

To: Pelham School District Community, Employees, Parents, and Students
From: Chip McGee, Superintendent-Elect
Re: District Reopening Guidelines
Date: June 15, 2020

This memo explains the approach the Pelham School District will use to reopen operations starting on June 22, 2020. This applies to year-round employees, summer employees, visitors, teachers, students, parents and community members.

These guidelines use the Universal Guidelines developed by the state of New Hampshire and are based on recommendations from the U.S. Centers for Disease Control and Prevention (CDC), Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA). They are based on what is currently known about COVID-19 and will be adjusted as we learn more about the disease and how best to address it.

1. Stay Home: All employees who are sick or not feeling well are directed to stay home and to notify their supervisor by phone.
 - a. Possible symptoms of COVID-19 include:
 - i. Fever
 - ii. Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
 - iii. Flu-like symptoms such as muscle aches, chills, and severe fatigue
 - iv. Changes in a person's sense of taste or smell
 - b. Pelham School District's Director of Human Resources will answer employees' questions regarding COVID-19 and an employee's ability to stay home if ill or to care for a sick family member. The federal Families First Coronavirus Response Act allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms. Employees can contact Human Resources with questions.
2. Screen: All employees reporting for work and visitors will be screened for COVID-19 related symptoms as follows:
 - a. Employees and visitors will be asked to answer the following questions in [this survey form](#) prior to arriving at work:
 - i. Have you been in close contact with a confirmed case of COVID-19?
 - ii. Have you had a fever or felt feverish in the last 72 hours?
 - iii. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - iv. Are you experiencing any new muscle aches or chills?
 - v. Have you experienced any new change in your sense of taste or smell?
 - vi. Is your temperature at or above 100.0 Fahrenheit?
 - b. The district will designate a screener at the main entrance to each school and the SAU every day during hours when the schools are open to the public. The screener will wear a cloth face covering/mask and employees and visitors will

also wear a cloth face covering while at work and in potential close contact with others.

- c. If it is not possible for the employee or visitor to take their temperature, the screener will take the temperatures on-site with a non-touch thermometer.
 - d. For any employee or visitor who answers “yes” to any of the screening questions or who is found to have a fever), the district will:
 - i. Instruct the employee/visitor to leave the premises immediately and to seek medical advice.
 - ii. Maintain the confidentiality of employee health information.
 - iii. Prevent stigma and discrimination in the workplace by not making determinations of health risk or health status based on race or country of origin.
 - e. The Director of Human Resources will review the screening data daily to ensure compliance.
3. Sanitize: The district will promote frequent hand hygiene and make sure alcohol-based hand sanitizer are readily available:
- a. School administrators will remind employees and visitors to hand washing or use of hand sanitizer and encourage frequent hand hygiene through posters and announcements.
 - b. The custodial team will make available hand sanitizer in frequently visited locations for both employees and visitors.
4. Clean: The custodial teams will maintain workplace cleaning and disinfection practices that follow CDC guidelines with regular sanitation of high-moderate touch surfaces at least every two hours. The director of maintenance has provided training to custodial staff regarding cleaning standards.
5. Cover Up: The business administrator will ensure district expectations are posted that all employees and visitors are to:
- a. Follow social distancing guidelines in-person meetings should be limited and not exceed ten people and employees and visitors alike should maintain a safe distance of at least 6 feet from others at all times.
 - b. Use cloth face coverings in areas where social distancing is difficult to maintain
 - c. Follow posted guidelines about etiquette for coughing, sneezing and handwashing.
 - d. Refrain from using other people’s phones, desks, offices, or other work tools and equipment, when possible.
 - e. If an employee becomes sick during the day, they will be sent home immediately. Surfaces in their workspace will be cleaned and disinfected.

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