



Dear Parents and Guardians-

We are glad to welcome you to the 2020-2021 school year. We know that many of you may be feeling overwhelmed about school opening up in person again. These are unprecedented times and we are working hard to ensure that we utilize the safest procedures for staff and students so that we can remain in school and doing what we do best - playing to learn!

We have changed our start date to Wednesday September 9, 2020. Classes will run Monday through Thursday.

A.M. preschool session times: 8:30-11:00 a.m.

P.M. preschool session times: 12:30-3:00 p.m.

We will offer a virtual orientation/question and answer session this year so that our classrooms will remain clean and ready for students. You will get a chance to talk with the preschool team, meet our new Principal, Heather Cantagallo, talk to our Director of Student Services, Catherine Zylinski, and her administrative assistant, Timothy Smith. Recorded videos will be provided for other key team members to address any questions you may have. *We will record the session so that parents can view this at a later date if unable to attend.*

Virtual Orientation will be held on September 1, 2020 at 1:30 via Google Meet. Please use the following link to join.

Joining Link: <https://meet.google.com/tvb-ccaw-gfd>

If are trying to log on from the google meets page the code is:

Tvb-ccaw-gfd

Some overall changes that will happen at preschool this year include:

- Staff have removed many of the shared items from classrooms. We will provide individual caddies for glue sticks, scissors, crayons and playdough. This will help with limiting the amount of hands that touch materials we use so regularly.
- Toys will be rotated and disinfected after use. Soft materials that are not easily disinfected will be removed from classrooms.

- Teachers will wear masks and/or face shields/protective eyewear, and gloves when interacting closely with children. When instruction dictates the need to clearly see our face such as literacy lessons or speech therapy, we will use clear masks and/ or face shields.
- Teachers will regularly disinfect tables and work areas during the preschool session. We will incorporate even more hand washing and sanitizing routines during our daily practices.
- Preschool classrooms and restrooms will be fully cleaned and disinfected in between and at the end of sessions.
- We will keep classroom windows open or air conditioners in use for increased fresh air as it is appropriate for the weather. We will also spend lots of time outside playing as weather conditions permit.
- Staff will have daily temperature checks prior to starting the day and will answer COVID-19 screening questions.
- Students with temps greater than 100.4 and/ or any potential symptoms of COVID-19 will be isolated from the other students with a teacher until a parent or guardian can pick up. Please refer to the school policy on returning to school. A copy is attached to this letter. This information can also be found at www.eppingsd.org under COVID updates/ reopening plan.
- **Expectations from parents and families**
- To ensure the safety of all students and staff, please be familiar with these health guidelines. A copy is attached to this letter. This information can also be found at www.eppingsd.org under COVID updates/ reopening plan.
- Parents are asked to remain in their cars during drop off. We will open the door and remove your child from his or her car seat. Parents will exit their cars for pick up to secure your child in his or her car seat. Please wear a mask at this time for staff and student safety.
- Children should be sent to school with a clean face mask. Please make sure masks are washed daily. We will provide breaks from mask usage such as during snack time, literacy instruction, and during outside play. We will provide support and education to students about proper mask usage. We understand that this is new to them and we will help them to this adjustment. We will work towards the goal of everyone wearing a mask at school.

Epping Elementary Preschool EPPING SCHOOL DISTRICT SCHOOL ADMINISTRATIVE UNIT NO. 14
213 Main Street • Epping, New Hampshire 03042 www.sau14.org • (603)679-8003 • Fax (603)679-1237

- Due to the size of our classrooms, it is unlikely that children will be regularly spaced 3 ft apart from each other.
- Visitors must sign in on the SAU side and remain in the office area. No visitors are permitted in classrooms at this time. If you are picking up your child, we will escort them to you.

We encourage you to ask questions and be as flexible as possible. We can't predict exactly how this year will unfold. We will communicate with you regularly and will pass information along to you as soon as it is shared with us. Email is the best method of communication since we are in the classrooms most of the day. We are committed to providing a nurturing learning environment for your child while maintaining safe and healthy practices.

In order to adequately prepare for student arrival, we ask that you reply to this email to let us know if your child will be attending the Epping preschool for this school year. *Responses are due by 8/31/2020.* We cannot guarantee peer model spots if you do not respond to this email.

A remote preschool option is *only* available to students who qualify for an Individualized Education Plan. Please contact us ASAP if this applies to your student and you would like to utilize this option.

We look forward to welcoming your child to the 2020-2021 school year. Please feel free to email us with any questions or concerns.

An electronic version of this letter with the links is posted on our website eppingelementarypreschool.weebly.com

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Phase 3 Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings

Introduction and overview

As protocols from the Centers for Disease Control (CDC) related to this topic are updated we will update our response plans accordingly. We will also be providing additional clarifying information through our FAQ process. The goal is the safe return of as many students as possible to in-person learning.

A safe return to in-person school environments will require a culture of health and safety every step of the way. Specifically:

- **It is not one mitigation strategy but a *combination* of all these strategies taken together that will substantially reduce the risk of transmission.** No single strategy can ever be perfect, but all strategies together will reduce risk. It will take collective continued vigilance towards health and safety measures to continue to contain COVID-19.
- **Staff and students (with the assistance of families) must monitor themselves for symptoms daily. Staff and students must stay home if feeling unwell.** Everyone must do their part to protect others and not come to school if they are exhibiting any COVID-19 symptoms or are feeling sick.
- Students will wear masks when social distancing of 3'-6' is not possible. Students and staff will wear cloth face coverings 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
- **Hand hygiene is critical.** Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.
- **Physical distance greatly reduces the risk of transmission.** As COVID-19 is transmitted through respiratory droplets, putting distance between yourself and others reduces risk. In classroom settings, when all parties are wearing masks, a minimum of 3 feet of separation is needed; if one or both parties are not wearing masks, 6 feet is needed.
- **Cohorts/assigned seating.** Students organized in groups/classrooms and other cohorts help mitigate transmission of the virus. Assigned seating is important because it effectively creates even smaller groups within cohorts which minimize transmission.

Assigned seats can also assist with contact tracing. Wherever possible, seats will be assigned (including classroom, and bus).

To support a culture of health and safety, we will routinely communicate and educate our staff, students, families, and the community.

Preparing to respond to COVID-19 scenarios

The risk of exposure to COVID-19 in school will not be zero. As we prepare to reopen schools, we must also prepare to respond to potential COVID-19 scenarios, whether in school, on the bus, or in our communities. Depending on the circumstances, a positive COVID-19 test, a potentially symptomatic student, or exposure to someone in the outside community who has COVID-19 can each have health, safety, and operational implications.

Be prepared to provide remote learning

When students must stay home for quarantine or isolation, teaching and learning may look different but we will work with families and make them aware of what is available for remote learning options. It is our desire to have the least disruption to a student's learning as possible.

Self-isolation for COVID-19 positive cases is a minimum of 10 days

Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. People who test positive can resume public activities after 10 days and once they have:

- a. gone for 3 days without a fever (and without taking fever-reducing medications like Tylenol); and
- b. experienced improvement in other symptoms (for example, their cough has gotten much better); and
- c. received clearance from public health authority contact tracers (the local board of health)

Repeat testing prior to return is not recommended. Return to school should be based on time and symptom resolution.

Close contacts of a positive COVID-19 case should be tested. For general guidance, DHHS defines close contact as:¹

- Being within less than 6 feet of COVID-19 case for at least 10-15 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within the 48 hours before symptom onset, OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

In school settings, close contacts include other students and staff who were within 6 feet of the student or staff for at least 10 minutes in a classroom, in other school spaces, on the bus, or at an extracurricular activity. In elementary and other school situations where the students are in

self-contained classrooms for an extended period, all students/staff within this “cohort” are considered close contacts as they may have been within 6 feet of the person with a positive test result. Possible close contacts should not come back to school until they have been tested (or elected instead to self-quarantine for 14 days). If an individual tests positive for COVID-19, then self-isolation is for a minimum of 10 days **and** until at least three days have passed with no fever and improvement in other symptoms as noted. If the test is negative, the student/staff can return to school if asymptomatic and wearing a mask.

Most common symptoms of COVID-19 and testing requirements

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Please STAY HOME if you have any of the symptoms listed.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:²

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known causes, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

If staff or students have any of these symptoms that are new or unexplained, must get a test for active COVID-19 infection prior to returning to school.

Every school should have a list of **available test sites**. Staff and students who have symptoms should also contact their primary care physician for further instructions.

Please turn to the next page for information on protocols for possible COVID-19 scenarios.

²<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Protocols for possible COVID-19 scenarios

While specific protocols vary, there are some common elements for each possible COVID-19 scenario:

- ✓ Evaluate symptoms
- ✓ Separate from others
- ✓ Clean and disinfect spaces visited by the person
- ✓ Test for COVID-19 and stay at home while awaiting results
- ✓ If test is positive:
 - Remain at home at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms
 - Monitor symptoms
 - Notify the school and personal close contacts
 - Working with DPHHS to determine close contacts to help them prevent transmission
 - Secure release from contact tracers (local board of health) for return to school

Quick reference sheet: Key actions for individual COVID-19 events

Event	Location of Event	Testing Result	Quarantine
Individual is symptomatic	If an individual is symptomatic <u>at home</u> , they should stay home and get tested.	Individual tests negative	Return to school once asymptomatic for 24 hours
	If an individual student is symptomatic <u>on the bus or at school</u> , they should immediately be masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the isolation room until they can go home. They should not be sent home on the bus. General principle: keep symptomatic people separate from other students and staff (separate rooms). Movement in the facility should be kept to a minimum. They should be encouraged to get tested.	Individual tests positive	Remain home (except to get medical care), monitor symptoms, notify the school, call NH DPHHS to assist with contract tracing. 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.
	If an individual staff member is symptomatic at school, they should find coverage for their	Individual chooses not to get tested	Remain home in self-isolation for 14 days from symptom onset

	duties and then go home and get tested.		
Individual is exposed to COVID-19 positive individual	If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.	Individual tests <u>negative</u>	Return to school, if asymptomatic or once asymptomatic for 24 hours
	If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day and adhere to strict physical distancing. At the end of the day, they should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.	Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, call NH DPHHS to assist with contact tracing. 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.
		Individual chooses not to get tested	Remain home in self-quarantine for 14 days from exposure

Student's Name: _____

Date: _____

Individuals with COVID-19 can experience a wide range of signs and symptoms that may vary from very mild to severe. Symptoms may appear 2-14 days after exposure to the virus. **Students experiencing COVID-19 like illness, that are new or unexplained, must be excluded from school.**

Your child has exhibited or complained of the following symptom(s):

Fever/Chills _____	Sore throat	Headache	New loss of taste or smell
Cough	Runny nose	Fatigue	Nausea or vomiting
Shortness of breath	Congestion	Muscle/body aches	Diarrhea

If your child begins to show any of these warning signs, seek emergency medical care immediately:
 Trouble breathing, persistent chest pain/pressure, bluish lips or face, new confusion, inability to wake or stay awake

When a student is **absent** or **dismissed** from school due to COVID-19 like illness the following will be required before your child is permitted to return:

1. Contact your child's physician.
2. Bring your child to get tested for COVID-19, per physician's instructions.
3. Notify the school nurse of testing results and/or any diagnosis.
4. Contact the school nurse **before** your child's planned return to school.

Your child may return to school after meeting all of the requirements in either Option A or B:

<p>Option A:</p> <p>24 hours without a fever (without the use of medication) AND Symptoms have improved AND 10 days have passed since symptoms first appeared</p>	<p>Option B:</p> <p>Provide the school nurse with written documentation of an alternative diagnosis from the physician that explains the student's symptoms AND any required exclusion period has passed</p>
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Without a COVID-19 test or alternative diagnosis from the physician, the **earliest** date we would expect your child to return to school is:

Please contact the school nurse if you have any questions or concerns.

General information about our preschool:

1. Parents must register students for school annually on the district website(www.eppingsd.org, click on the elementary school). This must be completed prior to your child starting the school year. If you have any questions please contact Karen Mongeon @ kmongeon@eppingsd.org.

Copies of birth certificates, updated physicals and immunization forms must be signed and handed into **Karen Mongeon** before your child can start school. Students are required to have all of these items to start school.

If your child is a returning student then the school already has a copy of your child's birth certificate. All other information will need to be updated online.

2. Please call the preschool if your child will be absent each morning. (603)-679-8003 x 7103

3. Please pick up your child on time. We use the time right after each session to prepare for the next session. If you are late we can't do this. **If you have an elementary school aged child you will need to pick up your preschooler first to remain on time due to elementary school traffic. Please let the preschool teacher know in advance so they may have your child ready.**

4. All students should have a backpack with an extra change of clothes and pull-ups/wipes if they need them.

5. Please send a healthy snack and drink each day. Water bottles are welcome if it is hot. Please limit snack to one as time is limited. (We want time to play!) **We are a peanut free program. All snacks must come in labeled with ingredients. Cannot be manufactured with peanuts.**

6. Please apply sun/bug spray as needed at home. Hats are recommended on sunny days.

7. Proper footwear (sneakers) is required for playground time.

8. Tuition is \$140 per month for peer models. Tuition is due on the first of each month. Please send in the tuition agreement form with your child with your first payment. 7103).

9. All transportation information and questions should go to Timothy Smith/Cathy Zylinski.

10. Please follow the painted lines in our driveway for drop off and pick up. All students need to stay buckled until the teacher help students out of vehicles. Please do not pass other vehicles and the bus when the stop sign is out.

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