.

Hallways and Transitions

Hallway Traffic Patterns

GOAL: To establish a movement flow through the high school building that maximizes physical distancing.

All hallways are designated with arrow signs that mark the flow of walking traffic in the building. All large hallways and stairwells have been designated as one-way traffic while smaller, less-trafficked hallways and some intersection points may be two-way.

No matter the hallway designation, whether one way or two way, students are to maintain a physical distance of 3 feet at all times. Staff will be in the halls during passing to monitor and assist in this need.

Restroom Protocol

GOAL: To create safe restroom spaces for all of our students.

- Large restrooms (more than one toilet) will be limited to no more than 3 students at one time. Small restrooms will be limited to one person at a time.
- Students must wear masks while in the restroom.
- 3 foot markings will be located outside of large restrooms in the hall, if a line is needed to form.
- Large restrooms will be monitored by staff during passing times. If restroom lines become too long during the passing time, we may close restrooms during passing time and reopen them during class time.
- Teachers may only allow 2 students out at a time during class. Breaks should be limited to five minutes (because of travelling distances, we ask that teachers use their professional judgement regarding time). The E-Hall Pass system will be used. If the E-Hall Pass system goes down, teachers will maintain a sign out sheet. No lanyard passes or laminated passes will be used.
- No physical restroom passes (lanyards or individual teacher passes) will be used during pandemic.
- Students should use the closest available restroom. As always, gender neutral restrooms are available throughout the building and may be used by students.

TASC

(Teachers in Academic Support Centers)

TASC Procedures

GOAL: To continue to offer students academic and social/emotional support.

Teachers will set aside 40 minutes per week during each class, divided as they have determined works best for their students. This time should be reflected in our building-wide spreadsheet.

We will continue to use Flex Fridays. Students will log into TASC homeroom from 10:30-11:30am. The rest of the day can be used for appointments with teachers for extra help/enrichment or to work on other academic assignments.

We hope to be able to offer additional opportunities for students to interact and build school community as the year continues, in accordance with relevant COVID-19 recommendations.

Lunch

Lunch Procedures

GOAL: To establish a safe environment for eating lunch while providing time for social interaction.

There will be three, 30 minute lunch periods with 20 min spacing in between:

Lunch A: 10:40-11:10

Lunch B: 11:30-12:00 (dismiss for lunch at 11:30)

Lunch C: 12:20-12:50 (dismiss for lunch at 12:20)

Lunches have been assigned to individual teachers based on class size, grade level, and subject. This assignment will remain the same for the remainder of the school year. Classes must eat lunch during their assigned lunch period.

Each Block 3 teacher will work with their classes to designate 50% of their students to eat in the cafeteria and 50% to eat in their classroom. This assignment will be the same for every day in a given week. New assignments can be made on the first school day of each week.

Students not eating in the cafeteria must remain with their Block 3 teacher for lunch.

All students who are getting school lunch will pick it up in the cafeteria. Those students assigned to eat in their classroom will return to it as soon as they have picked up their lunch.

Block 1 teachers will take a lunch count right after the Pledge of Allegiance. Mrs. Seymour will take lunch counts for students arriving to school after the 7:35 bell up until 9:30. Lunch counts will be recorded on paper, collected, and delivered to the cafeteria staff by designated individuals. Lunch orders cannot be taken after 9:30.

Tables and chairs will be set up in the cafeteria to allow three students per round table and two (one on each end) per rectangular table.

Tables and chairs will be set up in the cafeteria parking lot and in the courtyard to allow students to eat outside, as weather allows.

Classroom seating for lunch must maintain 6 feet physical distance between people. The 6 feet physical distance is necessary because students will be removing their masks to eat.

In the cafeteria, students will be allowed to choose their seats but will be asked to eat only at their chosen seat for the day. In other words, no moving around while eating.

Students must wear their masks when not eating and maintain 3 feet physical distance when masked and out of their seats.

Coverage for the cafe will be provided by the Admin team and teachers with block 3 preps.

Staff on lunch duty will be responsible for ensuring that students maintain physical distancing and that they wear masks when not eating and away from their seats. They also will ensure that any band/chorus equipment stored in the cafe remains secure.

Staff on lunch duty will dismiss students from the cafeteria in small groups, beginning three minutes before the end of the lunch period.

This plan may be modified as the spring progresses and the weather warms up to allow the additional use of outside spaces during lunch.