

Mountain Village Charter School

COVID-19 Response Plan

Introduction

This response plan outlines and details all ways that the Mountain Village Charter School community of staff, students and families is responding to the COVID-19 pandemic. The plan is intended to allow MVCS to continue to promote social, physical and intellectual development in its students while also preventing or limiting transmission of the COVID-19 virus in the school, community and region. It is an orienting value for MVCS that the most effective modality of instruction is face-to-face, in-person experiences, whenever it is reasonably safe to do so.

The key components of this plan follow the guidelines and recommendations established by the Centers for Disease Control and Prevention and the NH Division of Public Health Services (DPHS). School staff and board members are in regular communication with experts in public health and epidemiology to make certain that our planning is consistent with best practices.

Given the fluidity of our operating environment, please note that the approaches and guidelines covered below will be continually reviewed and updated as we move forward. For the most up-to-date information please visit www.mountainvillagecharterschool.org/covid19.

Overview of process

This plan was developed by the MVCS COVID-19 School Leadership Team during the month of July, 2020. The team, whose members are listed below, consists of expert professionals in educational, organizational leadership, health care, public health, risk management, communication. Additional input to the plan came from state and federal resources and professional medical and public health organizations.

List of participants on COVID-19 Leadership and Planning teams

Katy Gautsch, Head of School, Chair of COVID-19 School Leadership Team

Marie Davis	Anna Frecker	Julie Kelsey
Thea Dodds	Kelsey Gadwah	Erin Marlowe
Sara Dupont	Robin Goldstein	Kelly Niederhauser
Lauren Forden	Dawn Grant	Katie Wilcox

MVCS Board:

Rebecca Faulkner Hegarty	Jamie Hannon	Frank McClain
David Goldstein	Kate Laucks	

Response Plan Guiding Framework - PREP

While the complete COVID-19 response plan is 17 pages long (plus addenda) the plan's guiding framework is much simpler and utilizes the concepts of Prevention, Responsiveness, Education, Physical Spaces (PREP) to focus the plan's development. The core intent of each piece of the framework is identified below:

Prevention: Minimizing the potential exposure and spread of COVID-19 (Coronavirus) in our community

Responsiveness: Timely and accurate dissemination of information to our community

Education: Preserve continuity of learning and essential school functions for our community

Physical Spaces: Maintaining the safety, security, and cleanliness of our schools

Each module in the PREP plan is explained more fully below:

PREVENTION: By diligently implementing everyday practices of personal hygiene and social distancing, MVCS is attempting to limit potential exposure to COVID-19 1) **at school** and 2) **in the broader school community. These measures are designed to minimize disruption to in-person learning at MVCS.** To be effective these measures must be seen as community expectations for all students and staff and their families, not just on-campus practices. The effective communication of these community expectations are necessary to minimize disruption to classroom schedules and prevent stigma or discrimination in regards to a COVID-19 outbreak.

A *combination* of all the strategies below, taken together, will substantially reduce the risk of transmission.

At school, MVCS will adopt the following Prevention measures:

- Prior to arrival on campus each day, parents / guardians must complete and submit an online symptom checklist (health screening) for each student.
- All students, staff and visitors are required to **wear multi-cloth face masks** while indoors and maintain a minimum 3 foot distance with the goal of maintaining 6 feet distance from one another. During outdoor activities, staff and students are not required to wear masks, but will maintain at least a 3 foot distance from one another. Anyone outside within 3 feet of each other will be required to wear a mask.
- On-campus visitors are discouraged, and will be allowed only when there is a demonstrated need for their presence, and with prior approval by the Head of School. Any visitors on campus will be required to wear masks indoors or out and maintain 6 feet social distance. Until further notice, parents/guests are not allowed to enter the buildings without a scheduled appointment. Our primary and shared focus must be the safety and well-being of our students, faculty, and staff.
- Image-based posters and/or charts will be visibly posted around campus to remind students and staff of best safe practices.

Members of our school community must continue to adhere to the following essential strategies in everyday life for reducing virus transmission in order to significantly reduce the chance of a school outbreak, which would likely require a shift to remote learning:

- Wear a cloth mask or face covering that adequately **covers both nose and mouth** when entering public areas.
- Limit your potential exposure by minimizing your contact with people outside the school community; if exposure is necessary, take the appropriate hygienic precautions to prevent potential spread.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with your elbow or with a tissue, then throw the tissue in the trash.
- Non-essential travel is discouraged. Household travel outside of the immediate region (defined as home county or adjacent counties) may require a period of self-quarantine upon return for affected students. Families are expected to inform the school office if a trip out of the area is planned or has occurred.
- Avoid enclosed spaces with high concentrations of people, such as movie theatres, restaurants, bars, etc.

RESPONSIVENESS: MVCS is prepared to respond quickly to the rapidly unfolding events of the pandemic, and is committed to keeping all members of our school community informed in a timely manner.

- The Head of School will provide weekly email updates
- The MVCS website has a devoted section to COVID-19 news and information. (www.mountainvillagecharterschool.org/covid19)
- MVCS will use social and traditional media to keep our community informed. We will make every attempt to provide accurate and up to date information to our families; however, it is each family's responsibility to regularly check the website or contact the administration directly.
- MVCS will continue to provide a Social and Emotional curriculum, which will include counseling support to respond to anxiety surrounding COVID-19.
- MVCS welcomes all questions and will provide support as necessary. MVCS Head of School is the school's COVID-19 Coordinator. The HOS will monitor state health guidance, coordinate facility level responses, trouble-shoot problems, and serve as a liaison with public health and other State and local partners. Should the event arise, the HOS will help facilitate public health investigations of any potential MVCS student or staff COVID-19 exposure, providing any necessary information in regards to a person(s) with COVID-19. (See also www.mountainvillagecharterschool.org/covid19/FAQ)

- In the event that there is a credible potential exposure or confirmed case, the steps outlined in section titled **PROTOCOLS FOR INDIVIDUAL EXPOSURE OR INDIVIDUAL POSITIVE TEST**, on page 11, and MVCS families will be informed as soon as possible.
- In the event of an emergency, MVCS will disseminate information via the One Call system (Dial My Calls) and whole community emails to inform families regarding any school COVID-19 event.

EDUCATION: MVCS's core mission is the education of its students addressing the three core components of MVCS's curriculum. Students will continue to receive highly effective educational experiences, regardless of illness, quarantine, or school closure.

- Each classroom will have two remote instructional plans, one for brief closures (1-5 days) and one for extended closures (>5 days) that will be communicated directly to families via email and will be posted on the school website if remote learning is initiated. Each classroom teacher is developing a robust plan for remote learning in concert with their in-class lessons.
- In the event that the school (or a portion of it) must transition to remote learning - either for short (1-5 days) or extended (>5 days) periods - staff will initiate their remote learning plans within 24 hours of transition to remote, and ideally on the next full school day.
- MVCS students have the option of taking academic courses through VLACS, an online learning academy. For those families who feel they need a hybrid (in person and remote learning) or a solely remote learning option during the pandemic, students can remain enrolled in MVCS, but receive their instruction via VLACS. Faculty and staff members are developing ways for students who choose this option to remain part of the MVCS community, such as hosting morning zoom meetings or other events to incorporate remote learners.
- If a student is kept home due to symptoms of COVID-19, or due to someone in the household exhibiting symptoms of COVID-19, MVCS will provide assignments, within 24 hours of notice and ideally on the next full school day, that parallel what the student will be missing in the classroom. These assignments are for students well enough to participate; unwell students will not be expected to complete these assignments.
- Additional campus based digital resources will be posted on campus websites. All students will be provided with core content instructional packets via mail or email.
- The After School Program will continue as planned, for those who need it, unless the school is closed. Any information regarding cancelations, postponements, or delays will be communicated by the Head of School.

PHYSICAL SPACE: MVCS's nature-based educational model provides opportunities to reduce the number of students in indoor spaces. In addition, and in accordance with public health guidelines and best practices, MVCS is implementing stringent cleaning protocols to ensure that public spaces are disinfected and we maintain a safe environment for our students.

Generally, each classroom will follow the recommended safety guidelines: masks for everyone inside; three to six feet of space between people indoors and outdoors; frequent hand washing and sanitation. In consultation with the Head of School, teachers will manage the number of

students to be present in a classroom at one time, based on classroom space and number of students present.

- Outdoor hand hygiene stations will be set-up in key locations on campus.
- We will increase our use of outdoor spaces for teaching; there will be adequate open-air shelters available in the case of extreme weather.
- All indoor spaces will be professionally cleaned on a daily basis after school is dismissed. MVCS staff will continue the regular practice of cleaning and disinfecting high-contact surfaces multiple times throughout the day.
- MVCS is continuing to assess indoor air quality in all classroom and office spaces to align with CDC guidelines.
- Students are asked to bring their own personal container of hand sanitizer that they will carry with them during the day. MVCS will provide hand sanitizer for all classroom spaces, including in bathrooms and at outdoor hand hygiene stations.
- Each campus has a designated secure space for any students and / or staff who exhibit potential COVID-19 symptoms during the school day, where they can remain until they can leave campus.
- In the event of a positive case on campus or in the school community, MVCS has the resources to deep-clean classrooms or the entire school.
- MVCS will review and continue to stock supplies in every school health office and custodial closet.

Beyond the general guidance provided by the PREP framework, the plan includes numerous practices, policies and procedures. The following sections detail these additional plan components and provide information regarding various scenarios for school operation.

Social Distancing and Cohorting (Grouping) Students

This section outlines the specific strategies the school will implement to maintain distance between students and limit interactions between groups of students who do not have a demonstrated need to do so. The ultimate goal of the practices outlined in this section is to limit the potential for virus transmission between members of the school community.

Masks are key to successfully keep our students and staff safe at school. They should fit snugly across the nose and mouth, without gaps, and should be made of a multi-layered cloth, of tightly woven or non-woven material. Unacceptable face coverings include: neck gaiters, bandanas, knit or crocheted masks, scarfs, or any loose-fitting cloth or mesh. Vented or valve masks of any material offer inadequate filtration, and are unacceptable.

Masks only work when clean: Clean (laundered or new) masks must be worn each new school day. Used masks cannot be stored at school, and must go home with students each day. Disposable masks should be discarded once they have been used. Having multiple reusable masks for use is strongly recommended.

School Measures:

1. Parents/guardians are encouraged to maintain the same carpool to minimize potential close contact exposures. Drivers and students not of the same family should wear masks in the vehicle during travel. All occupants will wear masks during drop off.
2. Students and parents/guardians will, when possible, maintain at least six feet of physical distancing AND WEAR MASKS at drop off and pick up areas. The Head of School or their designee will do a temperature check on each student as that student exits the car and students will be directed to their specified outdoor class area.
3. Students will start their mornings outside. There will be a designated drop off area for each class. Staff will be monitoring before/after school to encourage physical distancing on school grounds. MASKS WILL NEED TO BE WORN OUTSIDE WHENEVER STUDENTS OR STAFF ARE 3FT OR LESS APART.
4. MVCS will utilize outdoor spaces for instructional activities to maximize physical distancing. Larger areas can also serve as back-up educational spaces in the event a classroom needs to temporarily relocate.
5. MVCS will arrange developmentally appropriate activities for smaller group activities, rearrange furniture, and play spaces to maintain physical distancing, when possible.
6. Classes will be grouped/cohorted together to the greatest extent possible so that students and teachers in one group avoid interaction (i.e., crossover) with another group. When possible, students will not mix with other classes during art, specials, lunch, recess, etc.
7. MVCS will assign student storage by student cohort. Students will have their own bins, and be individually responsible for their own materials.
8. When students need to move between classes, staff/teachers will monitor the paths to encourage physical distancing. MVCS will develop movement processes and markings to allow streamlined flow/movement of students and minimize congregation in shared spaces.
9. Class activities will be conducted to minimize close contact and avoid groups whenever possible. Small group activities will be conducted so that students are spaced at least three feet apart.
10. Classes will be arranged to minimize close contact (i.e., maximize physical distance) between students. When indoors furniture arrangements will be set to avoid students sitting in groups. Individual chairs/desks will be arranged so that, where possible, students maintain recommended spatial distances
11. ALL STUDENTS, STAFF AND VISITORS WILL BE REQUIRED TO WEAR MASKS INDOORS.
12. When indoors, students will likely have assigned seating in all classrooms so they are consistently sitting next to the same person. Switching of seating can periodically occur, but will be minimized. Attendance will be taken for each class every day. In the event of a public health investigation into a person with confirmed COVID-19, assigned seating and attendance records will aid in identification of students in close contact and potentially lessen the number of students needing to undergo quarantine.

13. Staff will try to maintain at least six feet of physical distancing from other staff in their work environment. This includes avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms. In-person group meetings will be limited—staff meetings will be conducted remotely (e.g., via web-based conferences/meetings) whenever practical. Staff will also attempt to stay three to six feet from students during educational/instruction time in classrooms as much as possible.
14. Non-essential visitors and volunteers will be minimized to the greatest extent possible.

Student and Visitor Screening

Following the suggested best practices as outlined by the DPHS we will provide screening protocols and tracking documents for the following: parents prior to school drop off, students and teachers during drop off, and visitors. These include electronic and paper screening methods, and we will provide example videos of passive and active screenings to be viewed by parents, students and staff. These are being developed to get everyone comfortable with and in the habit of active screening prior to school drop off. We provide below information regarding absenteeism and how students can and will be supported throughout any absentee period.

Screening Process

An important part of daily prevention practices is medical screening of all students and staff. Parents/guardians will be required to complete an online form for each student prior to arrival on campus. Similarly, all staff must complete a similar form prior to arriving on campus for work each day. Upon arrival on campus all students and staff will be examined for elevated temperature by the Head of School or their designee. Finally, throughout the day students and staff will be prompted by signage to remain mindful of the onset of any COVID-19 symptoms, so that the school can respond without delay.

All students, staff and visitors, prior to arrival on MVCS campus, will complete a Health Screening form submitted through Google docs and received by the Head of School or their designate. In the event that a Google document has not been filed for a student or staff member, a paper form will be provided upon drop-off and must be completed prior to parent/guardian departure. The form will address the questions below, and a 'yes' answer to the form will alert the school to a potential infection, as well as exclude that student or visitor from the school campus.

1. Since the last day of school or work, or visit to MVCS have you had a cough that cannot be attributed to another health condition? (for example, but not limited to allergies)
2. Since the last day of school or work, or visit to MVCS have you had shortness of breath that cannot be attributed to another health condition? (for example, but not limited to asthma)
3. Since the last day of school or work, or visit to MVCS have you had a fever (100.4 or higher)?
4. Since the last day of school or work, or visit to MVCS have you taken medication for a fever?

5. Since the last day of school or work, or visit to MVCS have you had nausea, vomiting or diarrhea within the last 24 hours that cannot be attributed to another health condition? (for example, but not limited to Irritable Bowel Syndrome)
6. Since the last day of school or work, or visit to MVCS have you had two or more of the following symptoms?
 - a. Chills
 - b. Repeated shaking with chills
 - c. Headache
 - d. Muscle Pain
 - e. Sore Throat
 - f. New Loss of taste or smell
 - g. Nasal Congestion or runny nose (not due another health issue, such as allergies)
7. Within the last 14 days have you been in close contact (within 6 feet for at least 10 minutes) with anyone with a confirmed or suspected case of COVID-19?
8. Within the last 14 days have you traveled to any US county marked with an orange or red risk rating on the following website: <https://globalepidemics.org/key-metrics-for-covid-suppression/> or to any area designated as restricted by NH DHHS? <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/employee-travel-guidance.pdf>
9. Within the last 14 days have you traveled outside of the United States?

Student Absenteeism-COVID-19 Related

Many parents and guardians have expressed concern about student absences related to COVID-19 and safety concerns. State law requires school leaders to excuse absences due to safety concerns as well as absences due to illness, a health condition, or a medical appointment. MVCS has the authority to define additional categories or criteria for excused absences should the need arise. MVCS knows that community fears may be high as identified cases increase, particularly for families with loved ones living in the home who have a compromised immune system. We will exercise great caution before deciding not to excuse absences related to COVID-19

MVCS School Exclusion Guidelines

The following are abridged versions of the exclusion protocols that are discussed further below in the document in the **Detailed Exclusions Protocol** section, below. Please be aware that the NH Division of Public Health Services will notify MVCS in the event any individual is required to be excluded from work/school. We will follow CDC guidelines for exclusion and readmission to the MVCS campus. These outlines describe the essential actions that MVCS will take in the event of:

A. Student who is confirmed positive for COVID-19 and is symptomatic:

This individual is excluded from participating in all on-campus school events until:

1. At least 10 days have passed since symptoms first appeared, AND
2. At least 24 hours have passed since last fever (off fever reducing meds), AND
3. Symptoms have improved

4. Must test negative before returning to campus.

**B. Student who is symptomatic but non-confirmed for COVID-19 students;
Student who is asymptomatic but confirmed for COVID-19; or,
Student who has engaged in any elevated risk travel as defined elsewhere in this
plan:**

- Symptomatic but person refuses testing for COVID-19: Same as **A.** (as confirmed with COVID-19)
- Asymptomatic but tests positive: excluded for 10 days (assuming person remains asymptomatic, if person develops symptoms see above **A.**) and must retest negative before returning to campus.
- Exposed to someone suspected or confirmed to have COVID-19: excluded for 14 days (assuming person remains asymptomatic, if person develops symptoms see above **A.**) and must retest negative before returning to campus.
- Traveled out of United States, OR by airplane, train, bus, or other public common carrier, OR to any area designated orange or red on the following website (<https://globalepidemics.org/key-metrics-for-covid-suppression/>) OR to any other area designated as restricted by NH DHHS: excluded for 14 days (from last day of travel) and must test negative before returning to campus.
- **NOTE:** this travel exclusion is not intended to restrict or exclude students or staff from MVCS campus in the event that their own county of residence in NH (e.g., Grafton, Belknap, Merrimack, Carroll) is designated as orange or red on the above website. In such situations the school will consult with DHHS to decide on the appropriate course of action.

If a student is excluded from school for any COVID-19 related reason, MVCS will provide assignments, within 24 hours of notice, that mirror what the student will be missing in the classroom. These assignments are for students well enough to participate and not expected to be completed by individuals who are not well.

Determination of School Closings

MVCS will be guided by current board policies and procedures in collaboration with the NH DPHS, NH Department of Education, and CDC in the event additional guidance is provided. Any closure announcement will come through the Head of School via email as well as our mass telephone communications network.

- If there are confirmed cases at any of our classrooms or offices, the specific classrooms or offices will not be occupied until they can be professionally sanitized. If we are directed to close schools by any of the aforementioned entities, we will comply and communicate this to our parents and communities.

The following section outlines the step-by-step procedures that the school staff will follow in the event of a possible or confirmed COVID-19 case at MVCS.

Testing, Tracing, and Isolation

Testing, combined with contact tracing and isolation, helps control the spread of COVID-19. All test results, both positive and negative, are reported to the New Hampshire Department of Health and Human Services (DHHS). When a person has a positive COVID-19 test, it is the NH Division of Public Health Services (DPHS) Cluster Investigation Unit that will [reach out to provide support](#) so that these individuals can remain safely in medical isolation. MVCS staff will cooperate with DPHS staff to help identify close contacts. The DPHS will then reach out to the individual's close contacts to gather information and provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While DPHS and DHS will lead the tracing effort, MVCS student/family and staff are asked to assist the process by reaching out to their personal contacts and notifying the school.

MVCS has designed a health screening process (outlined above) based on NH DHHS and CDC recommendations to identify any potential COVID-19 infections at school. MVCS will follow the NH DHHS guidelines in response to suspected or confirmed cases of COVID-19 in a student, faculty, or staff member.

Detailed Exclusions Protocols

Section 1: Protocols for Student or Staff Test Positive for COVID-19

1. The student (and any siblings that attend MVCS) or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from NH DHHS. For most people who have relatively mild illness, they will need to stay in self-isolation for at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms.
2. The student's parent/caregiver or the staff member informs Head of School Katy Gautsch, the MVCS COVID-19 coordinator, that the individual has tested positive for COVID-19. The designated COVID-19 school lead in turn notifies others as pre-determined by the school (e.g., classroom teachers, aides or office staff).
3. MVCS staff will work in concert with DHHS to determine whether the student or staff member was on the premises during the time frame that started two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.
 - A. If so, areas visited by the COVID-19 positive individual will be closed off until such areas can be cleaned and disinfected, including the student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual.
 - B. The Head of School will send a written electronic communication to the other families in the student's class (e.g., cohort) that there has been a positive test without naming the individual student or staff member who

tested positive. MVCS may also attempt to reach affected families by phone.

C. Communications sent to families/staff will include:

- i. Notification of a positive test (not the specific individual) in the self-contained classroom.
- ii. Explanation of student's potential exposure: if within 6 feet of the person with a positive test, they are considered a "close contact" and therefore should be tested.
- iii. Instructions for close contacts (and any siblings) to isolate prior to their test and while waiting for the results. The test should occur no sooner than day 4 or 5 after the last exposure to ensure greatest accuracy. (In other words, if an exposure lasted several days, the best time to test is 4 or 5 days after the end of the exposure period.)
- iv. If close contacts choose not to be tested, the student (and any siblings) or staff member should remain home in [self-quarantine for 14 days](#).
- v. Families and/or staff will be reminded of the importance of not having contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).
- vi. Families and/or staff will be reminded of the list of COVID-19 symptoms for which to monitor.
- vii. Close contacts must be tested at one of New Hampshire's test sites. **Close contacts should be tested 4-5 days from their last potential exposure, to maximize testing accuracy. Close contacts should isolate at home prior to testing and while awaiting test results.** An individual who does not wish to be tested should instead quarantine for 14 days and until asymptomatic.

4. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:

A. All students will be required to wear masks, regardless of indoors or outdoors. When possible, all students will be taken outside to provide additional social distancing. Additional handwashing and sanitation efforts will be put into effect.

B. MVCS staff will work in concert with DHHS to identify the individuals who may be "close contacts" of the student and notify students and their families.

C. Caregivers of students in the class (and any siblings at MVCS) or other close contacts may pick students up prior to the end of the day. Caregivers must wear a mask/face covering when picking up their student. Caregivers and students, as well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.

5. **If others at the school test positive:** Perform all steps under this protocol for that person. **Also follow:** “Protocol: Presence of multiple cases in the school” on Page 15.
6. **If no others in the school test positive:** Close contacts can return to school immediately if they test negative and do not have symptoms; however, strict mask wearing covering the nose and mouth must be maintained at all times. If they have symptoms but test negative regardless, they should wait until they are asymptomatic for 24 hours before returning to school.

Protocol: Close Contact of MVCS Student or Staff Tests Positive for COVID-19

1. Current NH DHHS guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested. The student or staff member who was in close contact with someone who tested positive for COVID-19 should be tested at one of New Hampshire’s test sites. **Close contacts should be tested 4-5 days from their last potential exposure, to maximize testing accuracy.** Sites may require pre-screening, a referral, and/or an appointment. An individual who does not wish to be tested should instead quarantine for 14 days and until asymptomatic. **Close contacts should isolate at home prior to testing and while awaiting test results.**
2. In order to return to school, close contacts need to have **one negative test result** and not be showing any COVID-19 symptoms, or if they do not wish to be tested, quarantine at home for 14 days.
3. **IF POSITIVE TEST:** The student (and any siblings) or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from DHHS. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.
4. **FOLLOW STEPS UNDER:** “Protocol: Student / staff tests positive for COVID-19.”

Protocol: Student is Symptomatic at Home

1. Family should monitor students at home each morning for the most common symptoms of COVID-19 (see list above).
2. **IF NO SYMPTOMS:** Send student to school.
3. **IF ANY SYMPTOM: Do not send the student to school.**
 - A. Call the MVCS COVID-19 Coordinator Katy Gautsch and inform her that the student is staying home due to symptoms.

B. Current NH DPHS guidance is that all symptomatic individuals in New Hampshire, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic. The student should get tested at one of New Hampshire's test sites. Sites may require pre-screening, a referral, and/or an appointment.

C. Isolate at home until test results are returned.

4. Proceed as follows according to test results:

A. IF NEGATIVE: Student stays home until asymptomatic for 24 hour

B. IF POSITIVE: Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from NH DPHS. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student / staff tests positive for COVID-19."

Protocol: Student is Symptomatic at School

Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school nurse or other medical point of contact.

1. If a teacher identifies a symptomatic student, the teacher ensures the student is wearing a mask that fully covers nose and mouth at all times.
2. The teacher calls the Head of School to inform them that they have a possible case. A staff member will come get the student from class. Staff member will evaluate the student for COVID-19 symptoms with the health screening checklist (See: Most common symptoms of COVID-19).
3. IF ANY SYMPTOM: The student will be placed in a secure area, designated specifically for potential COVID-19 cases. Strict mask wearing covering the nose and mouth at all times for every person in the area must be enforced. Students can work on individual schoolwork or other activities while in the secure area.

A. The Head of School will contact the student's family for immediate pick-up.

B. IF CAREGIVER CAN PICK UP DURING THE DAY: Student waits to be picked up in the medical waiting room. Caregivers must wear a mask/face covering when picking up their student. Students should not ride in a car pool to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes as a precaution.

C. IF CAREGIVER CANNOT PICK UP DURING THE DAY: The student should wait in the medical waiting room until the end of the day to be picked up by caregiver. The student should not go home in a carpool with other students.

D. Current NH DHHS guidance is that all symptomatic individuals in New Hampshire, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic. Student should get tested at one of New Hampshire's test sites. Sites may require pre-screening, a referral, and/or appointment. Isolate at home until test results are returned.

Proceed as follows according to test results:

1. IF NEGATIVE: If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours.
2. IF POSITIVE: Student remains at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from DHHS. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student or staff tests positive for COVID-19."

4. IF NO SYMPTOMS:

If the evaluation shows the student does not have symptoms, send the student back to class.

Protocol: Staff is symptomatic at home

1. Staff should monitor themselves at home each morning using the MVCS Health Screening form provided above. If answers indicate a potential infection:
 - A. Contact the COVID-19 Coordinator Katy Gautsch.
 - B. Current NH DHHS guidance is that all symptomatic individuals in New Hampshire, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic. Staff should get tested at one of New Hampshire's test sites. Sites may require pre-screening, a referral, and/or appointment. Isolate at home until test results are returned.

Proceed as follows according to test results:

1. IF NEGATIVE: If the staff does not have COVID-19, the staff may return to school based upon guidance from their clinician and necessary management of another diagnosis. Staff will stay home until asymptomatic for 24 hours.
2. IF POSITIVE: Staff remains at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact

tracing efforts, and answer the call from DHHS. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.

Protocol: Staff is symptomatic at school

1. If a staff member identifies any symptoms during the day, they should communicate with the Head of School and school administrator to get classroom coverage.
2. Staff member will self-evaluate for COVID-19 symptoms based on provided checklist (See “Common COVID symptoms”).

A. IF staff does not identify a potential infection utilizing the MVCS COVID-19 checklist: The staff member may choose to follow the school’s standard protocols for being excused due to illness.

B. IF staff identifies a potential infection utilizing the MVCS COVID-19 checklist: Current NH DHHS guidance is that all symptomatic individuals in New Hampshire, even those with mild symptoms, should be tested. An individual who does not get tested must instead isolate for 14 days and until asymptomatic. Staff should get tested at one of New Hampshire’s test sites. Sites may require pre-screening, a referral, and/or appointment. Isolate at home until test results are returned.

Proceed as follows according to test results:

1. IF NEGATIVE: If the staff member does not have COVID-19, the staff may return to school based upon guidance from their clinician and necessary management of another diagnosis. Staff stays home until asymptomatic for 24 hours.
2. IF POSITIVE: Staff remains at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from DHHS. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: “Protocol: Student or staff tests positive for COVID-19.”

SECTION 2: PROTOCOLS FOR POTENTIAL SCHOOL CLOSURE (PARTIAL OR FULL)

Protocol: Presence of multiple cases in the school

If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, the Head of School will confer with MVCS board and staff members to determine if it is likely that there is transmission happening in school.

For each individual case, FOLLOW STEPS UNDER: “Protocol: Student or staff tests positive for COVID-19.” Note that when there is one isolated case, the student’s close contacts will need to stay home and be tested, not the whole school.

When there is suspected in-school transmission beyond one cohort or a small number of cohorts, the Head of School and Board of Trustees will consult with the NH DHHS as to the proposed next steps. These steps could include, for example, making a decision to a) close part of the school or the entire school for a short time (e.g. 1-5 days) for an extensive cleaning or other facility mitigation, or b) close the school partially or fully for the longer duration of a 14-day quarantine period.

Should there be circumstances where there are multiple cases on both campuses, the Head of School and Board of Trustees will consult with the NH DHHS as to the proposed next steps. These steps could include, for example, making a decision to a) shut down MVCS for a short time (e.g. 1-5 days) for an extensive cleaning or other facility mitigation, or b) shut down MVCS for the longer duration of a 14-day quarantine period.

The final decision on any school closure will be made by the Board of Trustees, in consultation with the Head of School.

If the decision is made to close for some number of days, the school will send clear information and instructions to families and staff:

- Informing them that it is possible COVID-19 is being transmitted in the school
- Noting that there may be more potential cases that are not yet symptomatic
- Recommending students quarantine and not have contact with others
- Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents)
- Reminding families of the list of COVID-19 symptoms for which to monitor
- Ensuring that remote learning is immediately provided to all students

Before bringing students back to school:

- Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products); re-order replacement inventory
- Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing)
- Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school

Protocol: Presence of significant number of new cases in a municipality

In the case of significant municipal outbreak in any sending county, identified as a red or orange risk rating on the Global Epidemics website (<https://globalepidemics.org/key-metrics-for-covid-suppression/>), The Head of School and Board of Trustees must consult with the NH DPHS to determine whether it is appropriate to close MVCS.

Protocol: State-wide school closure

MVCS will follow any state-directed school closures and move to remote learning immediately.

[¹] <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

[²] <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

[³] [https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?-](https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?)

[⁴] <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>