



Nashua School District Reopening Plan

August 3, 2020

*The Nashua School District will educate the whole child
to empower student success.*

Mission Statement

Thank you to everyone who participated in the development of the reopening plan. Sharon Giglio, Nashua Board of Education member, and Jahmal Mosley, Superintendent of Schools, co-chairs of the Reopening Taskforce, very much appreciate the extensive feedback and contributions to this process. We are fortunate to have so many invested members of our school community.

Prevention Works Best in Partnership

- Protect Yourself and Others
- Stay Home When You Are Sick
- Wash Your Hands Frequently
- Avoid Touching Your Face, Eyes, Nose and Mouth
- Wear a Mask
- Cover Your Coughs and Sneezes



ACKNOWLEDGEMENTS

Reopening Taskforce Co-Chairs:

Sharon Giglio, Member, Nashua Board of Education
Jahmal Mosley, Superintendent of Schools

Reopening Taskforce Advisory Member:

Bobbie Bagley, Director, City of Nashua Public Health and Community Services

Reopening Taskforce Members:

Daniel Donovan, Chief Operating Officer
Gregory Rodriguez, Director, Technology
Marcia Bagley, Director, Special Education
Daniel Alexander/Jessica Wojcik, Assistant Directors, Special Education
Shawn Smith, Director, Plant Operations
Joe Parzych, Jr., Plant Operations Supervisor
Stacy Hynes, Director, Communications
Yeney Armenteros, ELL Communications Coordinator
Jeana Lopez-Carrasco, Nurse, Elm Street Middle School and NSD Head Nurse
Robert Cioppa, Director, Student Services and ELL
Annette Corriveau, ELL Teacher, Fairgrounds Middle School
Keith Richard, Principal, Nashua HS South
Cherrie Fulton, Principal, Dr. Crisp Elementary School
Adam Marcoux, President, Nashua Teachers Union
Stephanie Keating-Bayrd, Member At-Large, Nashua Teachers Union
Alexis Baker, Librarian, Ledge Street Elementary School
Jennifer Chantler, Grade 7/8 Literacy Teacher, Elm Street Middle School
Kathy Tremblay, Accounting Teacher and CTE Head Teacher, Nashua High School
Lisa Gingras, Director, Athletics and Wellness
Elyse Butterworth, City of Nashua Emergency Preparedness
Joshua Gao, Nashua High School South
Stephen Norris, Nashua High School North
Jessica Brown, Parents/guardian and Member, Nashua Board of Education
Yvonne Case, Parents/guardian and NSD Employee, Food Service Department



Table of Contents

Executive Summary	4
Defining Hybrid for the Nashua School District	5
Family Hybrid Model Education Orientation and Staff Hybrid Model Education Preparation	5
Parent/Guardian Choice.....	6
Academics	6
Expectations for Elementary Schools in Hybrid Model	6
Expectations for Preschool in Hybrid Model.....	8
Expectations for Middle Schools and High Schools (Secondary) in Hybrid Model.....	9
Expectations for Special Education in Hybrid Model	10
Special Education Instruction and Service Delivery	11
Expectations for English Language Learners (ELL) in Hybrid Model.....	12
Expectations for Career and Technical Education (CTE) in Hybrid Model.....	13
Expectations for Co-Curricular Activities and Athletics in Hybrid Model	14
Expectations for Social Emotional Learning	15
Elementary Overview in Hybrid Model	16
Middle School and High School Overview in Hybrid Model	16
Nashua School District Operations.....	17
Budget	17
Communication.....	17
COVID-19 Pandemic Protection	19
Food Service Operations	20
Human Resources	20
Technology	20
Transportation	22
Resources.....	23
Protocols for Decision Making.....	23
COVID 19 Pandemic Resources.....	23
Family and Day Care Resources	24
Appendix A: Academic Schedules and Calendars.....	A-1
Appendix B: Sample Schedules	B-1
Appendix C: Family Education Orientation	C-1
Appendix D: Safety and Cleaning Protocols.....	D-1
Appendix E: School Status DRAFT	E-1



Executive Summary

On March 13, 2020, the Nashua School District closed all school buildings due to the COVID-19 pandemic and the immediate concerns about the safety of our students and faculty. Little was known about the virus at that time and, although we have increased our knowledge, COVID-19 is still considered a serious health threat. Hence, the reopening of our schools for the 2020-2021 school year must be examined and planned through the lens of this pandemic, requiring a reopening task force and 17 subgroups charged with ensuring that the Nashua School District continues to service all students in a judicious and equitable manner. The school district continues to work closely with our local public health officials in monitoring the COVID-19 pandemic, and our top priority remains the health and well-being of our students, staff, and community. As a result of our collaboration, our committee appraised three models of our new school environment:

- Model I: Normal return to in-person teaching and learning
- Model II: Hybrid of in-person and remote teaching and learning
- Model III: Remote teaching and learning only

Based on local epidemiology data, public health officials advised the district to eliminate Model I: normal return to in-person teaching and learning from consideration as a reopening model. COVID-19 is a local, high health risk, with continued community spread threatening the health and well-being of our faculty, students and parents/guardians. The number of confirmed COVID-19 cases are significantly lower in rural areas than in urban and suburban areas like Nashua.

To limit the spread of the virus, the Nashua School District will blend both in-person and remote teaching and learning, and is fully prepared to pivot between the two, as further advised by public health officials. The 2020-2021 school year will start with the remote learning model with a deliberate rollout to a hybrid model starting October 5th. Parents/guardians will have a choice as to which model their child will participate in.

Flexibility and the ability to pivot between models is key in our work and decision making as local epidemiology may possibly alter our schedules for teaching and learning at any time during the school year. For the fall, the district will focus exclusively on movement to and from Model II and Model III. Lessons learned from this spring have demonstrated the effectiveness of mitigation efforts. The wearing of face masks, social distancing, quarantining from close contact, and closing our school buildings kept the COVID-19 pandemic relatively contained. We plan on building on those successful efforts to keep everyone as healthy as possible. Key start-up dates are found in Appendix A.



Defining Hybrid for the Nashua School District

Elementary Hybrid

No more than 50% of students will attend school in-person on any given day. Students will either attend in-person instruction Monday/Tuesday or Wednesday/Thursday. Students attending school in-person will attend on an early release schedule. Friday will be a remote learning day for all students to allow for proper cleaning and disinfection.

Middle and High School (Secondary) Hybrid

For hybrid phases 1 and 2, students attending school in-person will attend on an early release schedule. Friday will be a remote learning day for all students to allow for proper cleaning and disinfection.

- Phase 1: No more than 25% of students will attend school in-person on any given day. Students will attend in-person instruction one day per week.
- Phase 2: No more than 50% of students will attend school in-person on any given day. Students will either attend in-person instruction Monday/Tuesday or Wednesday/Thursday.
- Phase 3: Fifty percent (50%) of students will continue but the school day will extend to a full day of school.

Appendix B gives examples of elementary, middle school, and high school student schedules.

Family Hybrid Education Orientation and Staff Hybrid Education Preparation

Family Hybrid Education Orientation

Students' families will take part in an orientation to hybrid teaching and learning during the first few days of schools opening. This will include a presentation of expectations during the upcoming school year when our schools will be functioning in a hybrid teaching and learning model. Comcast has confirmed much needed WiFi "hot spots" will continue to be active to support connectivity in Nashua for our students.

Additional information on the District's Family Education Orientation (August 31-September 3) can be found in Appendix C.



Staff Hybrid Education Preparation and Professional Development

A Google for Education Learning Summit has been scheduled in late August, before school opens, to support our educators on expectations during the upcoming school year when our schools will be functioning in a hybrid environment.

Parent/Guardian Choice

The Nashua School District, in order to adequately plan for the reopening of schools next month, will be asking parents/guardians to report their intentions of having their children fully participate in either Model II-Hybrid or Model III-Remote Learning. Parents/guardians will be asked to complete an online form which will be issued August 4 and will close a week later on August 11, to indicate their model choice for schooling their children this fall. All students will be expected to participate in either Model II or Model III instruction.

Academics

Expectations for Elementary Schools in Hybrid Model

Expectations for hybrid model instruction include consistency, safety, professional development, and social emotional learning. Recommendations from the subgroup include the need for consistency of resources, instruction, and assessment. Safety protocols and materials are critical for in-person instruction. Four days of professional development will be provided for teachers in areas such as Google Classroom, on-line resources, social emotional learning, and trauma-informed instruction.

Hybrid Expectations

Hybrid learning is a comprehensive approach to combining face-to-face and online learning to create the well-rounded learning experience.

District Expectations

- Training videos for parents/guardian/guardians on platforms and remote learning.
- Professional development for educators to start the year to create consistency.
- Use of school facilities for non-school purposes should not be permitted.
- Afterschool extracurricular activities such as clubs/teams should meet online rather than in-person in the building as fewer staff resources will be available to ensure safe movement throughout the building.



- Generally, attempt to keep the school as clear as possible at the end of the school day so custodians can clean/disinfect more efficiently with less risk of an individual contaminating an area already disinfected.
- Markings such as signs, tape, and paint should be used to help students maintain physical distancing as they line up to enter or exit the school.
- Be flexible and understanding.

Administrative Expectations

- Provide professional development to meet district-wide goals.
- Assist teachers in providing authentic assignments and assessments.
- Provide parents/guardian/guardians and students with the RESPONSIBLE USE GUIDELINES – INTERNET [policy](#) and ensure that all parties adhere to the policy.
- Access district reports from software systems and use department/grade level meetings to analyze data and drive instruction.
- Meet with teachers monthly to discuss teacher progress toward implementing district-wide goals.
- School Principals should designate the school's routes for entry and exit using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit doors.
- Be flexible and understanding.

Teacher Expectations

- With coach and teacher input, 5-8 essential reporting standards per grade level will be determined by the district for each trimester.
- With coach and teacher input, the district will develop a scope and sequence that allows for consistency across grade levels.
- Learning and teaching will focus on the most important content and transferable skills, grading will be reflective of these skills.
- Schedules are developed to increase sustained time for learning and allowing time for remediation and social emotional wellbeing.
- Assess students' current skill levels during the initial weeks of in-person instruction.
- Use See Saw/Google platforms for instruction that will be used both in school and Remotely.
- In person days will be direct skill instruction in reading, writing and math. Out of school days will be independent practice in reading, writing and math with lessons connected to the classroom instruction.
- Offer office hours during flex days with opportunities to connect with educators.
- Develop a clear schedule with opportunities to connect with students on remote days.
- Maintain daily attendance and connections with students.
- Be flexible and understanding.

Student/Family Expectations

- Face masks will need to be worn by anyone entering or moving around the building.



- Enter the building through your designated doorway.
- As partners, educators and families (including teachers' families) can support their children during remote learning.
- Students need to follow their school schedule each day either in person or remotely.
- Communicate with their child's teacher and the school nurse if their child becomes ill or is not able to participate in remote instruction.
- Students need to complete their assignments to the best of their abilities.
- Parents/guardians will be required to screen their students on a daily basis prior to sending them to school. The school nurse is available to assist with screening, if necessary.
- Drivers need to remain in their vehicles when dropping off and picking up students.
- Communicate any changes to drop off/pick up routines or times with the school office.
- Parents/guardians of enrolled students should conduct business with school personnel by phone, email, or other online means. This includes replacing in-person meetings with virtual meetings.
- Be flexible and understanding.

Expectations for Preschool in Hybrid Model

All preschool programs focus on a play-based approach to encourage learning through play by allowing children to explore their world and develop social norms. Safety and health are paramount during times of in-person instruction and staff will be vigilant in the balance of play and cleanliness. Early childhood classrooms will focus on social/emotional learning during in-person instruction and provide complementary follow-up activities through remote instruction. Prior to the start of hybrid, preschool students may be invited to their schools to participate in the newly established safety protocols to ensure a successful start to in-person learning.

Parent/Guardian Expectations

- Maintain communication with teachers and service providers.
- Provide a time and distraction-free space for their child to participate in developmentally appropriate activities provided by school staff.
- Encourage outdoor activities daily and reduce screen time when possible.
- Communicate with their child's teacher and the school nurse if their student becomes ill or is not able to participate in remote instruction.
- Be flexible and understanding.

Staff Expectations

- Organize and communicate developmentally appropriate activities and best practices for students for families to provide in the home environment.
- Encourage outdoor play and technology-free activities for students.
- Plan lessons for in-person instruction to teach skills that can be practiced at home.



- Be flexible and understanding.

Student Expectations

- Attend school healthy and ready to learn.
- Engage in remote activities at home with the help of their families.
- Wear appropriate PPE as supported by classroom staff.

District Preschool Programs

Nashua Early Education Program (NEEP) and Play Pals - Due to the need to reduce the number of students in classrooms for social distancing, the Play Pal program will be suspended for the 2020-2021 school year. Identified students receiving services from NEEP should refer to the special education section.

Title I Preschool - Students in Title I Preschool will be offered a combination of in-person and remote instruction beginning with the first phase of hybrid teaching and learning.

Purple Panther Preschool - Purple Panther Preschool at Nashua High School South may offer a combination of in class and remote instruction.

Expectations for Middle Schools and High Schools (Secondary) in Hybrid Model

For secondary schools, the most significant change regarding remote learning is that students will be required to attend their classes on a regular schedule as opposed to meeting with their teachers at random times throughout the day. This means that students in a class that would normally meet at 9 am (for example) in the building will do so remotely as well. For all middle and high school teachers, an expectation will be that by the end of the day every Friday, all assignments and related expectations for the following week are posted. Both of these expectations apply to the hybrid model as well.

Specific to the hybrid model is the expectation that classes will meet in the morning until noon at the high schools and 12:43 pm at the middle schools. A portion of the students at all the schools will be assigned specific days to be in the buildings. At the high schools, teachers will be expected to plan and meet individually with students who are working remotely should they need assistance from 12:30-2:03 pm. At the middle schools, teachers will be working remotely with students until 2:43 pm. Please note that Fridays will be completely remote for all middle and high school students.



Parent/Guardian Expectations

- Maintain contact with teachers and counselors.
- Understand that Fridays will be devoted solely to remote learning.
- Be flexible and understanding.

Staff Expectations

- Communicate with students and families.
- Post all work assigned for the following week by the end of the day each Friday.
- Fridays will be devoted solely to remote learning.
- Parents/guardians parent/teacher conferences to be held via Zoom.
- Be flexible and understanding.

Student Expectations

- Engage with your learning.
- Communicate with your teachers and counselors.
- Fridays will be devoted solely to remote learning.
- Be flexible and understanding.

Expectations for Special Education in Hybrid Model

The focus of the special education department remains providing students with support and services in order to make appropriate progress within the general education curriculum. We have taken each student's unique needs into consideration and support each student's and staff's social emotional needs and well-being. Communication is key between both teachers and parents/guardian/guardians, and administration and teachers to ensure a smooth transition into the fall. Prior to the start of hybrid, students may be invited into their schools to participate in the newly establish safety protocols to ensure a successful start to in person learning.

Parent/Guardian Expectations

- Maintain communication with teachers and service providers.
- Provide distraction-free space for their child to participate in remote services and/or activities provided by staff.
- Ensure their children are on time and ready to participate in remote services.
- Ensure their children arrive at school healthy and on time.
- Encourage outdoor activities daily and reduce screen time when possible.
- Communicate with their child's teacher and the school nurse if their student becomes ill or is not able to participate in remote or in-person instruction.



Staff Expectations

- Provide services as outlined in students' IEPs.
- Provide in-person instruction and service delivery following the district guidelines for using PPE in accordance with the students' IEPs.
- Use platforms such as Zoom, Google Classroom, and/or consultation with parents/guardians, based upon student needs for remote instruction.
- Continue with case management duties in accordance with IDEA timelines.
- Maintain communication with parents/guardian/guardians and other team members, including administration.
- Be flexible and understanding.

Student Expectations

- Attend school healthy and ready to learn.
- Engage in remote activities at home with the help of their families, as appropriate.
- Wear PPE as required. For students who cannot or have difficulty wearing PPE, IEP teams, in conjunction with the school nurse, will explore accommodations and other options for PPE.

Special Education Instruction and Service Delivery

The Nashua School District is committed to continuing to provide our students with disabilities a Free and Appropriate Public Education (FAPE) during these unprecedented times.

Students will participate in their grade level classes according to the hybrid schedule (if this is the model chosen by the family) for their school. Every effort will be made to provide students with the services as outlined in their IEPs; however, depending upon the model the student is participating in, the IEP may require amendment.

Due to the nature and severity of their disabilities, the requirements of social distancing, developmental levels, and the extent of hands-on instruction and services they require, students within our Intensive Needs programs, Brentwood Program, Project Achievement Programs grades K-8 and our Signs of Learning (Deaf and Hard-of-Hearing) Program may be offered consistent two full-days a week of in-person instruction and services and three days of remote, beginning with the first phase of hybrid according to their grade level.

Students in the Nashua Early Education Program (NEEP) will be offered a combination of in-class and remote instruction and services beginning with the first phase of Hybrid.



For students requiring evaluations, a protocol using CDC guidelines will be developed to conduct assessments in the safest possible manner while attempting to obtain the most valid results possible.

In compliance with building entrance protocols, all IEP meetings will continue to be held remotely.

English Language Learner (ELL) Expectations in Hybrid Model

In an effort to promote digital literacy, teachers should not switch assignments or programs every day. By continuing to use the same program, students will become more confident in the programs they are using. Students need to have multiple exposures to doing the same thing so they can create a new routine. Once students have mastered the routines of working with the program, they will have proven to be digitally literate.

In addition, ELL teachers at all levels will provide more access to online learning platforms to increase and reinforce digital literacy. This will ensure that ELL students will have access to materials that are appropriate for their instructional levels whether working remotely or in the hybrid setting.

English Language Learner: Many ELL students could not meaningfully participate in remote instruction due to lack of technological skills. Many of their parents/guardians could not support them due to their own lack of skills. Interpreters, digital resources, and ELL teachers will work intensely on digital literacy so this barrier to learning is removed.

The ELL department will contact parents/guardians and provide remote tutorials on the technology that their children will be using in remote or hybrid instruction. This process will begin with the Family Orientation and continue for parents/guardians who need more support in learning to use the technology and platforms that their child will work with during the school year. This will allow the parents/guardians to become a resource in working with their children. This work has already begun as digital literacy has been the focus of the ELL summer school programs this year.

Student Expectations

- Students will engage in hybrid/remote learning activities.
- Students will ensure they know the usernames and passwords for instructional resources that are accessible via the district portal and/or website.
- Students will ensure they set up a remote work space and calendar to manage their time and focus.
- Students will ensure they complete their assignments in a timely manner and will contact their teachers for questions and/or feedback during teacher's scheduled office hours.



Parent/Guardian Expectations

- Parents/guardians will encourage their students' participation in hybrid/remote learning content.
- Parents/guardians will assure they are monitoring district communication for up-to-date information regarding school closures and instructional continuation plans.
- Parents/guardians will assure that a device and internet access are available at home (complete the school survey to indicate the need for a device).
- Parents/guardians will assure they know their students' usernames and passwords for instructional resources that are accessible via the district portal and/or the website.
- Parents/guardians will review the appropriate grade-level information linked within the district website.
- Parents/guardians will contact their child's teachers for questions and/or feedback during teacher's scheduled office hours.

Teacher Expectations

- Teachers will provide instructional resources and materials through hybrid/remote means such as Google Classroom and Google Meet.
- Teachers, outreach workers, and the ELL coordinator will provide communication to Non-English-speaking parents/guardians in their home language.
- Teachers will set office hours to connect with students and support their learning remotely.
- Teachers will participate in group professional learning and attend virtual learning sessions intended to support hybrid/remote learning.
- Teachers will ensure that they are monitoring district communication for up-to-date information regarding school closures and hybrid/remote learning plans.

Expectations for Career and Technical Education (CTE) in Hybrid Model

CTE Hybrid Phase 1

The Nashua Technology Center is committed to providing high quality Career and Technical Education to the students of Nashua and our sending schools during the upcoming school year. Our 18 CTE programs at Nashua North and South high schools offer students certifications, licensure, apprenticeships, work-based learning opportunities and lab experiences to demonstrate competency of technical skills. The CTE hybrid model below will allow our students to continue to have these opportunities during the 2020-21 school year.

- All CTE programs, with the exception of Business Finance, Marketing and Accounting will have in-person instruction as soon as possible.
- There will be a maximum of 25% of CTE students in the building at any given time.
- All CTE students will be assigned a day for in-person instruction by alphabet.



- If CTE students are unable to attend in-person instruction on their assigned day due to a holiday, they will work remotely and resume the schedule the following week.
- The CTE programs will remain in Phase 1 of the NSD secondary school's hybrid plan until the high schools transition to Phase 2. At that point, the CTE schedule will mirror that of the high schools.
- This plan is for all students accessing CTE in Nashua (Hollis, Milford, Merrimack, Amherst, Hudson).

Student Expectations

- CTE students will attend their program in-person one day per week.
- Besides their one day of in-person instruction, the students will work remotely the remainder of the week.
- On Friday of each week, all CTE students will all be learning remotely.
- On in-person school days, CTE students will follow an Early Release schedule during this phase, allowing CTE teachers the opportunity to connect with those students working remotely each day.

Teacher Expectations

- CTE Instructors teach in-person 3 blocks per day with 1 planning block (per normal conditions) for 4 days each week (Monday-Thursday).
- On Friday of each week, CTE teachers will hold office hours to support students as needed. During this time CTE teachers will also communicate with Parents/guardians as needed and will post expectations and assignments for their students for the following week.
- On Monday-Thursday of each week CTE teachers will have office hours from 12:30-2:03.
- Be flexible and understanding.

Parents/guardian Expectations

- CTE students and/or their Parents/guardian are responsible for transporting their child to the building during Phase 1.
- CTE students have permission (from parents/guardians, NSD and/or sending school) to drive only themselves and or family members attending school to their assigned program each day.
- Be flexible and understanding.

Expectations for Co-Curricular Activities and Athletics in Hybrid Model

It is the intent of the Nashua School District to provide co-curricular and athletic opportunities for our students under the remote learning and hybrid models. The offerings provided may operate as they have in the past, with reduced schedules, and/or with reduced offerings. What activities and programs are offered during the remote and/or hybrid model(s) will be based on what is practical and safe for students and staff.



Co-Curricular Clubs and Activities

Remote

As many of the activities as practically possible will operate remotely. Class elections, clubs, etc. can operate in a similar fashion as remote classrooms (i.e. Google Classrooms). Band, chorus, and drama clubs may need technology and assistance with the facilitation of performances.

Hybrid

Many of the activities as practical will operate in hybrid as well. Clubs and activities that can be done remotely will continue to do so. Some activities and club meetings may take place after school with students who attend school that day. Band, chorus, and drama clubs may need technology and assistance with the facilitation of performances.

Athletics

The New Hampshire Interscholastic Athletic Association (NHIAA) and Tri-County League (TCL) set parameters for our high school and middle school athletic programs, such as start and end dates. Their guidance, the schedules for our secondary schools, transportation regulations, and safe sport procedures and guidelines will determine exactly how we will conduct interscholastic athletics for the 2020-21 school year. It is our hope that we will be able to safely conduct middle and high school athletics programs implementing new safety protocols. Practices will not begin prior to 3:00 pm at the high schools and not before 3:30 pm at the middle schools during the remote or hybrid model.

See Transportation section for information regarding bus transportation back to school for both co-curriculars and athletics on remote days and bus transportation for athletic teams to away contests.

Expectations for Social Emotional Learning

During the hybrid model, all Nashua School District resources will be available for families of students in need. Guidance counselors, social workers, school nurses, and administrators are available, as always, to utilize existing protocols to promote health and well-being, and to identify resources for families in need of social services. We are all working together, especially during the COVID-19 pandemic, to promote a safe, equitable, and positive learning environment that provides the best possible academic outcome for each of our students.



Elementary Overview in Hybrid Model

Elementary schools will begin the year remotely while providing support to teachers, students, and families. Teachers will receive professional development and have time for collaboration, planning, and review of safety protocols. Families and students will have dedicated time to pick up student materials and Chromebooks (if needed), to participate in parents/guardian orientations that include information on safety protocol practice.

In early October, schools will slowly transition to a hybrid schedule to ensure smooth arrival and dismissal, compliance with safety protocols, and refining bus transportation. This hybrid schedule will provide students with two days of in-school instruction along with two days of remote instruction. The fifth day per week (Friday) is for a deep cleaning of the building, professional development, and office hours. Students will be working remotely each Friday.

In conclusion, we have benefited from a strong home/school partnership at the elementary level and we hope that this will continue and grow stronger as we work together to navigate these challenging times (see previously mentioned Appendix B for sample student schedules).

Middle and High School Overview in Hybrid Model

Once it is determined that it is safe to bring students into schools, there will be a deliberate phased-in approach to go from no students in the school building to eventually all of the students in the building, if safe. Each hybrid phase allows for movement forward, backward, or to full remote learning if necessary.

Hybrid Phase 1

- Students attend school in-person one day per week; work remotely the remainder of the week. Maximum of 25% of the student body* in the school building at any given time.
- Early release schedule for in-person students; this allows teachers to connect with those students working remotely in the afternoon.
- Teachers will teach three blocks per day with one planning block (per normal conditions) for four days each week.
- The fifth day (Friday), all students will learn remotely and teachers hold office hours with students and plan for the upcoming week.
- Refer to Appendix A for transitions between Phases.

Hybrid Phase 2 - Continue all components of Phase 1 with the following changes

- Students attend school in-person two consecutive days per week (Monday/Tuesday or Wednesday/Thursday).



- Maximum of 50% of the student body in the school building at any given time.
- Refer to Appendix A for transitions between Phases.

Hybrid Phase 3 - Continue all components of phase 2 with the following modifications:

- Increase the length of in-person instruction to a full school day.
- Phase will continue until it is safe to return to school in-person 100%.

Special Note: Which students attend which days would be determined district-wide and coordinated between elementary and secondary levels (see previously mentioned Appendix B for sample student schedules).

Nashua School District Operations

Budget

The Nashua Board of Aldermen approved the fiscal year 2021 NSD operating budget totaling \$155,853,227. This is a 2.25% increase over last year's operating budget. This budget was put in place assuming a "typical" school year, which will not be the case this year. The Nashua Board of Education has the power to transfer funds from one account to another if spending differs from a typical year. NSD also has \$2,200,000 of one-time funds to spend on specific items this school year. The federal government, through the CARES Act 2020 (Coronavirus Aid, Relief, and Economic Security Act), has granted NSD close to \$3,000,000 in grant funds to cover costs associated with remote learning and PPE. We will use these funds as a supplement to the operating budget.

We expect to be able to procure face shields and masks for all staff and students. These items have a two-week lead time. The classroom cleaning equipment has a 10-week lead time but has already been ordered and we expect it to be in-house by October 1. We have added many hand sanitizer dispensers in the schools but installation of one in each classroom will not be completed until early October. These costs will be covered by the CARES Act grant. We will need to increase the number of Chromebooks necessary for the plan. We have received quotes and the cost to add 3,500 Chromebooks will be \$750,000. This will also be covered by the CARES Act funds. Chromebooks are in high demand at this time so actual receipt of these items is unknown at this time.

Communication

We look to continue to communicate effectively, utilizing every means available to us and will establish a one-day-a-week email message to both parents/guardians and staff each Thursday, during the school year, devoted to teaching and learning during the pandemic.



- *Nashua School District Website:* We will continue to update the COVID-19 tab, *COVID-19 and Our Schools*, on an ongoing basis as confirmed information comes to our attention. We post information on teaching and learning, food service, and recommended online links to information about the pandemic from the City of Nashua Division of Public Health and Community Services.
- *NSD Emails:* We will use our mass communication system to send timely emails weekly about teaching and learning during the school year. Dr. Mosley will also use emails to send information and updates about reopening and Nashua Board of Education news pertinent to teaching and learning. We will continue to publish *iNews for Employees* to keep them up-to-date with employee-related information.
- *Video:* Dr. Mosley will upload videos to the district's website periodically to inform the public on the happenings for the week and more.
- *Voice Messages:* We will continue to use our mass communication system to send timely voice messages that serve as reminders about school district information, as we have done this spring.
- *Text Messages:* We are working to expand our mass communication options by adding the texting function. The intent is to utilize this feature for crisis or emergency communication, such as school closing for inclement weather.
- *Posters:* City Hall issued posters promoting safety measures and we posted them at each of our schools. The posters serve as reminders about good personal hygiene, particularly wearing masks and social distancing.
- *Letters from Dr. Mosley:* As he has during the spring, Dr. Mosley will continue to write letters to NSD families and staff to keep them up-to-date with pertinent information on COVID-19 and how it is impacting our schools and our school communities, and how we teach.
- *Communications from Principals:* Principals will be communicating on a regular basis to the school communities, utilizing the mass communication system to send voice messages, as they have done in the past.
- *Nashua ETV:* The Nashua Board of Education meetings will continue to be shown live on Nashua ETV. Other regular programming and special occasions featuring our students and teaching and learning will be broadcast on the public channel.



- *Twitter:* The Nashua School District utilizes a school district Twitter account to send messages about school district news, as well as student and staff achievement news. Our principals tweet often about daily school happenings.
- *School Announcements:* Individual schools will continue to maintain daily school announcements, as appropriate.

COVID-19 Pandemic Protection

Social Distancing and Mask/Shield Requirements

All students and staff members will follow these guidelines:

- Social distancing at 3-6 feet will be practiced throughout our schools and school offices.
- All students will be required to wear masks.
- All teachers will be required to wear masks and/or face shields.
- In keeping with City of Nashua ordinance, visitors to schools will be required to wear masks; disposable masks will be available for visitors who do not have one of their own, as long as supplies last.

Hand Washing

All students and staff will be encouraged to follow recommended practices for washing hands.

- Every classroom and office will have hand sanitizer available for use by students, staff, and visitors.
- Teachers will instruct and remind students and colleagues about recommended hand-washing techniques.
- Teachers will dedicate time for handwashing during the day.

Building Access

During the pandemic, access to the school buildings will be limited in an effort to keep them as safe as possible. Visits to the school will be limited to parents/guardians of enrolled students or those who are essential to the school's operation. With the exception of picking up and dropping off children, all parents/guardians will be asked not to visit the school and to communicate either by phone or online means rather than in person. As noted above, all visitors to the school will be required to wear masks and social distance.



Cleaning Procedures

Plant operations will continue to follow recommended sanitizing processes beyond routine cleaning, including cleaning every surface in the building while schools are closed. Schools are following standard procedures for routine cleaning and disinfection with an EPA-registered product. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, hands-on learning items, faucet handles, phones, and toys (see Appendix D for COVID-19 Safety, Protection, and Cleaning Protocols).

Food Service Operations

Model II Hybrid

- Remote: Multiple breakfast and lunch pick-up to take home for days not in school in addition to multiple locations curbside pickup.
- Classroom Feeding for Elementary: Grab and Go as the students enter the building; they grab a breakfast to eat in the classroom and then lunch is delivered to classroom.
- Classroom Feeding for Middle School: Grab and Go as the students enter the building; they grab a breakfast to eat in classroom and then lunch is delivered to assigned classroom.
- Feeding for High School: Grab and Go as the students enter the building; they grab a breakfast to eat in classroom and then a Grab and Go lunch before they depart for the day.

Human Resources

Model II Hybrid and Model III Remote Learning

- Orientation to employment and separation from employment will be implemented remotely as much as possible.
- Due to the small size of the HR office, visitors to HR will be by appointment only.
- The HR department will be responding, tracking, implementing and coordinating ADA accommodations, EPSL (Emergency Paid Sick Leave) and extended FMLA (Family and Medical Leave Act) procedures under COVID-19 governmental mandates.

Technology

The Department of Technology (DoT) ensures all users are able to connect via Internet, telephone, and to cloud services seamlessly for teaching, learning, and business services. In conjunction with district leadership and school building administrators, the distribution of Chromebooks for Nashua families in need of a device is of the utmost importance. In this partnership, all building administrators are expected to keep meticulous records of which device



has been assigned and to whom it has been assigned. DoT expects every school to maintain accurate counts of devices for inventory and for the time of retrieval.

To simplify distribution, the schools will be the pick-up site for students. The DoT staff has identified and will be dismantling older Chromebook carts to make additional and individual Chromebooks available.

Chromebook Distribution

The Nashua School District will start the school year with remote instruction and continue with a deliberate rollout to hybrid instruction. In conjunction with the Curriculum Office, Chromebooks will be distributed with non-electronic materials. School building staff will be distributing these materials and Chromebooks. The number of Chromebooks that will be distributed will be based on the need of families. There are not enough Chromebooks to be loaned to every student.

Distribution of educational materials will commence Thursday, August 27. There are attached sign-out sheets for staff to use when signing out Chromebooks. As part of the inventory process, Chromebooks being lent need to be recorded in this [Google Spreadsheet](#). Each school has its own tab.

While families are transitioning from a traditional classroom to remote instruction, the Chromebook has the capability to work with the Nashua School District's learning management system, Google Classroom. As part of the need for students, teachers, and families to be more and more familiar with Google Classroom, the Curriculum Office and the DoT have coordinated professional development for staff scheduled for the first week of September. Becoming more familiar with Google Classroom, the staff will be able to create content via written and video to empower users and enhance skill set. This content will be available on the website under the COVID-19 tab. The content will include the basics of Google Classroom such as how to sign-in, where to locate assignments, how to respond to teachers, where classes are located, norms of a Chromebook, and expectations of hours spent on a device. The content is expected to be available to parents/guardians the week of August 24.

As part of the effort to ensure connectivity with district Chromebooks, Xfinity Hotspots will remain open to all City of Nashua residents. This will help families who do not have access to reliable Internet.

If your child is experiencing technical issues, please inform the classroom teacher and they will submit a technology help desk ticket to: helpdesk@nashua.edu. We encourage all teachers to put in tickets for themselves, other staff members who are not able to put in support tickets, and students who are experiencing account issues.



Student and Family Expectations

- Your Google Chromebook is an important learning tool and is for educational purposes only.
- When using the Google Chromebook at home, at school, and anywhere else, follow the policies of the Responsible User Guide of the Nashua School District - especially the Student Code of Conduct - and abide by all local, state, and federal laws.
- Treat the Google Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- Store the Google Chromebook in a safe location when not in use.
- The Nashua School District's Google Chromebook is the family's responsibility and will stay in the family's possession at all times.
- Do not modify any software on the Google Chromebook.
- Charge your Google Chromebook every day for school use.
- If any damage or a defect occurs to the device, please inform your school's administrative staff for replacement.

Staff Expectations

- Treat the district-loaned device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- Store the device in a safe location when not in use.
- The Nashua School District's device is the staff's responsibility and will stay in the staff's possession at all times.
- Do not modify any software on the Google Chromebook.
- Charge your Google Chromebook every day for school use.
- If any damage or defect occurs to the device, please inform your school's administrative staff for replacement.

Transportation

The Transportation Department will align bus routes based on the student population attending while incorporating as much social distancing as possible. In most cases, only one child per bench will be assigned. This allows for 50% of occupancy compared to traditional seating. First Student will perform sanitization of the buses. Drivers will wear masks while students are on board, unless it causes a safety issue while driving. Once seated, students will not be permitted to change seats. The district may assign seats, if needed, on particular routes. Students (except those who should not use cloth face coverings as recommended by CDC) will wear a face covering over their nose and mouth at all times while boarding, riding, and exiting the bus. When route information is completed, it will be uploaded to the District website at <https://www.nashua.edu/domain/249>.



On days when circumstances permit and it is safe to do so, windows will be kept open to enhance the flow of fresh air. If windows are unable to be opened, increase outdoor air circulation inside using the ventilation system. Do not re-circulate internal air.

Transportation back to school for both co-curriculars and athletics on remote days:

In the remote setting, buses would be available to run routes to get students to school for after-school practices and rehearsals. One run would be done for high school and a separate run for middle school students.

In the hybrid setting, buses would most likely be available to run routes to get students to school for practices and rehearsals that require students to be in-person. These runs would occur after the elementary dismissal buses have brought those students home.

Transportation for athletic teams to away contests:

When available, buses carrying approximately 24-30 students (to promote social distancing) will transport students to away events. Students will wear face coverings while riding on the bus, which may limit the number of students allowed to travel to away events. To assist in increased social distancing on athletic school buses, parents/guardians would be permitted to transport their own child(ren) to away contests. Parents/guardians would not be permitted to transport other students.

Resources

[Reopening Taskforce Members](#)

[Reopening Taskforce Subgroup Chairs](#)

Protocols for Decision-Making (School Status – See Appendix E)

COVID-19 Pandemic Resources

The City of Nashua Division of Public Health and Community Services recommends the following sources for current and accurate information on the COVID-19 pandemic:

[COVID-19 Daily Briefs](#)

[Children and COVID-19](#)

[The Centers for Disease Control and Prevention](#)

[The New Hampshire Department of Health and Human Services](#)



FEMA (Federal Emergency Management Agency): The purpose of [this FEMA page](#) is to help the public distinguish between rumors and facts regarding the response to coronavirus (COVID-19) pandemic. Rumors can easily circulate within communities during a crisis. Do your part to stop the spread of disinformation by doing three easy things:

- Don't believe the rumors
- Don't pass them along
- Go to trusted sources about the federal (COVID-19) response

Family and Day Care Resources

Day Care, Before and After School Care

21st Century Extended Day programs will be offering students academic enrichment remotely this fall. 21st Century leadership will work closely with school principals to determine how and when traditional afterschool programs might be offered. The 21st Century curriculum has been designed to move from either a remote or in person model swiftly, so that we can be flexible with the needs and safety of our students and families.

All 21st Century updates and program information, along with other Nashua agencies (YMCA, Boys and Girls Club, etc.), will be available on the Nashua School District website at www.nashua.edu.

APPENDIX A

Calendars and Important Dates

2020-2021 SCHOOL CALENDAR - NASHUA PUBLIC SCHOOLS (CHANGES PROPOSED)

Schools Open: **SEPTEMBER 8**

Tentative Last Day: **JUNE 15**

AUGUST

M	T	W	Th	F	
		19	20	21	19-20-21 New Teacher/Staff Orientation
24	25	26	(27)	28	27-All staff report to their assignments
31					

SEPTEMBER 17 DAYS (17)

M	T	W	Th	F	
	1	2	3	X	Schools Open 9/8
XX	8	9	10	11	7-Labor Day
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

FEBRUARY 15 DAYS (106)

M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
X	X	X	X	X	22-26-Winter Break

OCTOBER 21 DAYS (38)

M	T	W	Th	F	
			1	2	
5	6	7	8	9	
XX	13	14	15	16	12-Columbus Day
19	20	21	22	23	
26	27	28	29	30	

MARCH 23 DAYS (129)

M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

NOVEMBER 17 DAYS (55)

M	T	W	Th	F	
2	3	4	5	6	
9	10	XX	12	13	11-Veterans Day
16	17	18	19	20	
23	24	XX	XX	XX	25-27-Thanksgiving Recess
30					

APRIL 17 DAYS (146)

M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
X	X	X	X	X	26-30-Spring Recess

DECEMBER 17 DAYS (72)

M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	X	XX	24-31 Holiday Recess
X	X	X	X		

MAY 20 DAYS (166)

M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
XX					31-Memorial Day

JANUARY 19 DAYS (91)

M	T	W	Th	F	
				XX	1-New Year's Day
4	5	6	7	8	
11	12	13	14	15	
XX	19	20	21	22	18-Martin L. King, Jr. Day
25	26	27	28	29	91 Days – Sept.- January

JUNE 11 DAYS (177)

M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	MU	MU	MU	15-Tentative Last Day (Gr. K-11)
MU	MU	MU	MU	MU	MU = Make-Up Days
MU	MU				86 Days – February - June

Legend

- X = No School for Students/Teachers; Offices open
- XX = Schools and Offices closed

Nashua School District Schedule:

- 177 Days for Students, except 172 days for Seniors (3 days waived NH DOE)
- 174 Days for Kindergarten Students
- 183 Days for Veteran Teachers
- 186 Days for New Teachers

BOARD OF EDUCATION APPROVED: 1-28-19;

APPENDIX A
Calendars and Important Dates

Nashua School District 2020-2021 School Year Master Calendar During COVID-19 Pandemic		
August and September - Reopening Preparation		
Date	Event	Notes
August 4	Parents/guardian Choice Survey opens	Survey sent to Parents/guardians about whether their children will be participating in hybrid learning
August 11	Parents/guardian Choice Survey closes	
August 12 and 13	Administrators' Institute	Planning for 2020-2021
August 19, 20, 21	New Teacher Orientation	Planning for 2020-2021
August 27, 28, 31 September 1, 2, and 3	Teacher Preparation for Remote Learning and Hybrid models	Planning for 2020-2021
	Chromebook/Textbook Distribution	Facilitate at each school
	Staff Professional Development	Facilitate at each school
August 31 September 1, 2, and 3	Family Education Orientation	Learn about student expectations for learning, online learning technology, and school safety guidelines
September 4 & 7 - No school for Students and Teaching Staff		
Date	Event	Notes
September 4	No School for Students and Teaching Staff	All Schools
September 7	Labor Day Holiday No School for Students and Staff	All Schools and District Offices
September - Schools Open in Model III: Remote Teaching and Learning		
Date	Event	Notes
September 8	Remote Learning Begins for PreK-12	All Schools
	Remote Open Houses	
	Kindergarten Screening	Facilitate at each elementary school
September 9, 10	Kindergarten Screening/Placement	Facilitate at each elementary school
September 11	Kindergarten Open Houses	All Elementary Schools
September 14-30	Small groups will be brought into the schools for safety protocol practices	All Schools

APPENDIX A
Calendars and Important Dates

October – Schools Transition to Model II: Hybrid Teaching and Learning		
Date	Event	Notes
October 5	Grades PreK-5 Begin Hybrid Model (50% of students attend in-person Monday/Tuesday; other 50% attend in-person Wednesday/Thursday; all remote Friday; in person days on early release schedule).	All Elementary Schools
October 12	Columbus Day – No School All Students and Staff off	All Schools and District Offices
October 13	Grades 6 & 9 (only)-Orientation Week (25% of students attend in-person each day Tuesday through Friday; in person days on early release schedule).	All Middle and High Schools
October 19	Grades 6-12 Begin Hybrid Phase 1 (25% of students attend in-person each day Monday through Thursday; all remote Friday; in person days on early release schedule).	All Middle and High Schools
November - Schools Continue in Model II: Hybrid		
Date	Event	Notes
November 2-9	Grades K-5 continue 50% Hybrid early release schedule	All Schools
	Grades 6-12 continue 25% Hybrid early release schedule	
November 11	Veteran’s Day – No School All Students and Staff off	All Schools and District Offices
November 12-20	Grades K-5 continue 50% Hybrid early release schedule	All Schools
	Grades 6-12 continue 25% Hybrid early release schedule	
November 23 & 24	Remote Learning Days	All Schools
November 25, 26, 27	Thanksgiving Holiday – No School All Students and Staff off	All Schools and District Offices
November 30	Grades K-5 continue 50% Hybrid early release schedule	All Elementary Schools
	Grades 6-12 Begin Hybrid Phase 2 (50% of students attend in-person Monday/Tuesday; other 50% attend in-person)	All Middle and High Schools

APPENDIX A
Calendars and Important Dates

	Wednesday/Thursday; all remote Friday; in person days on early release schedule).	
December - Schools Continue in Model II: Hybrid		
Date	Event	Notes
December 1-18	Grades K-5 continue 50% Hybrid early release schedule	All Elementary Schools
	Grades 6-12 continue 50% Hybrid early release schedule	All Middle and High Schools
December 21, 22, 23	Remote Learning Days	All Schools
December 24 - 31	Winter Break No School for Students and Staff	All Schools
December 25	Christmas - No School All Students and Staff off	All Schools and District Offices
January and February 2021-		
Date	Event	Notes
January 1	New Year's Day - No School All Students and Staff off	All Schools and District Offices
January 2-		
March, April, May and June 2021		

APPENDIX A
Calendars and Important Dates

AUGUST 2020

Monday	Tuesday	Wednesday	Thursday	Friday
3 Reopening Plan to BOE	4 <i>Parents/guardian Platform Choice Sent Out</i>	5	6	7
10	11 <i>Parents/guardian Platform Choice Due</i>	12 Admin Institute 9-12 PM	13 Admin Institute 12-3 PM	14
17	18	19 New Teacher Orientation	20 New Teacher Orientation	21 New Teacher Orientation
24	25	26	27 <ul style="list-style-type: none"> • Teacher Prep for Remote Learning • Chromebook/Textbook Dist. 	28 <ul style="list-style-type: none"> • Teacher Prep for Remote Learning • Chromebook/Textbook Dist.
31 <ul style="list-style-type: none"> • Teacher Prep for Remote Learning • Family Education Orientation • Chromebook/Textbook Dist. • Staff PD 				

SEPTEMBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
	1 <ul style="list-style-type: none"> • Teacher Prep Hybrid • Family Education Orientation • Chromebook/Textbook Dist. • Staff PD 	2 <ul style="list-style-type: none"> • Teacher Prep Hybrid • Family Education Orientation • Chromebook/Textbook Dist. • Staff PD/PLC 	3 <ul style="list-style-type: none"> • Teacher Prep Hybrid • Family Education Orientation • Chromebook/Textbook Dist. • Staff PD 	4 OFF
7 LABOR DAY	8 PreK-12 Remote Learning Begins (Open Houses) <ul style="list-style-type: none"> • Kindergarten Screening 	9 Kindergarten Screening	10	11 Kindergarten Open House
14 <ul style="list-style-type: none"> • Safety Protocol Practice (Contingent on PPE) 	15	16	17	18
21 <ul style="list-style-type: none"> • Safety Protocol Practice (Contingent on PPE) 	22	23	24	25
28 <ul style="list-style-type: none"> • Safety Protocol Practice (Contingent on PPE) 	29	30		

9/14-10/2 Small groups will have safety protocol practices within their individual buildings.

APPENDIX A
Calendars and Important Dates

OCTOBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Gr. PreK-5 Hybrid Begins*	6	7	8	9 Remote Learning
12 COLUMBUS DAY	13 Gr. 6 & 9 Phase 1 Hybrid Begins* <i>(Orientation Week)</i>	14	15	16 Remote Learning
19 Gr. 7-8, 10-12 Phase I Hybrid Begins*	20	21	22	23 Remote Learning
26	27	28	29	30 Remote Learning

NOVEMBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Remote Learning <i>(Election Day)</i>	4	5	6 Remote Learning
9	10	11 VETERANS DAY	12	13 Remote Learning
16	17	18	19	20 Remote Learning
23 Remote Learning	24 Remote Learning	25 OFF	26 THANKSGIVING	27 OFF
30 Phase 2 Hybrid Secondary Begins*				

DECEMBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4 Remote Learning
7	8	9	10	11 Remote Learning
14	15	16	17	18 Remote Learning
21 Remote Learning	22 Remote Learning	23 Remote Learning	24 Winter Break Begins	25 CHRISTMAS
28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break	

* Dependent upon epidemiology

APPENDIX A
Calendars and Important Dates

JANUARY 2021

Monday	Tuesday	Wednesday	Thursday	Friday
				1 NEW YEAR'S
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Elementary and Middle School

<u>Trimester</u>	<u>Tri Start Date</u>	<u>Tri End Date</u>	<u>School Days</u>
1	9/8/2020	12/4/2020	59
2	12/5/2020	3/16/2021	59
3	3/17/2021	6/15/2021	59

High School

<u>Quarter</u>	<u>Qtr. Start Date</u>	<u>Qtr. End Date</u>	<u>School Days</u>
1	9/8/2020	11/6/2020	43
2	11/9/2020	1/22/2021	43
Sem 1 Exams	1/25/2021	1/26/2021	2
3	1/27/2021	4/2/2021	43
4	4/5/2021	6/10/2021	43
Sem 2 Exams	6/11/2021	6/15/2021	3

APPENDIX B
Elementary, Middle and High School Student Schedules (Samples)

Sample Elementary School Sample Schedule

Grades K-2	Reading	60 minutes
	Writing	30 minutes
	Math	60 minutes
	SEL	30 minutes
	Specials	30 minutes
Grades 3-5	Reading	60 minutes
	Writing	30 minutes
	Math	80 minutes
	SEL	30 minutes
	Specials	30 minutes

Sample Elementary (Early School) Hybrid Schedule

	Kindergarten	First	Second	Third	Fourth	Fifth
8:15	8:15-9:15 ELA	8:15-9:25 Math	8:15-9:15 ELA	8:15-9:30 Math	8:15-8:45 Writing	8:20-8:50 Specialist
8:45					8:45-9:15 Specialist	8:50- 10:00 Math
9:15	9:15-9:45 SEL	9:25-9:55 SEL	9:15-9:45 Writing	9:30-10 Specialist	9:15-10:30 Math	10-10:30 SEL
9:45		9:55- 10:35 Recess/Lunch	9:45-10:15 SEL	10-11 ELA	10:30-11:30 ELA	
10	9:45-10:15 Specialist		10:15-10:55 Recess/Lunch	11-11:30 Writing		10:30-11 Writing
10:30	10:20-11 Recess/Lunch	10:35-11:35 ELA	10:55-12 Math	11:30-12 SEL	11:30-12:00 Recess/Lunch	11-11:50 Recess/Lunch
11				12-12:40 Recess/Lunch	12-12:40 SEL	11:50-12:40 ELA
12:30	11_11:30 Writing	11:35-12 Writing	12-12:40 Specialist			
12-12:40	11:30-12:40 Math	12-12:40 Specialist				

Sample Elementary (Late School) Hybrid Schedule

	Kindergarten	First	Second	Third	Fourth	Fifth
9	9-10 ELA	9-10:10:10 Math	9-10 ELA	9-10:15 Math	9-9:40 Writing	9:05-9:35 Specialist
9:30					9:40-10:10 Specialist	9:35- 10:40 Math
10	10-10:50 SEL	10:10-10:40 SEL	10-10:30 Writing	10:15-10:45 Specialist	10:15-11:20 Math	10:40-11:25 SEL
10:30		10:40 - 11:20 Recess/Lunch	10:30-11 SEL	10:45-11:45 ELA	11:20-12:20 ELA	
11	10:50-11:20 Specialist		11:05-11:45 Recess/Lunch	11:45-12:15 Writing		11:25-11:55 Writing
11:30	11:20- 12:10 Recess/Lunch	11:20-12:45 ELA	11:45-12:10 Math	12:15-12:45 SEL	12:20-1:00 Recess/Lunch	11:55-12:35 Recess/Lunch
12				12:45-1:25 Recess/Lunch		12:35-1:25 ELA
12:30	12:10-12:40 Writing	12:20-12:45 Writing	12:10-12:40 Specialist			
1-1:25	12:40-1:25 Math	12:45-1:15 Specialist	12:40-1:25 Math		1-1:25 SEL	
1:30						

APPENDIX B
Elementary, Middle and High School Student Schedules (Samples)

Sample Middle School Schedule

Phase 1:

25% of students attend in-person 1 day per week on early release schedule.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
GROUP 1	In-person learning 8:00 – 12:43	Remote Learning	Remote Learning	Remote Learning	Remote Learning
GROUP 2	Remote Learning	In-person learning 8:00 – 12:43	Remote Learning	Remote Learning	Remote Learning
GROUP 3	Remote Learning	Remote Learning	In-person learning 8:00 – 12:43	Remote Learning	Remote Learning
GROUP 4	Remote Learning	Remote Learning	Remote Learning	In-person learning 8:00 – 12:43	Remote Learning

Phase 2:

50% of students attend in-person 2 consecutive days per week on early release schedule. Students who previously attended Monday and Tuesday will attend on those two days. Students who previously attended Wednesday and Thursday will attend on those two days.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
GROUPS 1 & 2	In-person learning 8:00 – 12:43	In-person learning 8:00 – 12:43	Remote Learning	Remote Learning	Remote Learning
GROUPS 3 & 4	Remote Learning	Remote Learning	In-person learning 8:00 – 12:43	In-person learning 8:00 – 12:43	Remote Learning

APPENDIX B
Elementary, Middle and High School Student Schedules (Samples)

Sample Middle School Teacher Schedule

Phase 1:

25% of students attend in-person 1 day per week on early release schedule.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
In-person teaching to group 1 8:00 – 12:43	In-person teaching to group 1 8:00 – 12:43	In-person teaching to group 1 8:00 – 12:43	In-person teaching to group 1 8:00 – 12:43	Planning PD Collaboration
Office hours for those remote learning 12:43 – 2:43	Office hours for those remote learning 12:43 – 2:43	Office hours for those remote learning 12:43 – 2:43	Office hours for those remote learning 12:43 – 2:43	Office Hours for all students

Phase 2:

50% of students attend in-person 2 consecutive days per week on early release schedule. Students who previously attended Monday and Tuesday will attend on those two days. Students who previously attended Wednesday and Thursday will attend on those two days.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
In-person teaching to groups 1 & 2 8:00 – 12:43	In-person teaching to groups 1 & 2 8:00 – 12:43	In-person teaching to groups 3 & 4 8:00 – 12:43	In-person teaching to groups 3 & 4 8:00 – 12:43	Planning PD Collaboration
Office hours for those remote learning 12:43 – 2:43	Office hours for those remote learning 12:43 – 2:43	Office hours for those remote learning 12:43 – 2:43	Office hours for those remote learning 12:43 – 2:43	Office Hours for all students

Sample Middle School Bell Schedules

Remote and Phase I Hybrid Schedules: Starting Sept 8th through Nov. 24th

This schedule is a 4 period per day schedule, which would rotate on a weekly basis

This schedule also reflects classes meeting Monday-Thursday. Fridays are designated as an RTI day for student make up/help sessions and general question.

Schedule

Weeks 1, 3, 5, 7, 9 and 11: Periods 1, 2, 3 and 4 meet

Week 2, 4, 6, 8, 10 and 12: Periods 5, 6, 7 meet and the last period of the day would be used for Team time/Advisory/Homeroom

Student In-Session Times

- Period 1/5- 8am-9am
- Period 2/6- 9:05am- 10:05am
- Period 3/7- 10:10am-11:10am
- Lunch- 11:15-11:45
- Period 4/Team- 11:50am-12:43pm

Teachers

- Office Hours 1:00pm-2:43pm Monday through Thursday
- PLC- 1:00pm-2:43pm Friday

Phase II: Starting Nov. 30th through Dec 23rd

This model is based on having 50% of the students in the building where we are breaking students into 2 Groups.

- Group 1 will attend school Monday and Tuesday
- Group 2 will attend school Wednesday and Thursday
- All students will work remotely on Friday

Student In-Session Times

- **Monday and Wednesday** Periods 1, 2, 3, and 4
- **Tuesday and Thursday** Periods 5, 6, 7 and HR / Advisory
- Period 1/5- 8am-9am
- Period 2/6- 9:05am- 10:05am
- Period 3/7- 10:10am-11:10am

APPENDIX B
Elementary, Middle and High School Student Schedules (Samples)

- Lunch - 11:15-11:45
- Period 4/Team- 11:50am-12:43pm

Teachers

- Office Hours 1:00pm-2:43pm Monday through Thursday
- PLC- 1:00pm-2:43pm Friday

Phase III

Students: Same scheduled classes as in as Phase II with longer class meeting times.

Teachers: Regular school working hours. PLC's meet during plan periods.

APPENDIX B
Elementary, Middle and High School Student Schedules (Samples)

High School Sample Student Schedule

Phase 1:

25% of students attend in-person 1 day per week on early release schedule.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
GROUP 1	In-person learning 7:20 – 12:05	Remote Learning	Remote Learning	Remote Learning	Remote Learning
GROUP 2	Remote Learning	In-person learning 7:20 – 12:05	Remote Learning	Remote Learning	Remote Learning
GROUP 3	Remote Learning	Remote Learning	In-person learning 7:20 – 12:05	Remote Learning	Remote Learning
GROUP 4	Remote Learning	Remote Learning	Remote Learning	In-person learning 7:20 – 12:05	Remote Learning

Phase 2:

50% of students attend in-person 2 consecutive days per week on early release schedule. Students who previously attended Monday and Tuesday will attend on those two days. Students who previously attended Wednesday and Thursday will attend on those two days.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
GROUPS 1 & 2	In-person learning 7:20 – 12:05	In-person learning 7:20 – 12:05	Remote Learning	Remote Learning	Remote Learning
GROUPS 3 & 4	Remote Learning	Remote Learning	In-person learning 7:20 – 12:05	In-person learning 7:20 – 12:05	Remote Learning

APPENDIX B
Elementary, Middle and High School Student Schedules (Samples)

High School Sample Teacher Schedule

Phase 1:

25% of students attend in-person 1 day per week on early release schedule.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
In-person teaching to group 1 7:20 – 11:44	In-person teaching to group 2 7:20 – 11:44	In-person teaching to group 3 7:20 – 11:44	In-person teaching to group 4 7:20 – 11:44	Planning PD Collaboration
Office hours for those remote learning 12:30 – 2:03	Office hours for those remote learning 12:30 – 2:03	Office hours for those remote learning 12:30 – 2:03	Office hours for those remote learning 12:30 – 2:03	Office Hours for all students

Phase 2:

50% of students attend in-person 2 consecutive days per week on early release schedule. Students who previously attended Monday and Tuesday will attend on those two days. Students who previously attended Wednesday and Thursday will attend on those two days.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
In-person teaching to groups 1 & 2 7:20 – 11:44	In-person teaching to groups 1 & 2 7:20 – 11:44	In-person teaching to groups 3 & 4 7:20 – 11:44	In-person teaching to groups 3 & 4 7:20 – 11:44	Planning PD Collaboration
Office hours for those remote learning 12:30 – 2:03	Office hours for those remote learning 12:30 – 2:03	Office hours for those remote learning 12:30 – 2:03	Office hours for those remote learning 12:30 – 2:03	Office Hours for all students

APPENDIX B
Elementary, Middle and High School Student Schedules (Samples)

High School Bell Schedules

Phase 1 and 2 Early Release Bell Schedule

Block 1	7:20 – 8:22
Block 2	8:27 – 9:29
Block 3	9:34 – 10:36
Block 4	10:41 – 11:44
Lunch	11:44 – 12:03 Grab & Go

Phase 3: Phase 2 continues but expands to a full day of school. Full Day Bell Schedule

Block 1	7:20 – 8:39
Block 2	8:44 – 10:04
E Block	10:09 – 10:44
Block 3	10:49 – 12:39 Lunches occur during Block 3
Block 4	12:44 – 2:03

APPENDIX C
Family Education Orientation

Family Hybrid Education Orientation

Families are being asked to choose one academic option for first half of the school year through January 4, 2021. Families will have the ability to reassess and change the option they have chosen in January.

Hybrid Option:

- Students will be assigned an A or B schedule, utilizing the Early Release Day times and attending school in-person two days per week. With direction from the teacher, students will be given assignments to complete at home during the days/times when students are not in school to fulfill a "typical" school day.
- Fridays will be a day all students will learn from home.
- Consideration will be made for family members at the same school to attend on the same scheduled days.
- Your child's teacher will send you an open house video regarding the specifics for your child's classroom experience.

Remote Learning Only Option:

- Students will have an assigned teacher and complete assignments at home under the direction of this teacher.
- Your child's teacher will send you an open house video regarding the specifics for your child's classroom experience.

Home School Option:

- All families who would prefer to home-school their children rather than participate in the above two models are eligible to home-school their children by opting out of the Nashua School District curriculum. Contact Kathleen MacIntyre, Student Services, at 603-966-1068 to pursue home schooling for your children.

Chromebook Tech Support

- Please contact your child's teacher if you are having issues with a Chromebook. The teacher will complete a help desk request with our Technology Department for you.

Personal Protective Equipment

- Students will be responsible to come to school with their own masks. Please have your child practice wearing masks to build stamina prior to the start of attending school. Students will be required to wear their masks in the school building with the exception of eating and playing outside. Students will be encouraged to wash hands frequently throughout the day. Hand sanitizer will be available throughout the school building. Students will be required to keep a distance of 6 feet from others, when possible.

APPENDIX C
Family Education Orientation

Staggered Start Schedule

- Schedule will be shared with parents/guardians at orientation. (See previously mentioned Appendix A).

While at-Home:

- Parents/guardians are asked to do daily temperature checks on their children prior to sending to school. We ask that students are kept home if they are feeling ill in any way.

School Bus Transportation:

- Parents/guardians are encouraged to drive students when possible.
- Busing will be provided, as in the past, but students will be spaced as necessary on the bus and will be required to wear masks at all times.
- Masks will remain on while entering the school building and traveling to destination within the school. Buses will be sanitized daily.

School Arrival

- Students will enter the building in small cohorts, one bus at a time.
- Parents/guardians will not be allowed in the school building and must drop students off outside. Students and staff, whether walking to and from vehicles or walking on school grounds, should wear a mask at all times.

School Day

- Students will remain with their small classroom cohorts throughout the school day.
- Traveling within the school building will be limited, and only one-way traffic will be used in the hallways. Hallway traffic will be minimized as much as possible.
- Backpacks will not be allowed in the school building for the 2020-2021 school year.
- Hand sanitizer will be available throughout the building and children will be encouraged to wash their hands often. If a bathroom is available in the room, students will use that facility.
- Classroom materials will be stored per student rather than in communal bins when possible.
- A personal water bottle is suggested. Students will not use school water fountains. Water filling stations will be available.
- Grab and go breakfasts will be available; Lunches will be delivered to the classroom. Students bringing lunch /snacks from home will be encouraged to use a disposable lunch bag.
- Recess may be held in the room or outside, depending on time and weather (students will stay with their class).

APPENDIX C

Family Education Orientation

- Specialists, art, music, library, computer, and gym, will occur in the classroom rather than in specialists' classrooms. Gym will be held outside as much as possible.
- The school nurse will be available daily and a separate space within the school will be designated for those showing COVID-19 symptoms. Parents/guardians will be called immediately to pick up their child showing symptoms.

School Visitors and School Volunteers

- Visits to school need to be scheduled, and school volunteer placement will be extremely limited. Those who are permitted to enter the school will be required to wear a mask at all times and practice social distancing.

Student Pick-Up at School

- Students will exit the school building in their bus cohorts. Masks must be worn at all times.
- As always, parents/guardians will be expected to pick up students at a designated area. They should remain in their vehicles during pick-up, unless directed by a school staff member to do otherwise.

Early Dismissal/ Sick Dismissal

- Please call the office to have a student dismissed early.
- Whether the student is sick or needs to be dismissed early for an appointment, parents/guardians should call or buzz the main office at arrival. Once your identification has been verified, your child will be brought outside to meet you.

Grading

- Grading will be in accordance with the school district guidelines and district-approved report card.

Parent/guardian Communication

- Parents/guardians are encouraged to keep an open dialog with your child's teacher. Email and phone are typically the best way to initiate conversation. Parents/guardian meetings can be arranged via Zoom teleconferencing service, as needed.
- The school district and your child's school will send out updates and notifications regarding important information you should know. Please make sure your child's school has the most up to date contact information, including email address, so you stay informed.

Cleaning School Buildings:

- Buildings will be cleaned nightly and receive a deep cleaning on Fridays while students complete work from home.

APPENDIX D
School Status (DRAFT)

Status	Modality	Elementary Students	Secondary Students	Teacher Status	Safety Protocols
Red	Schools and District Buildings Closed except essential personnel	Remote Learning		Remote Teaching (not in building)	n/a
Orange	All Staff in buildings Priority Access to small groups of students	Majority - Remote Learning Some - In person		Majority - Remote Teaching – from in building or out Some - in person instruction	Strictest
Yellow	Schools open to a percent of students each day – early release schedule	50% in school 50% remote	Hybrid Model 1 25% in school 75% remote	Teach in-school students and support remote students	Strictest
Green	Schools open to 50% of students each day – early release schedule	50% in school 50% remote	Hybrid Model 2 50% in school 50% remote	Teach in-school students and support remote students	Strictest
Blue	Schools open to 50% of students each day – full day schedule	50% in school 50% remote	Hybrid Model 3 50% in school 50% remote	Teach students in-school and support remote students	Required
Purple	Near normal school operations Schools open to 100% of students each day	All students in school		Teach students in-school	Recommended

Decision Making Tools

Source of Information	Types of Data
Nashua Public Health	Case counts, mortality, hospitalizations, active cases: overall cases and student age groups
NSD Re-opening Taskforce	Student, parents/guardian, staff survey data, task for recommendations, neighboring communities
State and Federal Mandates	Federal, Governor, CDC, DHHS decrees that impact gathering sizes and our schools
Availability of Resources	PPE, technology, teachers and staff, bus drivers etc.
Family Decisions	Balance student and teacher availability
Quality of Instruction	Remote, Hybrid, In-person

APPENDIX D
School Status (DRAFT)

School Status Descriptions

Red	<p>Most severe conditions. Schools and District Buildings Closed except essential personnel like Spring 2020. Reserved for most extreme cases, an executive order by the Governor, or a health department mandate.</p>
Orange	<p>Restrictive conditions. Schools and district buildings are open for staff. Remote work will also be permissible with direct supervisor's permission. Building access for small groups of students will be granted on a case by case basis for required in-school services. Strict safety protocols, such as wearing of masks and PPE and social distancing, will be in place for staff and students when in a school building.</p>
Yellow	<p>Conditions allow for a percentage of students in the school each day – early release schedule Safety protocols in place:</p> <ul style="list-style-type: none"> • Masks required for all staff and students and they will need to practice 6 feet of physical distancing. • Masks are required for all staff and students in the hallways or other common areas at all times. • When in a classroom, office, or other setting where 6 feet physical distance can be maintained masks may be removed. • Masks are required when moving about a classroom, office, or other setting. • No access to the buildings by visitors, guests, or volunteers. • Meetings with parents/guardians or staff should be conducted remotely as often as is practical. • Extensive hand-washing and sanitizing encouraged frequently. • PPE for nursing staff. • Lunch to be eaten in classrooms if students cannot be a minimum of 6 feet apart in the cafeteria. • Minimize travel within the building as much as possible. • When travel within the building is required develop traffic patterns such as one-way halls and stairs.
Green	<p>Conditions allow for 50% of students in the school each day – early release schedule All YELLOW protocols in place.</p>
Blue	<p>Conditions allow for 50% of students in the school each day – full day schedule All YELLOW protocols in place with the following adjustments:</p> <ul style="list-style-type: none"> • Access to the building by visitors, guests, volunteers may be granted on a limited basis. • Classroom design will mirror physical distancing practices and furniture arrangement.
Purple	<p>Conditions allow for 100% of students in the school each day, near normal school operations. All BLUE protocols in place with the following adjustments:</p> <ul style="list-style-type: none"> • Mask wearing for staff and students will mirror public health guidelines and city ordinance • Lunches will be served to students as recommended by local health guidelines/practices

APPENDIX E Safety and Cleaning Protocols

Safety Protocol Practice

Classroom teachers will set up small groups to meet via Zoom. At the beginning of each Zoom the teachers will share a video from the nurses going over the personal safety precautions each person will need to follow. See below for COVID Protection.

Following the nurse's video, the teacher will show the setup of the classroom and review the expectations for class. The teacher can share the daily schedule and explain how recess and lunch will occur. The teacher will also show the doorway they will be using to enter the wing and the procedures around it. She can show the 6-foot marks in the hallway so students are aware of spacing as they enter and leave.

Highlights of safety protocols required:

- We will require face masks or other coverings for students and staff when necessary and appropriate.
- We will emphasize social distancing of six feet.
- We will require and facilitate frequent hand washing/sanitizing.
- All non-school related evening functions and activities will be prohibited.
- All students and staff are required to stay home when feeling sick.
- Cleaning protocols are consistent with standards acceptable to the Centers for Disease Control.
- We will adjust staff schedules to augment cleaning and disinfecting practices.

Health Screening and Protocols

Educating Staff and Community as to Signs and Symptoms of COVID-19 and when to stay home should be a priority before the start of School.

Symptoms of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- 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
- Establish a strict visitor/parents/guardian policy for nonessential persons in the buildings. All visitors must be masked and screened upon entrance to the school building.

See NH DPHS General Travel and Quarantine Guidance for most updated travel screening and quarantine guidance: <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/employee-travel-guidance.pdf>

APPENDIX E Safety and Cleaning Protocols

Social Distancing

[https://www.thelancet.com/journals/lancet/article/PIIS0140-6736\(20\)31142-9/fulltext](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736(20)31142-9/fulltext)

- Arrange classrooms to maximize physical distance between students
- Individual chairs/desks should be arranged so that students are spaced at least three feet apart with a goal of attempting to get chairs/desks six feet apart (six feet apart is preferred but may not be achievable)
- All desks should face toward the front of the class with assigned seating.

Mask/Face Covering Requirements

Students should wear cloth face coverings/masks in circumstances where they may come in close contact with others in uncontrolled settings (i.e., when moving around or interacting in groups):

- School buses (at all times)
- Entering or exiting the school building
- Transiting in hallways and between classes
- Arriving to/leaving a classroom
- Engaged in group activities

CDC recommendations are that anyone over the age of 2 should wear a mask.

It is not necessary for students to wear full protective gear while in school. A mask/cloth face covering is sufficient to wear as indicated in the above areas. If desired, once in class and student remains three to six feet from others, masks may be removed during instructional time. Masks will need to be worn if close contact occurs for group activities or any other class time where stated distance is not maintained.

Please note: Shields, gowns, and gloves will be used by school nurses in suspected cases on a as needed basis. These PPE materials are not necessary for staff use during the school day except for specific special education classrooms, which may need one on one assistance with Activities of Daily Living (ADL's).

Strict Hand washing and Hand Hygiene will be maintained by students and staff at all times during the school day

Details of proper health practices such as cough etiquette, proper mask wearing, and hand hygiene will be communicated with students, parents/guardians, and staff before the start of school.

Additional considerations:

An Isolation room is required in each school building.

If a student becomes symptomatic during the school day, the following procedures as per the recommendations of Dr. Benjamin P. Chan, MD, MPH/NH State Epidemiologist will be followed:

APPENDIX E Safety and Cleaning Protocols

- Symptomatic individual **MUST** wear a facemask
- Place person in a single-person room with the door closed (if safe to do so)
- Airborne Infection Isolation Rooms (AIIRs) not necessary
- Persons should have a dedicated bathroom, if possible
- Limit transport and movement of the person
- Clean and disinfect the room the person was in after they leave

Isolation Recommendations for Symptomatic Individuals: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations>

Cleaning Protocols

All cleaning activities scheduled during a normal school year will be conducted, which involves daily, weekly and monthly tasks. The most important of these tasks is the daily removal of trash and the thorough cleaning of restrooms and nurses' offices. These are always the priorities, even when the cleaning staff is shorthanded.

To assure the schools are safely sanitized, in addition to the normal cleaning activities, the following measures will be implemented:

- Periodic sanitizing of door handles, handrails, door bells, elevator buttons, restrooms, and other frequently touched surfaces during the school day.
- Using backpack fogging machines, sanitize all spaces nightly after students and staff have left for the day. We will use an EPA approved disinfecting and sanitizing product, which has been proven to kill the COVID-19 virus.
- Nightly, utilize handheld UV lights on all surfaces which can't be sprayed. Examples are bulletin boards and other vertical surfaces.
- Supervisors will check effectiveness of sanitizing efforts using a virus/bacteria meter.

In addition to the above cleaning routines, we will:

- Install hand sanitizers in each classroom and multi-person office. Also install multiple hand sanitizers in large assembly areas (gyms, cafeterias, auditoriums, libraries, etc.).
- Provide sanitary wipes in the above rooms for use by staff/students during the school day.
- Depending on overall reopening plan, consider adjusting custodial hours to optimize cleaning.
- Remove all area carpets from all schools. This will reduce custodial workload and free up more time for sanitizing.

The above measures are dependent of the availability of supplies & materials, and the addition of twelve temporary custodians to assist with the sanitization. Should additional custodians not be provided, the regularly scheduled cleaning activities will be significantly reduced in favor of conducting sanitization.

What are the maintenance processes/procedures for each building?

In addition to typical maintenance and repair activities, the following additional measures will be implemented:

APPENDIX E Safety and Cleaning Protocols

- Increase HVAC filter changes from 3 times per year to 4 and change to a MERV-13 filter in all air handling equipment.
- Ensure HVAC system is providing 100% outside air and NOT recirculating. Increase run time to thoroughly ventilate building each evening after staff/students have vacated AND for two hours before school commences in the morning.
- Install UV lights (proven to kill COVID 19 virus) in ductwork for air handlers serving high capacity spaces.
- For areas of high traffic we plan to provide polycarbonate partitions. Places for these would be main offices (in front of the secretaries), library circulation desks, school stores and concession stands, ticket booths.
- Each morning, the head custodian and/or HVAC Technicians will verify all air handling equipment is working properly. If some systems or components are found to be not operating, the issue will be immediately reported to Plant Operations (who will address the issue as an URGENT work request).

The above measures are dependent of the availability of supplies & materials.

References:

1. ASHRAE Epidemic Task Force for Schools & Universities (7/17/2020)
2. Massachusetts Dept. of Elementary and Secondary Education "Initial Fall School Reopening Guidance" (6/15/2020)
3. National Council on School Facilities "State Level COVID-19 Guidance"
4. APPA COVID-19 Guidance
5. Duke University "Guide for Returning to the Workplace" (5/29/2020)
6. FEMA "Pandemic Influenza Continuity of Operations"