

**STATE OF NEW HAMPSHIRE**  
**CORONAVIRUS DISEASE 2019 (COVID-19)**  
**SCHOOL TOOLKIT**

October 12, 2020

*New Hampshire Department of Health and Human Services*  
*Division of Public Health Services*

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## INTRODUCTION

This document outlines the State of New Hampshire (NH) Department of Health and Human Services (DHHS), Bureau of Infectious Disease Control's (BIDC) guidance on preventing, reporting and controlling outbreaks of COVID-19 in K-12 school and educational settings. This document also includes tools that a school nurse and administrative staff member may use to communicate recommendations and best practices to students, staff, and families.

Please note, updates to this document are indicated in orange text.

***For questions about this document, please contact:***

Bureau of Infectious Disease Control  
Division of Public Health Services  
NH Department of Health and Human Services 29  
Hazen Drive, Concord, NH 03301-6504  
Urgent Inquiries Phone: (603) 271-4496  
Non-Urgent Inquiries Email: [NHBIDC@dhhs.nh.gov](mailto:NHBIDC@dhhs.nh.gov)  
Website: <https://www.nh.gov/covid19/>

**Related Resources and Documents:**

- [NH DHHS Recommendations for Responding to COVID-19 in K-12 Schools](#)
- [NH DHHS Educational Institution COVID-19 FAQ](#)

## BACKGROUND

Schools, working together with local and NH DHHS, have an important role in slowing the spread of COVID-19 to help ensure students have safe and healthy learning environments. International educational setting experiences have demonstrated that even when a school carefully coordinates, plans and prepares, cases of COVID-19 may still occur within the community and schools. Expecting and planning can help the entire school community be prepared for when a case, or multiple cases, are identified.

COVID-19 is a newly identified disease caused by the virus SARS-CoV-2. COVID-19 is primarily spread through

1. Respiratory droplets released when people talk, cough or sneeze
2. Close contact (within 6 feet for 10 minutes or more)
3. Prolonged duration of contact (longer the duration increases the risk)
4. Aerosol generating procedures (airway suctioning, administration of high-flow oxygen, intubation).

COVID-19 has an incubation period of 2-14 days from the last day of exposure and symptoms may develop even after a negative test. Symptoms of COVID-19 may include:

- Fever/chills
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Runny nose or nasal congestion
- Muscle or body aches
- Fatigue
- Headache
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

Children of all ages are at risk for developing symptoms of COVID-19; however, complications of COVID-19 appear to be less common among children compared to those of adults who make up most of the known cases to date. Some children have developed [Multisystem Inflammatory Syndrome \(MIS-C\)](#). MIS-C is a condition that causes inflammation in many parts of the body. Many children with MIS-C have had the virus that causes COVID-19. These symptoms may include:

- Fever
- Abdominal pain
- Vomiting
- Diarrhea
- Neck pain
- Rash
- Bloodshot eyes
- Feeling extra tired

## DEFINITIONS

For the purpose of school surveillance:

CONFIRMED CASE of COVID-19	Anyone with <a href="#">confirmed laboratory evidence</a> : detection of SARS-CoV-2 RNA in a clinical specimen using molecular amplification detection tests
PROBABLE CASE of COVID-19	<ol style="list-style-type: none"> <li>1. Meets <a href="#">clinical criteria</a> AND <a href="#">epidemiologic evidence</a> with no confirmatory laboratory testing (detection of SARS-CoV-2 RNA in a clinical specimen using molecular amplification detection tests).</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>2. Meets presumptive laboratory evidence (positive antigen test) for COVID-19 AND either <a href="#">clinical criteria</a> OR <a href="#">epidemiologic evidence</a>.</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>3. Meets vital records criteria with no confirmatory laboratory testing performed for COVID-19.</li> </ol>
SUSPECT CASE of COVID-19	Anyone with supportive laboratory evidence: Detection of specific antibody in serum, plasma, or whole blood
CLUSTER of COVID-19 in a SCHOOL	≥3 confirmed cases who are part of a related group of individuals (e.g., classroom) and who had the potential to transmit infection to each other through close contact
OUTBREAK of COVID-19 in a SCHOOL	≥3 clusters in the same school

## NH EPIDEMIOLOGY

The local epidemiology of COVID-19 is constantly evolving. For the most updated summary, visit the State of New Hampshire's [COVID-19 Summary Dashboard](#), which displays the most recent data available from the NH DHHS regarding cases, hospitalizations, deaths, and with demographic detail and county of residence. This data is reported daily for public review while also protecting individual privacy.

## CASE INVESTIGATION AND REPORTING

Under New Hampshire State Statute [RSA 141-C](#), many communicable respiratory diseases and related positive laboratory results are reportable. Additionally, state statute requires that any suspect outbreak, cluster of illness, or any unusual occurrence of disease that may pose a threat to the public's health must be reported to the NH Department of Health and Human Services, Bureau of Infectious Disease Control (BIDC) within 24 hours of recognition ([Appendix A](#)).

**Notify NH DHHS about all cases diagnosed with COVID-19 by PCR or antigen tests** or any cluster of new-onset COVID-19 symptoms among students or staff by calling 603-271-4496 (after-hours, call 603-271-5300). When reporting COVID-19, designate a school primary point of contact (e.g., school nurse, principal or administrative staff) who is responsible for coordinating with DHHS. A COVID-19 public health professional will work closely with you if COVID-19 is identified in your school.

The public health professional will work closely with the school primary point of contact to learn more about the situation and to assist the school in determining how to control the spread of disease. This often involves the public health professional working with the school to establish methods to identify close contacts, additional needs for cleaning and disinfection and additional case identification.

When working with the DPHS public health professional during a potential outbreak, the school primary point of contact should communicate the following information:

- Total number of students scheduled to be at school (exclude remote learning)
- Number of students with confirmed COVID-19
- Number of students with current COVID-19 symptoms
- Total number of staff scheduled at the school (exclude remote teaching)
- Number of staff with confirmed COVID-19
- Number of ill staff with current COVID-19 symptoms
- Date of disease onset for first recognized case
  - Presenting disease symptoms
- Hospitalization and/or death among cases

Anyone with new or unexplained symptoms (NUS) of COVID-19 who has also indicated they will not seek testing and their household contacts should be managed according to the [Screening Algorithm \(page 9\) and Management of Household Contacts \(HHCs\) of Persons with New and Unexplained Symptoms of COVID-19 Table \(page 12\)](#). It is not necessary to notify NH DHHS of students and staff with NUS who do not seek testing. Local policies should be developed to manage the exclusion of these students and staff from school during their 10-day isolation period.

## ONLINE ABSENTEE TRACKING AND SURVEILLANCE

Reporting absenteeism data to DHHS is also important during the COVID-19 pandemic. Absenteeism surveillance is the systematic collection and analysis of student absence data. These data should differentiate between absenteeism rates due to illness or from other causes. Data describing student absences due to illness may be used to monitor disease trends and to detect and respond to clusters and outbreaks.

Implementing an effective absenteeism surveillance system is key to monitoring acute respiratory illness in the student population and will help in instituting prevention measures. High absenteeism may help identify a COVID-19 outbreak. This level is often identified by the school health office surveillance system.

To inform public health activities and response in New Hampshire, all public, private and charter schools are asked to voluntarily report daily aggregate counts for student absenteeism and those absent with influenza like illness (ILI) or COVID-19. The NH DHHS has utilized the ILI Reporting System for NH Schools for many years. With the introduction of COVID-19, additional questions will be added to the ILI Reporting System for NH Schools to assist the nurse or school administrative staff in tracking the rates of absences related to ILI and COVID-19. At the end of the year this data could be supplied back to the school for their own seasonal surveillance.

These variables for the 2020-2021 school year will includes:

- Total number of students scheduled to be at school in-person
- Total students absent with ILI
- Total number of additional students absent with COVID or suspected COVID (do not include those with ILI)
- Total students absent due to COVID-19 quarantine/exposure (students who are not ill)
- Total students absent for unknown reason

Total time spent entering these data each day should be less than one minute in addition to the time spent collecting data. Your efforts will help identify health issues in the community, open a path to resources at BIDC should your school or community need assistance, and continue to strengthen the partnership between the Department of Education and the Department of Health and Human Services.

If you have any questions or concerns, or to request access to the reporting system please contact:

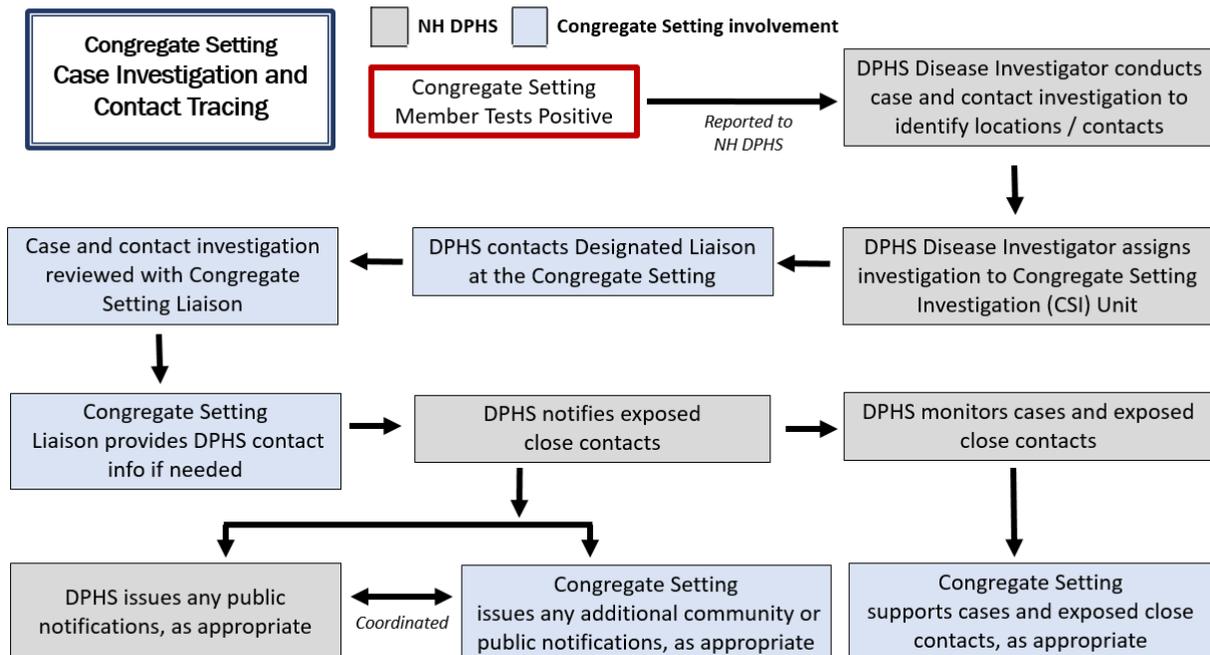
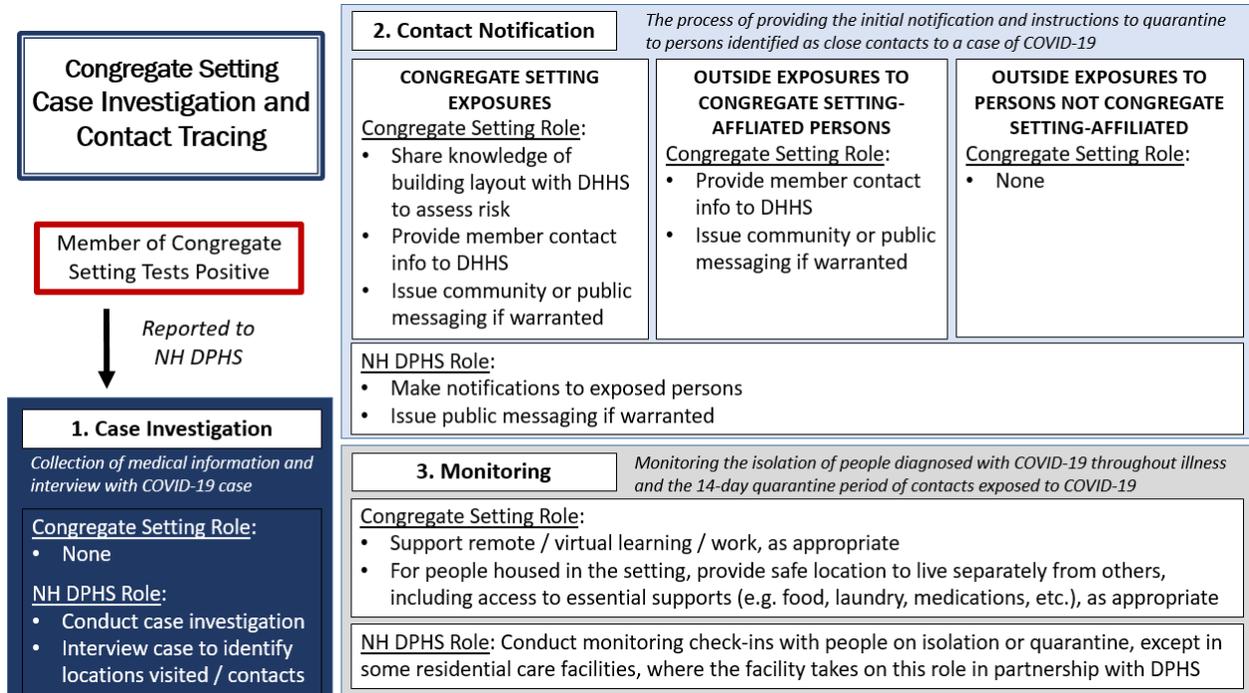
Kenneth Dufault at 603-271-5165, [Kenneth.Dufault@dhhs.nh.gov](mailto:Kenneth.Dufault@dhhs.nh.gov)

OR

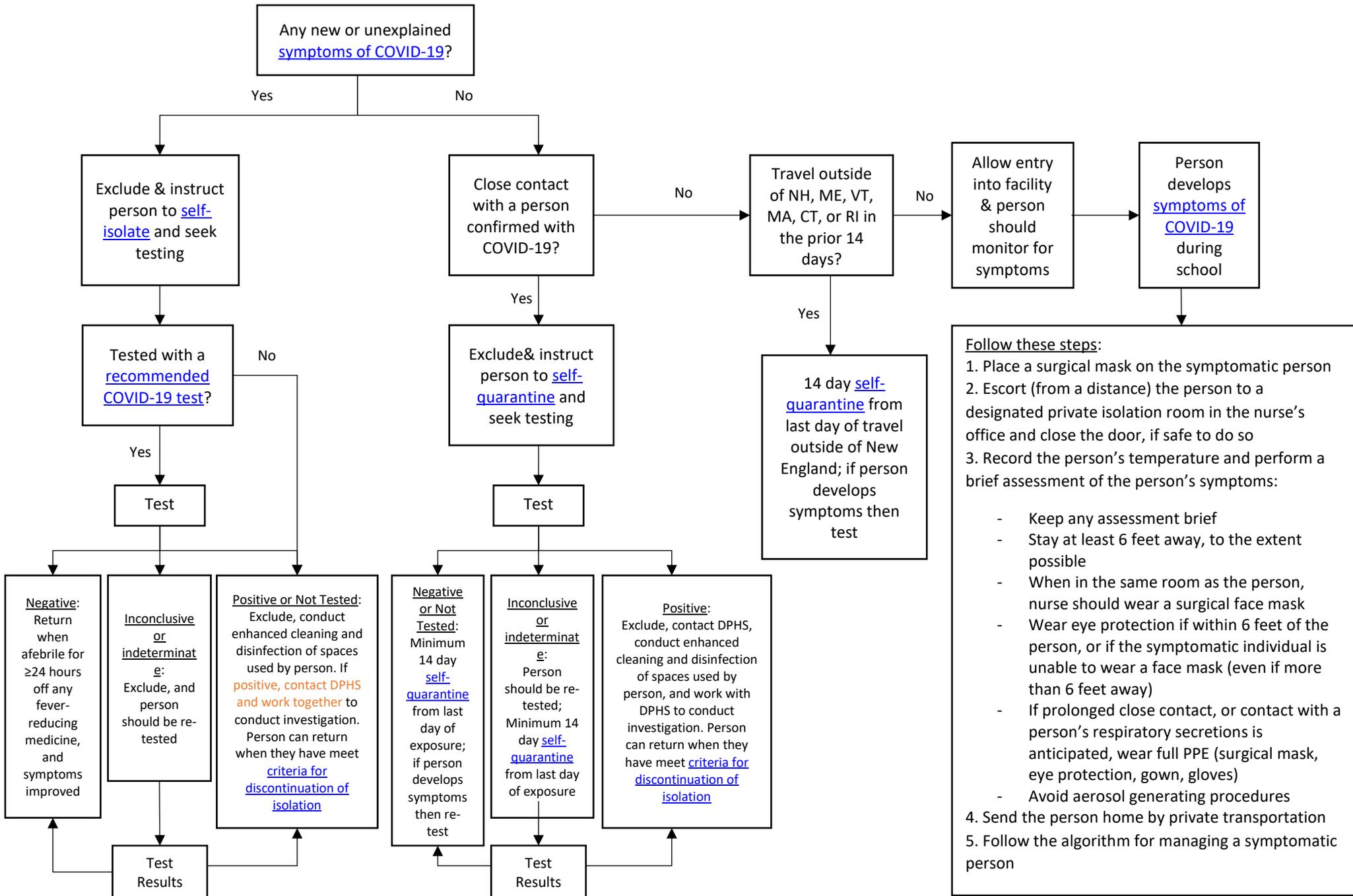
Sheryl Nielsen at 603-271-6996, [Sheryl.Nielsen@dhhs.nh.gov](mailto:Sheryl.Nielsen@dhhs.nh.gov).

## CONTACT TRACING

Below is an overview of how Case Investigation and Contact Tracing in Congregate Settings, such as schools, is conducted:



## SCREENING ALGORITHM



## PREVENTION AND RESPONSE

This section is intended to assist schools in COVID-19 preparedness and response. This resource supplements but does not replace recommendations included in NH Department of Education's [NH Grades K-12 Back-to-School Guidance](#) and [Recommendations for Responding to COVID-19 in K-12 Schools](#). All institutions should adhere to current CDC [Guidance for Schools and Childcare Programs](#), including [universal source control measures](#); social distancing; screening of students and staff; and promptly notifying NH DHHS of or confirmed case(s) COVID-19 or any cluster of COVID-19 symptoms among students or staff by calling 603-271-4496 (after-hours, call 603-271-5300).

NH DHHS will work closely with you if COVID-19 is identified in your facility. The following checklist includes steps for preparation as well as **immediate public health actions** to take when a student or staff member with COVID-19 is identified.

### **Checklist – Planning and Preparedness**

#### **Have a Written Plan:**

- Incorporate COVID-19 into school emergency management planning.
  - Incorporate state and federal guidance.
- Make the COVID-19 preparedness plan available at the school and accessible to staff, students, and families.

#### **Facility Communications:**

- Assign a person (and a back-up who is available during off-hours) responsibility for monitoring public health updates (federal and state).
- Assign a person (and a back-up who is available during off-hours) to be the primary point of contact and responsible for communications with public health authorities during a COVID-19 outbreak.
- Identify key preparedness (e.g., healthcare coalition) points of contact during a COVID-19 outbreak.
- Assign a person responsibility for communications with staff, students, and their families regarding the status and impact of COVID-19 in the school. (Having one voice that speaks for the facility during an outbreak will help ensure the delivery of timely and accurate information.)
- Ensure contact information for family members or guardians of students is up to date.

#### **Supplies and Resources:**

- Ensure that hand hygiene supplies are well stocked (e.g., alcohol-based hand sanitizer, soap, paper towels).
- Ensure that cough etiquette supplies are available (e.g., tissues, trash disposal bins).
- Ensure that staff have access to EPA-registered hospital-grade disinfectants to allow for frequent cleaning of high-touch surfaces and shared resident care equipment.

#### **Occupational Health:**

- Implement sick leave policies that are non-punitive, flexible, and consistent with public health policies that allow ill staff to stay home.

**Checklist – Responding to Individuals with New or Unexplained COVID-19 Symptoms or Confirmed COVID-19 Case**

**Immediate Actions**

- Exclude any staff or students from the facility that are ill or have tested positive for COVID 19 until [return to work criteria](#) or [removal from home isolation](#) criteria have been met.
- Manage household contacts (HHCs) of persons with new and unexplained symptoms compatible with COVID-19, based on the symptomatic person’s COVID-19 risk factors and testing status:

Risk Factor?*	Viral Testing Pending? †	Action:
Present	Yes	<ul style="list-style-type: none"> <li>• Symptomatic person isolates pending test result.</li> <li>• HHCs quarantine pending test results.</li> </ul>
	No	<ul style="list-style-type: none"> <li>• Symptomatic person must remain on isolation until they have met CDC’s criteria for <a href="#">discontinuation of isolation</a>.</li> <li>• HHCs quarantine for 14 days from last day of exposure.</li> </ul>
Absent	Yes	<ul style="list-style-type: none"> <li>• Symptomatic person isolates pending test result.</li> <li>• HHCs can remain in school/work as long as they remain asymptomatic, but if test is positive then quarantine.</li> </ul>
	No	<ul style="list-style-type: none"> <li>• Symptomatic person must remain on isolation until they have met CDC’s criteria for <a href="#">discontinuation of isolation</a>.</li> <li>• HHCs can remain in school/work as long as they remain asymptomatic.</li> </ul>

\* Risk Factors for COVID-19 exposure include close contact to a person with COVID-19, travel outside of the New England area, or other high-risk activities as identified by an employer or public health in the 14 days before symptom onset.

† Appropriate COVID-19 viral testing includes molecular- (i.e., PCR) or antigen-based tests (antigen tests must be conducted within an appropriate time frame after symptom onset, as specified in manufacturer instructions). Antibody tests are not appropriate for diagnosing active infection.

- Work with NH DHHS to identify close contacts who should be excluded from school until their [14 day quarantine period](#) has ended.
- Do not permit those who are on quarantine or isolation to enter the school or campus.
- Notify NH DPHS about **those diagnosed with COVID-19 by PCR or antigen tests**, or a cluster of students or staff with symptoms of COVID-19 (a cluster is 3 or more students or staff within the same classroom with new-onset respiratory symptoms over 72 hours).
  1. Call [603-271-4496](tel:603-271-4496) (after-hours [603-271-5300](tel:603-271-5300)).
- Review [Recommendations for Responding to COVID-19 in K-12 Schools](#)
- For any person that is presenting with new or unexplained symptoms (NUS) of COVID-19 while at the education facility:
  1. Mask the symptomatic person ([unless they cannot do so safely](#)). Be sure mask is properly covering the nose and mouth.
  2. Place the symptomatic person in a private room with the door closed if safe to do so (at a minimum they should be separated from others).
  3. If in the same room as the symptomatic person, the nurse should wear:
    - a. A surgical face mask at all times.

- b. Eye protection (goggles or face shield) if the nurse is within feet of the person, OR if the symptomatic person is unable to wear a face mask (even if more than 6 feet away).
  - c. If prolonged close contact is anticipated (within 6 feet of the person for 10 total minutes or more), or if there is contact with the person's secretions/excretions, then wear all appropriate [recommended PPE](#), including: surgical face mask, eye protection, gown, and gloves.
4. Record the symptomatic person's temperature.
  5. Perform a brief assessment of the person's complaints or symptoms. Keep any assessment brief and stay at least 6 feet away to the extent possible.
  6. The symptomatic person should go home by private transportation.
- If an ill person requires immediate medical care, call 911. Notify 911 and transport personnel that the person has new or unexplained symptoms of COVID-19 or **those diagnosed with COVID-19 by PCR or antigen tests**.
  - Students with new or unexplained symptoms of COVID-19 or **those diagnosed with COVID-19 by PCR or antigen tests** should **NOT** ride the bus home.
  - Close off any areas where the person who is ill or has tested positive was prior to leaving the school. Wait up to 24 hours or as long as possible to perform environmental cleaning.
  - Remove any transportation vehicles from use that the ill or positive person traveled on, until the [vehicles have been cleaned](#).
  - Using the format provided by the COVID-19 Congregate Settings Investigation Unit, complete a current list of all students and staff (called a line list) who are ill or **those diagnosed with COVID-19 by PCR or antigen tests**. Please separate students and staff on the list.
  - The DPHS investigators will work directly with the individual **diagnosed with COVID-19 by PCR or antigen tests** or the individual's parent or guardian to collect information about close contacts. The COVID-19 Congregate Settings Investigation Unit may request your assistance in identifying additional close contacts for whom the case is not familiar (peers in classes, meetings, etc.). This means all persons who were within 6 feet for a total of 10 cumulative minutes or more, beginning 48 hours prior to first illness onset or collection of positive test, whichever is earlier. The COVID-19 Congregate Settings Investigation Unit will provide a format to collect this information, if needed.
    - o Close contacts will be instructed to get tested for COVID-19, quarantine for 14 days from the last date of exposure, and to call their pediatrician/primary care provider if health concerns arise while on quarantine.
  - Provide the COVID-19 Congregate Settings Investigation Unit with the total number of staff and students at your school, as well as the total number of staff and students in the specific classroom or other physical locations shared with the person confirmed COVID-19.
  - Provide the COVID-19 Congregate Settings Investigation Unit lists/diagrams of classrooms, cafeteria, school-sponsored transportation providers, and other room seating assignments to assist in identifying those who may have been exposed.

**Notifying Parents and Students:**

Communication is essential to provide parents and staff with information to make important health behavior decisions.

- NH DHHS will assist you in notifying staff and families of a COVID-19 exposure in your school. NH DHHS will contact anyone, or their guardian, who has been identified as a COVID-19 close contact.

- Instruct asymptomatic close contacts to get PCR tested for COVID-19, quarantine for 14 days from the last date of exposure and to call their pediatrician/primary care provider if health concerns arise while on quarantine.
- Ensure staff, and families are aware of your school's expectations, which at a minimum should include:
  - Monitor themselves/their students for signs and symptoms of COVID 19 and follow required screening protocol for attending school ([see pg. 5 of K-12 Guidance](#)).
  - Stay home/keeping students home if ill or after testing positive **for COVID-19 by PCR or antigen tests** until [return to work criteria](#) or [removal from home isolation](#) has been fulfilled. [Exclusion criteria should be adhered to for any alternative diagnosis](#) with any required documentation.
  - Wear a mask within the school or public place in which other individuals are present, which includes student pick up and drop off.
  - Keep the student or staff member home if:
    - A household member has been **diagnosed with COVID-19 by PCR or antigen tests** until both the household member's isolation is complete **AND** the child/staff member's quarantine is over. (See [quarantine vs. isolation](#) definitions).
    - The individual is on quarantine for an identified exposure to a non-household member with COVID-19. Exclude the individual from the facility for 14 days from the last date of exposure.

**Determining When a COVID-19 Outbreak is Over:**

- Maintain precautions for all students until the NH DHHS advises you that the outbreak may be closed. Typical timeframes are to close after 14 days have passed without new cases and 14 days have passed since the last date of exposure at the institution, whichever is longer.
- Allow the return of COVID-19 positive students or staff when [return to work criteria](#) or [removal from home isolation](#) criteria have been met.
- The incubation period for COVID-19 can be up to 14 days and the identification of new case within a week to 10 days of starting the interventions does not necessarily represent a failure of the interventions to control transmission.
- Confirm with NH DHHS that the outbreak is under control and that outbreak control measures can be discontinued prior to discontinuing them.

## APPENDIX A: NH Reportable Disease List

## State of New Hampshire Reportable Infectious Diseases



Acute Flaccid Myelitis  
 Acquired Immune Deficiency Syndrome (AIDS)  
 Anaplasmosis [*Anaplasma Phagocytophilum*]  
 Anthrax [*Bacillus anthracis*]\*  
 Arboviral infection, including EEE, WNV, Dengue, Powassan, Zika\*  
 Babesiosis [*Babesia microti*]  
 Botulism [*Clostridium botulinum*]\*  
 Brucellosis [*Brucella abortus*]\*  
 Campylobacteriosis [*Campylobacter* species]  
 Carbapenem-resistant *enterobacteriaceae*  
 Chlamydial infection [*Chlamydia trachomatis*]  
 Cholera [*Vibrio cholerae*]\*  
 Coccidioidomycosis [*Coccidioides immitis*]  
 Creutzfeldt-Jakob Disease\*  
 Cryptosporidiosis [*Cryptosporidium parvum*]  
 Cyclospora infection [*Cyclospora cayentanensis*]  
 Diphtheria [*Corynebacterium diphtheriae*]\*  
 Ehrlichiosis [*Ehrlichia* species]  
 Escherichia coli O157 infection and other shiga toxin producing *E. coli*  
 Giardiasis [*Giardia lamblia*]  
 Gonorrhea [*Neisseria gonorrhoeae*]  
 Haemophilus influenzae, invasive disease, sterile site\*  
 Hantavirus Pulmonary Syndrome [Hantavirus]\*  
 Hemolytic Uremic Syndrome (HUS)  
 Hepatitis, viral: A\*, E,  
 Hepatitis, viral: positive B surface antigen in a pregnant woman  
 Hepatitis, viral: B, C (new diagnoses from providers only, no lab reporting)  
 Human Immunodeficiency Virus (HIV), including perinatal exposure  
 Human Immunodeficiency Virus-related CD4+ counts and all viral loads  
 Legionellosis [*Legionella pneumophila*]  
 Leprosy, Hansen's disease [*Mycobacterium leprae*]  
 Leptospirosis [*Leptospira* species]  
 Listeriosis [*Listeria monocytogenes*]  
 Lyme disease [*Borrelia burgdorferi*]  
 Malaria [*Plasmodium* species]  
 Measles [Rubeola]\*  
 Mumps\*  
 Neisseria meningitidis, invasive disease, sterile site\*  
 Pertussis [*Bordetella pertussis*]\*  
 Plague [*Yersinia pestis*]\*  
 Pneumococcal disease, invasive [*Streptococcus pneumoniae*]  
 Pneumocystis pneumonia [*Pneumocystis jiroveci* formerly *carinii*]  
 Poliomyelitis [Polio]\*  
 Psittacosis [*Chlamydia psittaci*]\*  
 Rabies in humans or animals\*  
 Rocky Mountain Spotted Fever [*Rickettsia rickettsii*]  
 Rubella, including Congenital Rubella Syndrome\*  
 Salmonellosis [*Salmonella* species] (report *S. Typhi*\* within 24 hours)  
 Shigellosis [*Shigella* species]  
 Syphilis, including Congenital Syphilis Syndrome [*Treponema pallidum*]  
 Tetanus [*Clostridium tetani*]  
 Toxic-Shock Syndrome (TSS) [streptococcal or staphylococcal]  
 Trichinosis [*Trichinella spiralis*]  
 Tuberculosis disease [*Mycobacterium tuberculosis*]\*  
 Tuberculosis infection, latent (lab reporting only, no provider reporting)  
 Tularemia [*Francisella tularensis*]\*  
 Typhoid fever [*Salmonella Typhi*]\*  
 Typhus [*Rickettsia prowazekii*]\*  
 Varicella  
 Vibriosis [any *Vibrio* species]\*  
 Vancomycin Resistant *Staphylococcus aureus* (VRSA)\*  
 Yersiniosis [*Yersinia enterocolitica*]  
 Any suspect outbreak, cluster of illness, unusual occurrence of communicable disease, or other incident that may pose a threat to the public's health must be reported within 24 hours of recognition.\*  
 Any investigation of suspected or actual incident of diversion of injectable medications in a health care setting must be reported within 72 hours of initiation of such investigation.\*

### Disease Reporting Guidelines

- Diseases with an asterisk (\*) and in red must be reported within 24 hours of diagnosis or suspicion of diagnosis.
- All suspect and confirmed cases must be reported within 72 hours of diagnosis or suspicion of diagnosis.
- Reports are handled under strict confidentiality standards.

### Disease Reports Must Include

1. Name of the disease
2. Name of the person reporting
3. Patient information: name, date of birth, age, sex, race, ethnicity, address, telephone number, occupation, place of employment, date of illness onset
4. Diagnostic test information: type of test performed, specimen type(s), date, results
5. Treatment: date, medication, dosage

### How to Report a Disease

New Hampshire Department of Health and Human Services, Division of Public Health Services, Bureau of Infectious Disease Control

**Business Hours:** 603-271-4496

**Toll Free (in NH only):** 1-800-852-3345 x 4496

**After Hours:** 603-271-5300

**Toll Free (in NH only):** 1-800-852-3345 x 5300

**Fax:** 603-271-0545

**\*\*Do not fax HIV/AIDS Reports\*\***

**Electronically:** Call during Business Hours to request an account in the NH Electronic Disease Surveillance System (NHEDSS)

Reporting requirements are in accordance with Administrative Rules He-P 301 adopted Fall 2016

[www.dhhs.nh.gov/dphs/cdcs](http://www.dhhs.nh.gov/dphs/cdcs)

## APPENDIX B: Sample Letter to Families at Start of School

### DATE

Dear Families:

We are asking for your help to prevent COVID-19 from impacting our school community.

COVID-19 is most commonly spread through respiratory droplets when an infected person talks, coughs, sneezes or sings. As a school community we ask for your support to take the following precaution to prevent the spread of the disease:

- Keep sick children home and report their illness to the school nurse if your child has a fever or is not feeling well.
- Know the symptoms of the COVID-19:
  - Fever (measured 100.4F), or feeling feverish;
  - Respiratory symptoms such as runny nose, nasal congestion, sore throat, cough, or shortness of breath;
  - General body symptoms such as muscle aches, chills, and severe fatigue;
  - Gastrointestinal symptoms such as nausea, vomiting, or diarrhea, and
  - Changes in a person's sense of taste or smell
- Prior to arriving to school, please screen your student for:
  - Any **new or unexplained** [symptoms of COVID-19 \(listed above\)](#); this includes even mild symptoms.
  - Close contact with someone who has **been diagnosed with** COVID-19 in the prior 14 days.
  - Travel outside of NH, VT, ME, MA, RI and CT.
- Any person with new or unexplained symptoms of COVID-19 will be excluded from school, and instructed to isolate at home and contact their primary care provider for COVID-19 testing. Symptomatic students or staff can be allowed to return to school when one of the following two conditions is met:
  1. Person receives an approved COVID-19 test that is negative, **AND** the person's symptoms are improving and they are fever-free for at least 24 hours off any fever-reducing medications. Approved tests include:
    - A PCR-based molecular test
    - **Antigen** testing conducted within **an appropriate number of days since** symptom onset
  2. Person has met CDC [criteria for ending of home isolation](#) (i.e., if person is not tested, they are managed assuming they have COVID-19).
- If a student has close contact with someone **diagnosed with** COVID-19 **by PCR or antigen test** in the prior 14 days or has a travel-related risk, they are required to complete self-quarantine at home for 14 days from the last known exposure.

Together, with you, we will teach and promote all students to:

- Frequently wash their hands. Hand washing for 20 seconds with soap and water, or using hand sanitizer that contains at least 60% alcohol, is the best way to reduce the spread of germs.
- Cover coughs and sneezes with a tissue or their elbow. And to wash their hands or use hand sanitizer once they discard of the tissue.
- Not to share personal items such as drinks, food or water bottles.
- Practice social distancing by maintaining at least 6 feet between people when outside their home.

- Properly wear a cloth face covering that covers their mouth and nose to protect others when in public areas.
- Avoid touching their eyes, nose, or mouth with unwashed hands.

Children may worry about themselves, their family and friends getting sick with COVID-19. Tips for talking to children about COVID-19 can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>.

Our school works closely with the New Hampshire (NH) Department of Health and Human Services (DHHS) to monitor the newest information about COVID-19. For more information on COVID-19 in NH, please visit <https://www.dhhs.nh.gov/dphs/cdcs/2019-ncov.htm>. For the latest information from the CDC, please visit <https://www.cdc.gov/coronavirus/2019-ncov/ex.html>.

Thank you for your support and partnership to keep our school healthy this year!

Sincerely,

*[School administrator's name and signature]*

## APPENDIX C: Sample Letter to Families Once a Case is Identified

### DATE

Dear Families,

We were informed today of a case of COVID-19 at our school.

We are actively working with and following guidelines from the New Hampshire Department of Health and Human Services (DHHS).

NH DHHS has requested we provide contact information for anyone who has been identified as having had close contact (within 6 feet for longer than 10 minutes) with the infected person. NH DHHS will contact these individuals or their parent/guardian and will instruct them how to self-quarantine at home. Those families and staff will be directed to get tested and keep themselves or their children quarantined until 14 days following their last possible exposure. A guide for self-quarantine can be found [here](#).

If you or your child are experiencing symptoms of COVID-19, such as a fever, chills, respiratory illness, aches or change in taste and smell, please stay home and away from others and get a COVID-19 test. You may also choose to seek out testing from your healthcare provider or at one of the [testing sites](#) located throughout the state (<https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-testing-options.pdf>). If you choose either of those options, you should bring this letter with you.

Please note that if you or your child are currently quarantined, you must complete quarantine, even if your test is negative. This is because the maximum amount of time from being exposed to the virus that causes COVID-19 and testing positive is 14 days. Therefore, even if your child tests negative today, they would need to quarantine until they reach the 14<sup>th</sup> day following exposure.

The safety of our children, employees and visitors is our top priority. To ensure your health and safety, we have been following [CDC guidelines for cleaning and disinfecting](#) for our high-traffic areas and frequently touched surfaces. In addition, to prevent further spread of the disease in our community, please:

Because COVID-19 is most commonly spread through respiratory droplets, we should all take the following precautions to prevent the spread of the disease:

- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid close contact with others. When outside your home, keep a distance of at least 6 feet between yourself and others. This is known as social distancing.
- Wear a cloth face covering that covers your mouth and nose to protect others when in public areas.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Stay home if you have a fever or are not feeling well.

Children may worry about themselves, their family and friends getting sick with COVID-19. Tips for talking to children about COVID-19 can be found [here](#).

To learn more about COVID-19, please check these trusted resources:

- [New Hampshire Department of Health and Human Services:  
https://www.nh.gov/covid19/index.htm](https://www.nh.gov/covid19/index.htm)
- [United States Centers for Disease Control and Prevention:  
https://www.cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

Sincerely,

*[School administrator's name and signature]*

## APPENDIX D: Letter to Families of Students who are Screened Out or Develop COVID-19 Symptoms at School

### DATE

Dear Family,

Due to your child's development of COVID-19 symptoms they must stay home on [self-isolation](#) and not return to school until they have met one of the requirements outlined by the New Hampshire Department of Health and Human Services (DHHS):

1. Seek COVID-19 PCR or antigen testing. You may also choose to seek out testing from your healthcare provider or at one of the [testing sites](#) located throughout the state (<https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-testing-options.pdf>). If you choose either of those options, you should bring this letter with you.
  - If the test is negative, your child may return to school immediately.
  - If the test is positive, your child may return to school once the NH DHHS releases them from [self-isolation](#). This is typically at least 10 days from symptoms onset and at least one day from symptoms improvement and fever resolution without fever-reducing medication.
2. Do not seek COVID-19 PCR or antigen testing:
  - Your child may return to school once they have completed the minimum COVID-19 isolation period, which is 10 days from symptoms onset and at least one day from symptoms improvement and fever resolution without fever-reducing medication.

If your ill child has household members also in school, please follow the table below to determine if the household members may remain in school:

Manage household contacts (HHCs) of persons with new and unexplained symptoms compatible with COVID-19, based on the symptomatic person's COVID-19 risk factors and testing status:

Risk Factor?*	Viral Testing Pending? †	Action:
Present	Yes	<ul style="list-style-type: none"> <li>• Symptomatic person isolates pending test result.</li> <li>• HHCs quarantine pending test results.</li> </ul>
	No	<ul style="list-style-type: none"> <li>• Symptomatic person must remain on isolation until they have met CDC's criteria for <a href="#">discontinuation of isolation</a>.</li> <li>• HHCs quarantine for 14 days from last day of exposure.</li> </ul>
Absent	Yes	<ul style="list-style-type: none"> <li>• Symptomatic person isolates pending test result.</li> <li>• HHCs can remain in school/work as long as they remain asymptomatic, but if test is positive then quarantine.</li> </ul>
	No	<ul style="list-style-type: none"> <li>• Symptomatic person must remain on isolation until they have met CDC's criteria for <a href="#">discontinuation of isolation</a>.</li> <li>• HHCs can remain in school/work as long as they remain asymptomatic.</li> </ul>

\* Risk Factors for COVID-19 exposure include close contact to a person with COVID-19, travel outside of the New England area, or other high-risk activities as identified by an employer or public health in the 14 days before symptom onset.

† Appropriate COVID-19 viral testing includes molecular- (i.e., PCR) or antigen-based tests (antigen tests must be conducted within an appropriate time frame after symptom onset, as specified in manufacturer instructions). Antibody tests are not appropriate for diagnosing active infection.

Because COVID-19 is most commonly spread through respiratory droplets, we should all take the following precautions to prevent the spread of the disease:

- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid close contact with others. When outside your home, keep a distance of at least 6 feet between yourself and others. This is known as social distancing.
- Wear a cloth face covering that covers your mouth and nose to protect others when in public areas.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Stay home if you have a fever or are not feeling well.

To learn more about COVID-19, please check these trusted resources:

- [New Hampshire Department of Health and Human Services:  
https://www.nh.gov/covid19/index.htm](https://www.nh.gov/covid19/index.htm)
- [United States Centers for Disease Control and Prevention:  
https://www.cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

Sincerely,

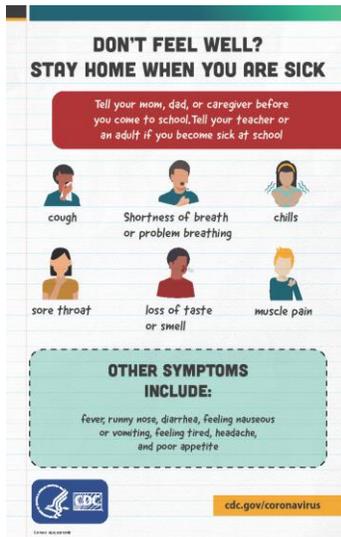
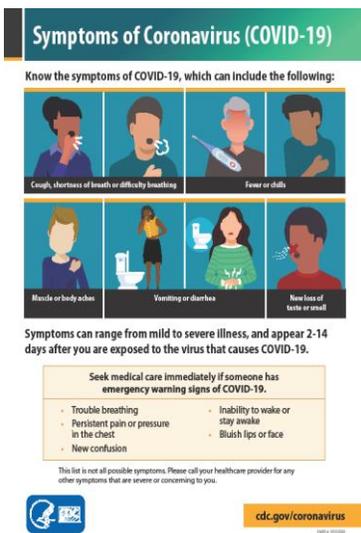
*[School administrator's name and signature]*

## POSTERS AND HANDOUTS

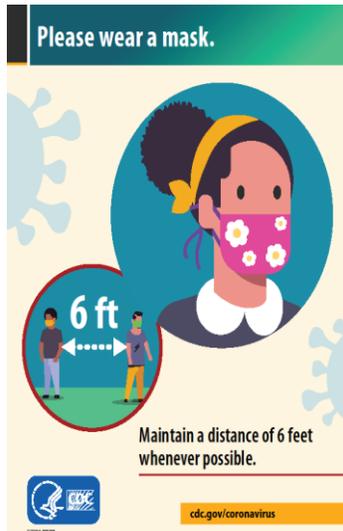
The following resources have been developed by the CDC to support COVID-19 recommendations. All materials are free for download and may be printed. Click on any of the posters below to follow the link, choose the language, save and print.



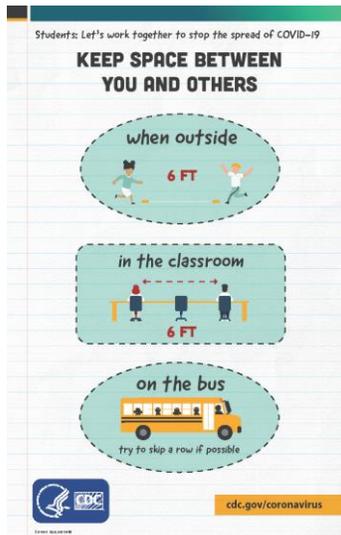
Click the CDC Coronavirus Self-Checker icon to embed the self-checker into your newsletter or website.



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>



<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>



### DON'T LET YOUR GERMS GO FOR A RIDE

**COVER YOUR COUGHS AND SNEEZES**

With a tissue or use the inside of your elbow. If you use a tissue, throw it in the trash, and wash your hands right away.

If you can't wash your hands, ask your teacher or another adult for hand sanitizer.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

### 10 things you can do to manage your COVID-19 symptoms at home

Available from: <https://www.cdc.gov/coronavirus/2019-ncov/your-ask-ask-ask.html>

**If you have possible or confirmed COVID-19:**

- Stay home from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ride-sharing, or taxis.
- Monitor your symptoms carefully. If your symptoms get worse, call your healthcare provider immediately.
- Get rest and stay hydrated.
- If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have or may have COVID-19.
- For medical emergencies, call 911 and verify the dispatch personnel that you have or may have COVID-19.
- Cover your cough and sneeze.
- Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- As much as possible, stay in a separate room and away from other people in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a cloth face covering.
- Avoid sharing personal items with other people in your household, like dishes, towels, and bedding.
- Clean all surfaces that are touched often, like counters, tables, and doorknobs. Use household cleaning spray or wipes according to the label instructions.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

### Six Steps for Properly Cleaning and Disinfecting Your School

**Protect Your School Against COVID-19**

Properly cleaning and disinfecting surfaces and objects can help safely and effectively reduce the spread of disease in your school or facility.

- Always wear gloves and other personal protective equipment (PPE) appropriate for the chemicals being used.
- Cleaning and disinfection products should not be used by or near students.
- Make sure that there is adequate ventilation (air flow) when using chemical products to prevent yourself or others from inhaling toxic fumes.

- Use an EPA-approved disinfectant against COVID-19. Visit [epa.gov/chem-safety](https://www.epa.gov/chem-safety) or scan the QR code with your smart phone to check EPA's list of approved disinfectants.
- Always follow the directions on the label. Check "use sites" and "surface types" to find out where the product can be used. Pay close attention to "precautionary statements."
- Clean surfaces and determine how areas will be disinfected. Clean surfaces with soap and water prior to disinfection. Routinely clean and disinfect frequently touched surfaces at least daily.
- Follow the specified contact time. Apply the product (e.g., spray or wipe a surface) and allow it to dry according to the specified contact time on the label.
- Wear gloves and wash your hands with soap and water. Discard disposable gloves after each cleaning and disinfection. For reusable gloves, dedicate a pair to disinfecting surfaces to prevent the spread of COVID-19. After removing gloves, wash your hands with soap and water for at least 20 seconds.
- Store chemicals in a secure location. Keep product lids closed tightly and store products in a location away from students' reach and sight.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## 5 steps to expect if a student or staff member tests positive for COVID-19

**1 Case interview**

Once a positive result is reported, public health officials will contact the person with COVID-19. If the infected person is under 18 years old, the person's parent or guardian will be contacted. An investigation will be conducted and the person with COVID-19 will be asked to isolate at home.

**2 Identification of close contacts**

Public health officials will assess who is considered to be a close contact and needs to be quarantined. The school may be contacted to get seating arrangements or other information.

**3 Isolation for people with COVID-19**

Children or staff who are under isolation will be required to stay home until they meet the following criteria:

**If symptomatic:**

- No fever for at least 24 hours without the use of fever-reducing medication
- Symptoms have been improving for at least 24 hours
- At least ten days have passed since symptoms first started

**If asymptomatic:**

- At least ten days have passed since their test was collected

**4 Quarantine of close contacts**

Children or staff who are under quarantine will be asked to stay home for 14 days after their last exposure to the infected person, monitor for symptoms and seek testing. A negative test does not shorten the length of quarantine.

**5 Return to school**

People with COVID-19 may return once they have:

- Met ALL relevant criteria outlined in Step 3
- Received a letter from public health officials
- Close contacts may return once they have:
- Completed their quarantine period without developing symptoms or testing positive

For education related questions, call **603.271.3494**  
Relay NH 1.800.735.2864

For public health related questions, call **603.271.4496**  
After hours: Call 603.271.4496 and ask for the public health nurse on call

[COVID-19 Screening Poster](#)



**If your answer is “YES” to any of the following questions, please do not enter the building, and contact the office for more information.  
Thank you!**

1. Do you have any of the following symptoms of COVID-19?
  - a. Temperature of 100.0 F or greater, or have you felt feverish?
  - b. Respiratory symptoms such as cough, sore throat, runny nose, nasal congestion, or shortness of breath?
  - c. General body symptoms not due to another chronic medical condition, such as fatigue, muscle aches, joint aches, headache?
  - d. Nausea, vomiting, or diarrhea?
  - e. Change in your sense of taste or smell?
  
2. Have you had close contact with anyone with who **was diagnosed with** COVID-19 in the last 14 days? *(Note: healthcare providers caring for COVID-19 patients while wearing all appropriate PPE should answer “no”)*
  
3. Have you traveled in the prior 14 days outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island?

[Tips for Staying Healthy](#), [Manténgase sano \(Español\)](#)

# STAY HEALTHY

FOLLOW THESE TIPS EVERYDAY

**C**over your mouth and nose  
with your sleeve!



**O**nly use your own utensils -  
don't share.

**U**se soap and water to wash  
hands often.

**G**et plenty of sleep, exercise, &  
eat a healthy diet.

**H**ome is where to stay when  
you're sick - Not work or  
school!



[Cover Your Cough](#), [Cubra su tos \(Español\)](#)

# COVER YOUR COUGH

Use a tissue to cover your mouth and nose.



If you don't have a tissue, cough or sneeze into your elbow. **Not your hand!**



Put your used tissue in the trash can.



Wash your hands with soap and water for **20 seconds**. If not available, use hand sanitizer.



[How To Clean and Disinfect Schools To Help Slow the Spread of C](#)

## Cleaning and Disinfecting in School Classrooms

Cleaning and disinfecting are key to limiting exposure to germs and maintaining a safe environment during the COVID-19 pandemic. Reduce the spread of germs by keeping surfaces clean and reminding students of the importance of hand hygiene.

### The Difference Between Cleaning and Disinfecting

- ✓ **Cleaning** reduces germs, dirt, and impurities from surfaces or objects and works by using soap (or detergent) and water to physically remove germs from surfaces.
  - Cleaning of surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses.
- ✓ **Disinfecting** kills (or inactivates) germs on surfaces or objects. Disinfecting works best by using chemicals, as directed, on surfaces after they've been properly cleaned.

### Which Disinfectant Products Should I Use?

You can use any EPA-approved disinfectant against COVID-19. Visit [epa.gov/listn](https://www.epa.gov/listn) or scan the QR code with your smart phone to check EPA's list of approved disinfectants.



### Where Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces and objects within the classroom. Check compatibility for products for use on electronic devices.

#### Consider cleaning surfaces and object including but not limited to:

- Door handles and knobs
- Desks and chairs
- Cabinets, lockers, and bookshelves
- Shared computer keyboards and mice
- Light switches
- Pencil sharpener handles
- Sinks and surrounding areas
- Countertops
- Shared electronics such as printers
- Other shared learning materials

### When Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces at least daily or between use by different students. Limit the use of shared objects when possible, or clean and disinfect between use.

#### Options for cleaning and disinfection include:

- In the morning before students arrive
- Between classes (if students change rooms and while students are not present)
- Between use of shared surfaces or objects
- Before and after food service
- Before students return from recess or breaks
- After students leave for the day



Store cleaning and disinfection products out of the reach of students. Cleaning and disinfection products should not be used by or near students, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.



CS 319611-8 08/07/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)