

# **Pelham Memorial School Reopening Guide for Families**



***“Inspiring Success One Mind at a Time”***

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**Thank you to our Pelham Public Health Officer Karen McGlynn**

The Pelham School District is grateful to the Town of Pelham for providing us with access to Karen McGlynn, the town's Public Health Officer. Our team continues to coordinate our response to the pandemic with her. Her training, expertise, and close coordination with the NH DHHS and CDC have been invaluable. If you have questions or concerns about the overall plan, she can be reached at [kmcglynn@pelhamweb.com](mailto:kmcglynn@pelhamweb.com).

**PMS Daily Schedule -**

***Please note, these schedules will not change week to week as in the past. Early Release and Delayed Opening Schedules can be found in the student handbook.***

**6<sup>th</sup> Grade**

7:25-8:00	8:05-8:40	8:45 - 9:35	9:40-10:30	10:30-11:00	11:00-11:30	11:30-12:00	12:00-12:40	12:40-1:10	1:15-1:45	1:45-2:15
Arrival	A	B	C	LIT	Lunch	WIN	D	UA	UA	Dismissal

**7<sup>th</sup> Grade**

7:25-8:00	8:05-8:45	8:50 - 9:30	9:35-10:15	10:20-11:00	11:00-11:30	11:30-12:00	12:00-12:30	12:30-1:07	1:07-1:45	1:45-2:15
Arrival	A	B	UA	UA	WIN	Lunch	LIT	C	D	dismissal

## 8<sup>th</sup> Grade

7:25-8:00	8:05-8:45	8:50 - 9:30	9:35-10:15	10:20-11:00	11:00-11:30	11:30-12:00	12:00-12:30	12:30-1:07	1:07-1:45	1:45-2:15
Arrival	UA	UA	A	B	WIN	LIT	Lunch	C	D	Dismissal

## Unified Arts

7:25-8:00	8:05-8:45	8:50 - 9:30	9:35-10:15	10:20-11:00	11:00-11:30	11:30-12:00	12:00-12:30	12:30-1:07	1:07-1:45	1:45-2:15
Arrival	8th UA	8th UA	7th UA	7th UA	xxxxx	xxxxx	xxxxx	6th UA	6th UA	Dismissal

## **Self screening prior to coming to school**

Before entering the school, everyone will be required to complete a self screening.

- Self Screening Questions
  - Have you been in close contact with a confirmed case of COVID-19?
  - Have you had a fever or felt feverish in the last 72 hours?
  - Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
  - Are you experiencing any new muscle aches or chills?
  - Have you experienced any new change in your sense of taste or smell?
  - Is your temperature at or above 100.0 Fahrenheit?
- Those not screened, who answer yes to any screening question, or have a fever at or above 100.0 will not be allowed to enter the school and sent home.
- Students who are unable to return home on their own will be kept in a space separate from the nurse's main office until they can be brought home by a parent or guardian. This process will be directed by the school nurse.
- Visitors are discouraged.

## **Travel**

*(Updated on September 25, 2020)*

Staff and students must quarantine at home for 14 days after traveling anywhere outside New England. A negative COVID test does not shorten the length of the quarantine.

*(Note: NH DHHS has eliminated the exception for those who traveled by private car and had no known close contact with anyone with a confirmed or suspected case of COVID-19.)*

## **Travel in the Building**

This year hallways will be designated as **ONE WAY**. This includes stairs. Whenever possible, all traffic will flow in the same direction. The hallways and stairways will have proper indicators and signs that will need to be followed. Students will be provided tours with classroom teachers and administrative team members during the first days of school.

## **Physical Distancing** *(a term we are using instead of social distancing)*

- Whenever possible, students and staff will maintain six feet of separation, three feet of separation with face coverings.

- When transitions are necessary, students will maintain a single direction flow where possible.

### **Heat Days**

Hot weather will have a more significant impact on the schools given the universal precautions being taken. This includes mask wearing and the elimination of fans. As a result, the Superintendent will consider “Heat Days” similar to “Snow Days.” The decision making process will include predicted outside temperature, inside air temperature and humidity as well as other conditions. Families will be notified using the same procedure as snow days.

### **Arrival procedures**

#### **Entrances:**

Students will be entering through **1** door at a staggered pace, monitored by an adult to ensure physical distancing . Please stay to the right and maintain physical distancing.

- Students in the modular classrooms will enter their rooms at drop off in the morning
- All staff will enter through main entrance in front of the building

#### **Stairwells:**

Stairwells will be **ONE WAY**. Please stay to the right and maintain physical distancing

- Stairwell #1 (closest to Main Office) ***Up only***
- Stairwell #2 (opposite end of the building) ***Down only***

### **Dismissal procedures**

There will be a staggered dismissal. Students will exit the building in a timely manner. Bus riders will be dismissed first followed by car pick up. Car pick up students will be assigned a number - this number must be made visible through the windshield of the car. Students will remain in their classrooms and dismissed by calling their number over the intercom.

### **Bus Transportation**

Buses are limited to those who requested the bus in the family choice survey from August 7. Buses are limited to one student per seat, which translates to 24 to 26 students. We ask families to consider driving instead. Students in the same family will sit together. Families will be required to self-screen including taking temperature prior

to getting on the school bus. With rare exception, students will be required to wear face coverings on buses. Windows will be open as weather allows. Students load from back to front and unload from front to back to provide additional physical distancing. The district will not allow for changes to student routes for play dates.

Attendance and Tardies

### **Lunches**

School menus will be posted two weeks in advance. Lunch will need to be ordered online prior to the school day. Students will have limited choice with the meal offering. The 2020-2021 Free/Reduced Lunch Application will be available on the website. Kelly Rambeau, Director of Food Services and Nutrition, will be sending out information for students and families that have chosen the remote option and are part of our P.R.O. team with information about lunches. She can be reached at [krambeau@pelhamsd.org](mailto:krambeau@pelhamsd.org). *Please refer to Appendix C for a detailed description of the food services process.*

### **Special education**

Families who have chosen the remote option will be contacted by their child's case manager to plan service delivery, they can be remote or face to face. If you have any questions contact our Assistant Principal, Katrina Mackey at [kmackey@pelhamsd.org](mailto:kmackey@pelhamsd.org)

### **Classroom environment**

Each student will be assigned to a classroom/learning space. Desks will be placed to support physical distancing. Each classroom has been measured and maximum capacity has been established based on physical distancing guidelines. There will be permanent assigned seats that will allow for tracking if necessary. (see diagram - Appendix B) Students will be asked to periodically clean their areas with the appropriate and available materials. Students will use the nearest bathroom and teachers will keep an accurate log for tracking purposes.

### **Remote Learning Expectations**

- Students will receive remote instruction using Google Classroom from a team of teachers assigned to remote instruction.
- Students will follow the same schedule as in-person learning and will be expected to log into a google meet for each class.



- Students in the remote environment will receive both direct instruction and independent work.
- We will follow these [Remote teacher expectations](#)
- The school district will offer both live and virtual training sessions on Google Classroom for parents.
- We expect students during these sessions to:
  - Show up to their meetings on time
  - Find a quiet place free from distractions, siblings, pets, TV, etc.
  - Dress appropriately for the live learning session
  - We need to be respectful of everyone involved in remote learning and make sure it is a trustworthy learning environment. Taking pictures and/or recording online teaching sessions without disclosing this to others in the remote classroom is not appropriate. In New Hampshire it is illegal to record a conversation or discussion without others agreeing to be recorded. Students who violate this rule will be subject to disciplinary measures and, if appropriate, concerns will be referred to law enforcement.

### **Textbooks and materials**

Remote Learning students will be asked to come in prior to the school year beginning to pick up all materials and textbooks. In person students will not be allowed to leave textbooks in the classroom. Courses that require tools and other materials will provide individual kits to each student when possible.

### **Lockers**

Lockers will not be used in the 2020-2021 school year. This includes the locker rooms. Coaches will communicate with students/athletes.

### **Handwashing Procedures**

Staff and students will incorporate multiple daily hand washing/sanitizing routines whenever possible. Hand washing/sanitizing upon entry, before lunch, and after lunch.

### **Face Covering Expectation**

Anyone entering and moving through the school is required to wear a face covering. Exceptions will be rare and based on specific required accommodations

needed for students and staff.

- Students in grades 2 through 12 are required to wear face coverings.
- Teachers will build in breaks and outdoor time, as needed.
- The district will provide five cloth face coverings to all staff and students at the start of the school year. For situations where face coverings are not viable, the district will provide additional appropriate personal protective equipment (PPE).
- Students that do not comply with the expectations for face coverings will be removed from the classroom or hall for safety reasons. Those students will meet with administration. Administration will follow the discipline code outlined in the Student Handbook. The level of infraction will determine the consequence. As always, students will be dealt with on an individual basis.

### **Positive/Suspected COVID Cases**

*(Updated on September 25, 2020)*

We recognize there will be times when students or staff members show symptoms of a possible COVID case while at school. In such a case, we will follow these steps:

1. We will immediately refer them to the school nurse.
2. The school nurse will keep them in the separate COVID-related area until they can go home.
3. They will be directed to see their health care provider and to self-isolate at home.
4. Any person with suspected or confirmed COVID-19 should be reported immediately to New Hampshire Public Health.
5. The nurse will consult with the Pelham public health official and the Superintendent to determine next steps. If the student or staff member is determined to have COVID-19, *the district community will be notified through an email from the superintendent and the classrooms and spaces will be closed for up to three days to allow for cleaning.*
6. If public health investigation determines any students or staff to have been “close contacts” (as defined for purposes of public health investigation) with a person who was diagnosed with COVID-19, or otherwise identifies students or staff to be at risk for exposure, they will be required to quarantine for 14 days.
7. If any students and staff are isolated or quarantined, they will switch to remote learning for that time. *For individual cases this means keeping up with their courses through Google Classroom while quarantined.*
8. The student or staff member with possible COVID can return to school only after appropriate documentation from a health care provider that symptom-based criteria have been met to discontinue isolation.

We will need to work to find the necessary balance between privacy and safety in these efforts. We also recognize that circumstances can vary significantly and will strive to keep varied needs of staff and students in mind.

### **Siblings, Family Members and Housemates (Updated on September 25, 2020)**

We have had a lot of questions about siblings, family members and housemates of a person who receives a positive COVID-test. It helps to think of this at three levels.

Primary Level	A person in the schools who receives a positive COVID test (“Primary”) must self-isolate for 14 days after their test results before returning to school.
Second Level	Those who are in close contact with the positive COVID case, not symptomatic, and awaiting test results are “Second Level.” This could include classmates as well as siblings, roommates, and family members. They must self-quarantine for at least the same 14 days regardless of test results.
Third Level	Those in close contact with the Second Level people (but not in close contact with the Primary Level) need only to self monitor for symptoms. No other action is required.

If any “Second Level” people tests positive, they become a “Primary” and a new 14 day quarantine is added to that person and their Second Level people. *(Note: There has been discussion at the state and federal level about handling cases with siblings. Pelham has adopted a simplified version of the NH DHHS rule.)*

### **Symptomatic Staff and Students Returning to Work (Updated on September 25, 2020)**

The staff or students with symptoms of COVID need to self-quarantine for 14 days unless (1) they receive a negative COVID test and they are symptom free for 24 hours, or (2) they provide a note from their health care provider allowing them to return.

See Appendix D for a message from our school nurses.

### **Co-curricular and extra-curricular activities**

We plan to phase in co-curricular activities after the start of the school year. All students will be able to choose to participate in co-curricular activities when

they are phased in. Details relative to phasing of these activities will be determined at a later date to be determined.

### **Athletics**

The following Fall sports may be able to run; soccer, field hockey and cross country. Details are being worked out and families will be notified on final decisions. Remote students will be able to choose to participate in athletics if they are offered and eligible to participate academically. If you have any questions contact our Athletic Director, Mr. Karvarnos at: [jkavarnos@pelhamsd.org](mailto:jkavarnos@pelhamsd.org)

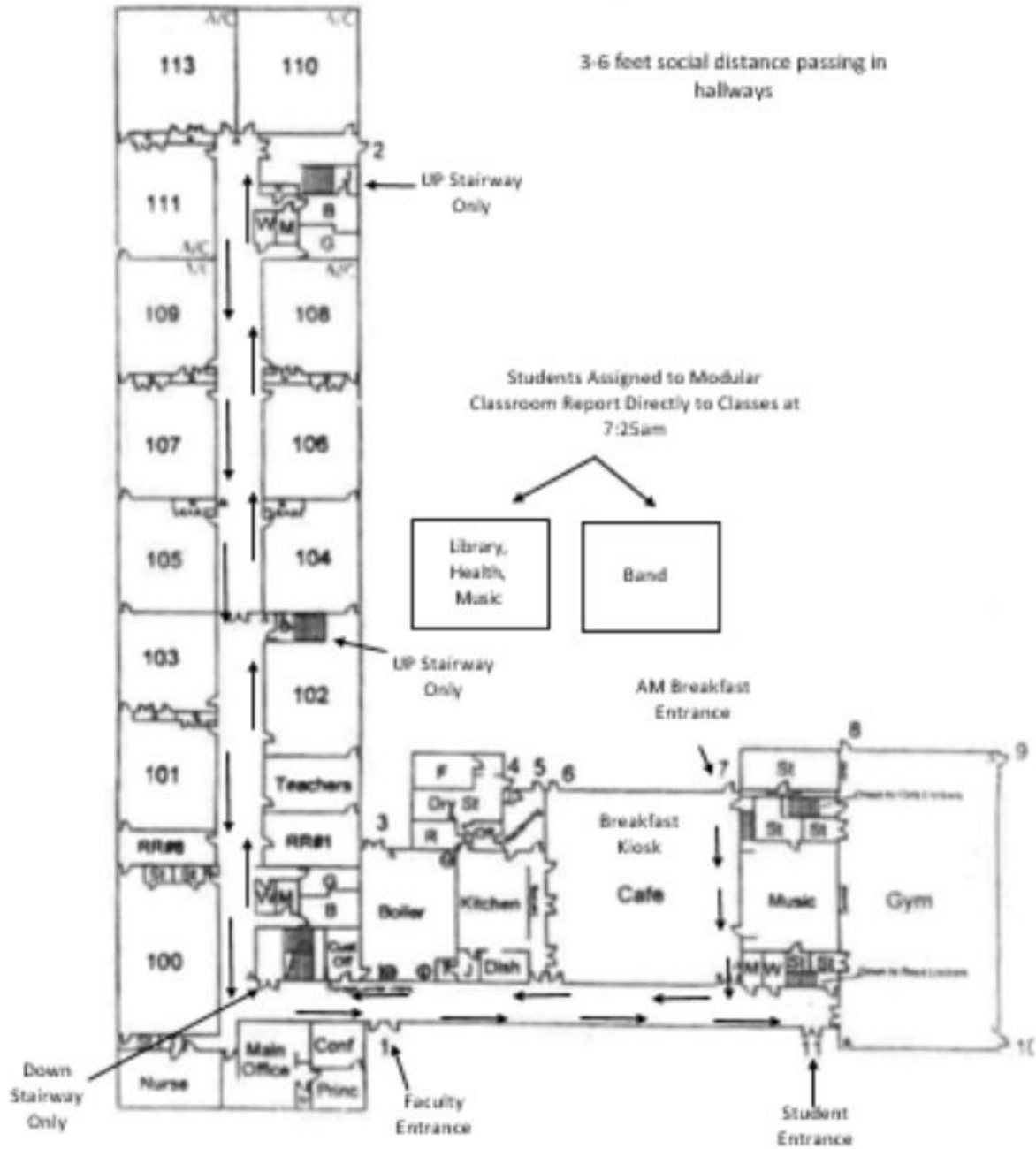
### **FAQ's**

For answers to frequently asked questions, please click [here](#)

### **Appendix A - Map of floor plan and students traffic flow**

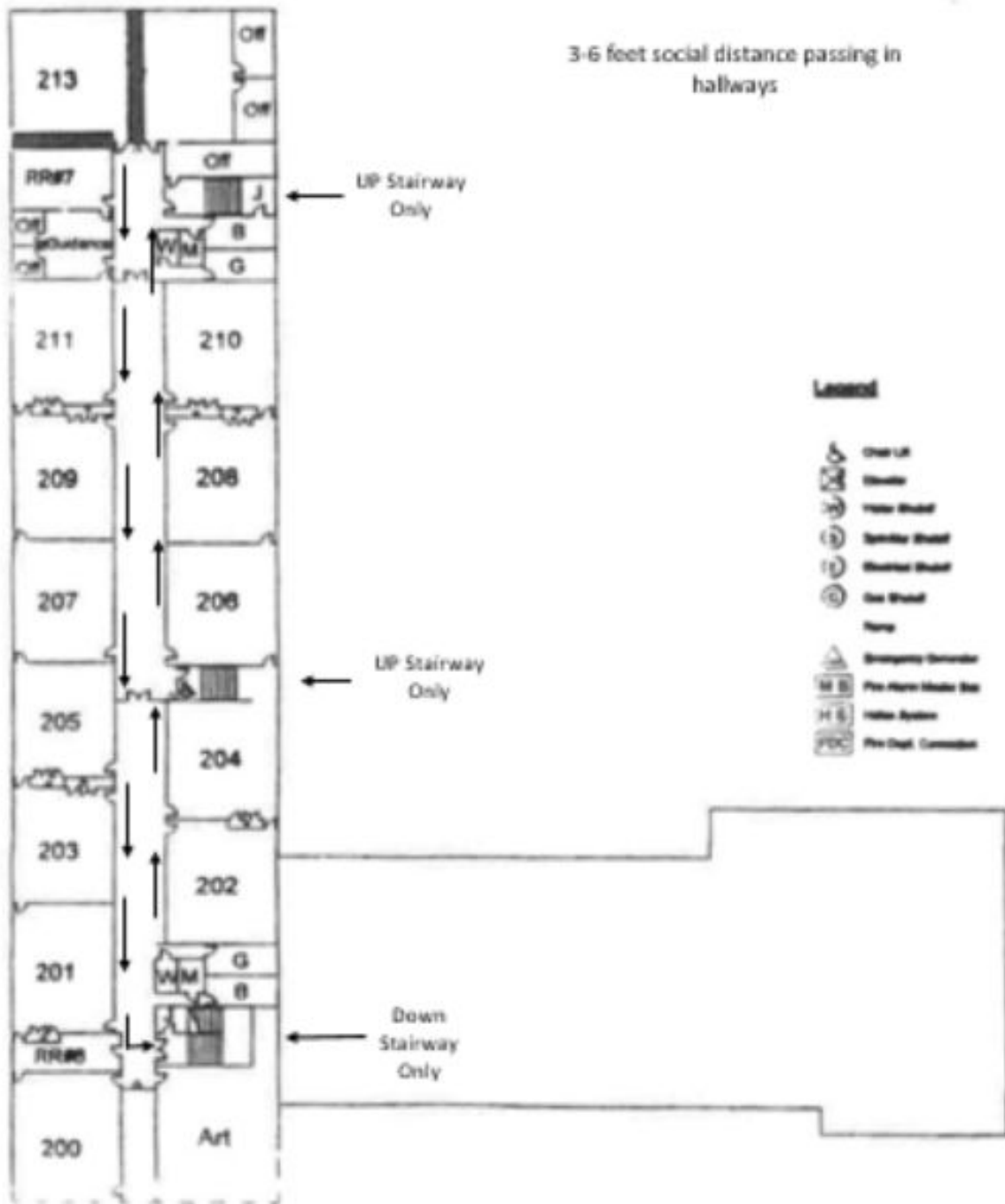
# Pelham Memorial School

## First Floor



# Pelham Memorial School

## Second Floor



## Appendix B

Sample classroom set up: Supports physical distancing guidelines.



## Appendix C - Message from our Nutrition Services Director

Dear Families of Pelham School District,

We want to share our plan for Grab and Go Breakfast/Lunch Meals in the Classroom (MIC) and Remote Meal Pick up for the 2020-2021 school year at the Pelham School District. Our goal for MIC in Pelham is to ensure that the Pelham School District safely opens in the fall of 2020. In order to achieve our district goal we have made the following plans in conjunction with our district administration and local health authorities.

**Menus:** The menus for MIC, as well as other meal services, will be available on our Pelham School District website under the Nutrition Department, <https://www.pelhamsd.org/NutritionServices.aspx>

**Pre-ordering for Meals:** Families, students and/or staff must pre-order meals (breakfast and lunch) using the system available at <https://pelhamsd.nutrislice.com/menu/menus-eula>.

**Remote Pick Up Meals:** Remote meal pick up will be provided and must be pre-ordered at <https://pelhamsd.nutrislice.com/menu/menus-eula>.

**Payment for Meals:** Payment for school meals will be accepted by: cash or check must be in an envelope with the students names and ID number OR online payments <https://www.k12paymentcenter.com/>

**Free and Reduced:** Free and Reduced application can be found online here <https://www.lunchapplication.com/> and also on the school district website <https://pelham.esvbeta.com/Menus.aspx.m>

Thank you for supporting the Pelham Nutrition Program – we are dedicated to serving your children the safest, tastiest and most nutritious meals possible. This school year is a new situation for all of us. Changes to our meal service or menu may happen with little warning, but we will do our best to keep families informed about changes in a timely manner.

**Have questions or need more information? Please contact: Kelly Rambeau, Director of Nutrition and Wellness, [krambeau@pelhamsd.org](mailto:krambeau@pelhamsd.org). or call 603-635-7384**



## Appendix D

### Message from PSD nurses

Things may look a little different in the nurses' offices this year. We will have two spaces for students, one isolation room for students with potential Covid-19 symptoms and one triage/assessment/ non Covid symptom room. Our chairs and beds will be spaced apart per DHHS recommendations for safety. We will be asking the teachers to call the nurse's office prior to sending students to the nurse in order to appropriately triage each student. This will prevent multiple students coming from different classrooms at the same time. If a student does have symptoms of Covid-19 they will be put into a dedicated isolation room to await prompt dismissal. Any concerns will be discussed with the Public Health Officer, Karen McGlynn, for further direction.

As always, it is very important to report your child's absence and all symptoms to the CareLine for every day of your child's absence. We are tracking all absences and all reasons. Please be sure to call prior to 9:00 am.

PES- 635-8875 and follow prompts to report absence or [pescareline@pelhamsd.org](mailto:pescareline@pelhamsd.org)  
PMS- 635-2321 and follow prompts to report absence. PHS- 635-2115 and follow prompts to report absence

Please keep students home if they are not feeling well. It is better to err on the side of caution rather than come to school contagious. This year the temperature for exclusion from school has been changed to 100.0. If your child has/had a fever of 100.0 or higher, he/she may not return to school until fever free for 24 hours without the use of fever reducing medication. It is very important for everyone's safety and health that you do the self screening at home prior to sending your child to school and please keep him/her home if they are not feeling well. .

Please be patient with us as we may call you more frequently than in the past to discuss student symptoms in order to help guide us in treatment/dismissal.

At this time, it is highly recommended that we do not perform nebulizer treatments at school due to the aerosolization into the air. Contact the school nurse with any questions or concerns you may have concerning this issue. If your child has an inhaler, please provide a spacer with it as well.

Please call or email us with any questions or concerns. We want to work together through this new norm at school. We are here for you and we appreciate your help.  
Jennifer Bodenrader, RN [Jbodenrader@pelhamsd.org](mailto:Jbodenrader@pelhamsd.org) (Pelham Elementary School)  
Joanne Morrison, RN [jmorrison@pelhamsd.org](mailto:jmorrison@pelhamsd.org) (Pelham Middle School)  
Angela Hildreth RN, BSN [ahildreth@pelhamsd.org](mailto:ahildreth@pelhamsd.org) (Pelham High School)

8/2020

## Appendix E

### COVID Updates 09.25.2020

#### **Travel**

*(Updated on September 25, 2020)*

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10. The school nurse will keep them in the separate COVID-related area until they can go home.
11. They will be directed to see their health care provider and to self-isolate at home.
12. Any person with suspected or confirmed COVID-19 should be reported immediately to New Hampshire Public Health.
13. The nurse will consult with the Pelham public health official and the Superintendent to determine next steps. If the student or staff member is determined to have COVID-19, *the district community will be notified through an email from the superintendent and the classrooms and spaces will be closed for up to three days to allow for cleaning.*
14. If public health investigation determines any students or staff to have been “close contacts” (as defined for purposes of public health investigation) with a person who was diagnosed with COVID-19, or otherwise identifies students or staff to be at risk for exposure, they will be required to quarantine for 14 days.
15. If any students and staff are isolated or quarantined, they will switch to remote learning for that time. *For individual cases this means keeping up with their courses through Google Classroom while quarantined.*

16. The student or staff member with possible COVID can return to school only after appropriate documentation from a health care provider that symptom-based criteria have been met to discontinue isolation.

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***(Updated on September 25, 2020)***

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**Tell Us!**

***(Updated on September 25, 2020)***

Sometimes, we will answer yes to one of the questions in our self screener. If you answer yes, please let your school nurse know so we can help you figure out your next steps. Here are the questions.

- Have you been in close contact with a confirmed case of COVID-19?
- Have you had a fever or felt feverish in the last 72 hours?
- Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
- Are you experiencing any new muscle aches or chills?
- Have you experienced any new change in your sense of taste or smell?
- Is your temperature at or above 100.0 Fahrenheit?

**Thank you to our Pelham Public Health Officer Karen McGlynn**

The Pelham School District is grateful to the Town of Pelham for providing us with access to Karen McGlynn, the town's Public Health Officer. Our team continues to coordinate our response to the pandemic with her. Her training, expertise, and close coordination with the NH DHHS and CDC have been invaluable. If you have questions or concerns about the overall plan, she can be reached at [kmcglynn@pelhamweb.com](mailto:kmcglynn@pelhamweb.com).