

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

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Greetings,

Attached to this email is the "Return to School Protocol" that has been approved by Wilton-Lyndeborough Cooperative School Board. There has been a lot of planning and new procedures that we will be implementing to keep students and staff safe during these changing times. Some key things to remember:

DAILY SCREENING AT HOME

Before you send your child to school, we need you to assess your child in regard to the following:

- Do they have a fever of 100 degrees or higher?
- Has your child been using medication to lower a fever for the last 24 hours?
- Does your child have any of the following symptoms that cannot be explained by a known medical condition: fever, chills, shortness of breath, runny nose, scratchy throat, sneezing, coughing, nausea, swelling of the hands or feet, a new skin rash, blood shot eyes?
- Has your child been exposed to anyone who has been diagnosed with COVID-19 in the past 14 days?
- Has your child been exposed to anyone who is suspected to have been diagnosed with COVID-19?

If you say yes to any of these, your child should stay home and you should contact the school nurse as soon as possible.

FACE COVERINGS

- **Students in grades 1-12 are required to wear masks while in our buildings. We are encouraging students in kindergarten to wear them as well.**
- Masks must fit snugly around the face and under the chin.
- "Gaiters", masks with vents and bandanas that are not fitted to the face are not appropriate for students to wear in our school buildings.
- Parents need to provide documentation to the school nurse to have an exception to the face mask requirement which could then be substituted for a face shield.
- There will be times built into the school day for students to remove masks.

MEDICAL DOCUMENTATION

If your child has a documented medical condition our school nurses need to know. Please provide documentation from a health care provider to the school nurse so that our records are complete. Our protocol describes in detail what will constitute a reason to send a student home who is exhibiting any symptoms of COVID-19. We also know that issues such as seasonal allergies may explain symptoms that are similar to COVID-19. Without documentation, our nurses will err on the side of caution and send students home unless there is documentation that explains symptoms that may be exhibited.

BUSES

Students, including kindergarten students, will be required to wear a mask at all times on the bus.

This school year is full of changes and new experiences that your children as well as our staff will be learning and getting used to. Our goal is to create the safest environment for all of our students to learn in. We can only do this with your help!!

Thank you,

Bryan K. Lane

RETURN TO SCHOOL PROTOCOL

For the Wilton-Lyndeborough Cooperative School District

2020-21 school year

The events of the past several months have created a new reality for all of us. As we look to return to school under the guidelines from the State of New Hampshire and the Department of Education it is clear that in order to keep everyone as safe as possible, it is going to take efforts from everyone in our school community to make the return to school a reality. The District is working to create options for parents to keep their children safe as they feel appropriate. Families will have three options:

- Returning to school full time five days per week.
- Distance learning model where a student will not come to the school for any reason. Students who choose distance learning will be given a specific schedule and held accountable to be participating during that schedule as if they were in the school building.
- An agreed upon weekly schedule for students to consistently attend part of the school day.

We will be breaking this down into nine-week periods of time. Parents who choose an option, must stay with that option for the full nine-week period. The District will communicate with parents during the seventh week of each period to see if the parent wishes to choose a different option for their family.

The details on some aspects of this protocol are still being refined, we will keep you updated on any modifications. Feedback from the community can help to shape make this document more effective. Please contact the Superintendent at b.lane@sau63.org.

DISTANCE LEARNING

Our staff has learned a lot over the past few months and we have listened to feedback from parents about the distance learning process. Once we have information on how many students will want to participate in distance learning we will have more specific information for families. For example, there are 45 first grade students. If we have 10-15 students in the first grade who choose this option, we can assign a teacher to be the “distance learning teacher” for those students. If we have fewer numbers, we are looking at live streaming of lessons with supplementary activities and videos to deliver instruction.

There is also an option for parents to choose to enroll students in VLACS, the Virtual Learning Academy Charter School, for instruction. Detailed information is available at www.vlacs.org.

Prior to the start of school, parents will be given information and that plan will stay in place for the first nine-weeks of school.

If students are struggling in the distance learning model, families should contact the school counselor to develop a plan to get remedial help to bring students to a level of meeting the competencies for all classes.

PARTIAL SCHEDULE

Parents who choose this option will work with the school counselor and administration to determine what parts of the school day the student will attend in our buildings. Families choosing this model will have to commit to a

schedule that works within the parameters of the school schedule for that grade or course selection. Parents will be responsible for providing transportation for students in this model.

The following are the protocols that will be followed for all of our buildings:

Buildings

The school district has purchased hydrostatic sanitizing equipment that will sanitize all hard surfaces in our buildings. The chemical we will be using is a botanical made from thyme oil in order to create the safest environment possible. It is safe to use on cooking surfaces and work spaces and if used on a regular basis will be a guard against contagions spreading. In addition, our custodial staff will be:

- Wiping down surfaces that have high incidents of touching such as door handles
- Sanitizing desk tops throughout the day as students move in and out of classrooms
- Bathrooms will be cleaned three times during each school day
- Hand sanitizing stations will be installed at all entrances
- All classrooms Pre-K to 5, special education rooms, and service providers will have a table top Plexiglas shield for one-to-one instruction. Teachers in grades 6-12 who are involved in close instruction may request one.
- All preventative maintenance for air circulation has been done over the summer by our staff
- Water bottle filling stations will be in each building so that members of our school community can fill up their personal water bottles, these should never be shared.
- Daily records will be kept for each bathroom and classroom to ensure cleaning/sanitizing protocols are followed.

Face coverings

It will be mandatory for all staff and students, with the exception of kindergarten/preschool, to wear a face mask in order to be in our school buildings. Other devices such as a face shields, must have prior approval of the school's administration.

- These masks should be provided by the family for each member of our school community. If there is difficulty in attaining masks, we ask that families contact the school for assistance. The school will have disposable masks for students who forget.
- Kindergarten and preschool students will not be required to wear masks but may if they wish to.
- There will be fresh air breaks built into the school day for all to remove their masks. During student quiet work time, students may remove their masks with the permission of the teacher. When staff members are alone in their classrooms or offices, they may take off their masks during that time period. By choosing to send students to school, parents are agreeing that their child will have a protective face covering when students are directed to do so.
- Face coverings should fit snugly against the sides of the face (securely enough to fit a child's face) and cover the nose and mouth, secured under the chin. Face coverings such as "Gaiters", face coverings with valves and unsecured bandanas are not appropriate for use during the school day.

The District realizes that there are some students who may need alternatives to cloth face masks. Parents of those students should contact the school nurse with medical documentation to look at alternatives that make sense for the student.

Students who do not comply will work with the school counselors, nurses and administration to educate students as to the importance of this practice. Students who choose not to comply after working with the staff will be sent home. This is not meant to be a punitive action but the safety of all concerned must take priority in these times.

Before coming to school

The first step in having students return is to ensure that every family of a student or a staff member begin daily routine. We are requesting the following:

- All members of the school community should take their temperature before leaving to come to school. If there is anyone with a fever of 100 degrees or more, that person should not come to school that day.
- If members of the school community have any symptoms of COVID-19 (cough, runny nose, sore throat, body aches, fever, etc.) that person should not come to school that day.
- If a person has come into contact with someone who has been diagnosed with COVID-19, they should not come to school and it should be reported to the Principal as soon as possible.

Upon arrival at school for staff:

- All staff persons will wear a facial mask or face shield.
- All staff persons will report to the nurse or a designated area to have their temperature taken.
- All staff persons will confirm daily that they have not been exposed to risk factors.
- If a staff person has a fever of 100 degrees or higher or any symptoms of COVID-19, they will be asked to go home.

An arrival schedule for all students will be developed to minimize the time between arrival at school and the time that instruction will begin.

Prior to coming to school, parents should confirm with their students that they do not have any of the factors listed in the process for **Screening for Symptoms and Risk Factors** stated below.

Upon arrival at school for students:

- An arrival schedule will be developed for all students.
- For students who are riding the bus, face coverings will be required.
- For all students above kindergarten, students will arrive at school wearing a face mask or shield unless they have been medically cleared by the school nurse not to do so.
- All students will have their temperature taken upon arrival at school whether they ride the bus, come in a car or walk to school by a staff person.
 - If a student has a temperature of over 100 degrees he/she will be directed to a triage area in each building separate from the nurse's office.
 - The student's temperature will be taken a second time by the school nurse, if the temperature is still over 100 degrees, parents will be called and will need to come to pick up their child as soon as possible. Students will be isolated in the triage area until a parents arrives.

It is our intent to minimize the need to isolate students as much as possible. We believe that by parents taking student's temperatures before they leave home, we will have a minimal need to put this part of the protocol into place.

- Upon entering the building without fever symptoms, students will go directly to their classroom. At FRES there will be no morning recess. At WLC students will be directed to their first period class and not to congregate in the hallways.

Classrooms

With few exceptions, every classroom in the district can create a classroom environment where students are five to six feet apart while sitting at their desks. Students who are moving about the classroom will not be six feet apart so we will endeavor to minimize the movement in the classroom. At all levels, we will build movement breaks into the daily schedule that will allow all students to move, for the most part we will do this outside weather permitting. Where we have difficulty in creating the appropriate spacing, we will be looking to move those classrooms to other spaces within the building that allow for the appropriate spacing to take place. We will be supporting those staff members who wish to develop appropriate class plans to bring students outside the building in order to deliver instruction.

Physical Education classes will take place outside daily, weather permitting.

Rugs and other soft items will be removed from classrooms.

Non-essential furniture will be removed from classrooms to allow for social distancing.

Special Education

All students who have been identified with Special Needs will have their IEP implemented as written. The IEP team will work together on an individual basis to determine what, if any, changes need to occur. Until further notice, all meetings for Special Education with parents will be done remotely unless there is an issue with the access of technology. Signatures for meeting attendance will be allowed to be done through meeting minutes as documented by the Local Education Agency representative.

Lunch

- Students at LCS will be eating lunch in their classroom
- At FRES and WLC, the cafeteria is big enough for students to socially distance with an adjusted schedule by the school's administration.

Passing times and recess

Students at FRES will be wearing masks as they move through the halls until they get outside for recess. Recess procedures will be developed by the staff at FRES to maximize distancing between students.

- Passing times for middle school will be done by grade in order to minimize interactions and students congregating.
- Passing times for high school will be done as they have been in the past. Students will not be allowed to congregate and must keep moving as they go to their next class.
- First aid kits will be provided during recess and replenished daily

Buses

The school district will run the regularly scheduled bus routes daily.

- All students riding the bus are required to wear a mask from the moment they step on to the bus and in the afternoon until they get off, this includes kindergarten students.
- A student arriving at the bus without a mask will be provided with a mask by the driver.
- Students who refuse to wear their mask will lose the ability to ride the bus; parents will be required to arrange transportation if that occurs.
- Buses will be cleaned daily and sanitized using school district equipment as scheduled.
- Students in the same family will be required to sit in the same seat together up to two to a seat.

- All buses will have assigned seating.

All buses will be sanitized by the vendor's staff between each run with materials provided by the school district.

Visitors to our schools

All visitors to the school will be held in the foyer of the building and not allowed further entry while we are dealing with the effects of COVID-19. Parents coming to pick up their child for dismissal or to bring them late to school will not be given access to the buildings beyond the designated foyer area. Visitors will be required to wear protective masks while waiting in the designated foyer area. Personnel who come to our buildings for maintenance and other purposes will be required to wear a mask and follow all protocols.

Field Trips/Assemblies

There will be no field trips or assemblies until further notice.

Activities

Only those activities approved by the School Board will occur outside the school day.

EVACUATIONS

The District will follow all recommendations of the New Hampshire of Emergency Management in coordination with the town fire departments in managing all evacuation drills.

NH educational facilities (K-12th grade) are required to follow the State Fire Code (RSA 153) and RSA 189:64 related to emergency response drills. The law requires **six** fire evacuation drills and **four** all-hazard drills during the school year. With any in school reopening model these drills must be accomplished to maintain the health and safety of students and staff. School Administrators should work closely with the local fire and police departments on creating flexibility to achieve the necessary drills based on the individual school reopening models. Drills need to include suitable procedures to ensure all persons participate. Emphasis needs to be placed on orderly evacuation rather than on speed.

IN SCHOOL: Reopening models that have students in school will likely follow regular emergency response drill schedules with adaptations for social distancing. Student movement for drills could follow practice for the start and end of the school day. Schools could consider running the drills by floor or section of a building. Evacuation/assembly points may need to be adjusted, which will require changes to onsite communications for accountability.

HYBRID: Reopening models that have a remote learning concept will likely have to add additional emergency response drills into the schedule. If students attend school on alternating days a schedule will need to be developed for each block of education. Considerations on how to conduct the drills would be the same as described for the in school model above.

AT HOME: Home fire escape planning should also be encouraged. Teachers can share discussion ideas and age appropriate scenarios with families and with their students. Simple starters like, "What would you do if....?" Or "Who would you call if....?" will help. Students might enjoy **mapping** their house, their yard and even their neighborhood. This would also be a great time to check your smoke and carbon monoxide alarms.

Additional details can be found on the [Fire Drills and All Hazard Response Drills/Exercises in Schools](#) fact sheet available on the NH School Safety Resources website.

Air Quality

The District has reviewed the ASHRAE Epidemic Task Force Return to School document. Our ventilation management vendor monitors our equipment to ensure we are within the specifications for return and exhaust for the equipment that we have in our buildings. The District has done all preventative maintenance as required in our maintenance plan and will continue to do so throughout the school year. Heating systems will be checked prior to boiler start up in accordance with the standards listed. All air filters used will be of the highest possible MERV rating for the system in use, a 13 rating.

Communication

All protocols will be posted in all school buildings, posted on the website, be sent to staff and parents/guardians electronically and for those parents/guardians without internet access will receive hard copies. All parents/guardians will provide verification that they have read the protocols and understand all protocols at the start of the school year.

Alternative work setting

The Superintendent of Schools shall determine which, if any, staff job requirements can be done remotely. Staff in those positions that have been determined as remote eligible, if any, may request to work remotely by informing the Superintendent of Schools in writing.

Distance Learning

For teachers whose only delivery model of delivering instruction is remote learning:

Three days per week the teacher will create a daily schedule of interaction with students which will include times for lunch, recess, snack, along with academic instruction and practice as well as unified arts time from other teachers. Students will not be at the computer for the whole school day but are expected to be present when the schedule requires it. One day per week will be a "FLEX" day in which the schedule will be less formal with activities designated by the teacher. The fifth day will be a day in which students will work independently.

For teachers who are delivering in class instruction along with remote instruction:

- **Students will be held accountable to attend class in the schedule set up the teacher and all assignments will be submitted as required and in the time frame designated by the teacher**
- **Teachers have multiple options in the delivery of instruction**
 - **Classes may be live streamed to students who attend while the class is being taught in the school building and interacting with the class.**
 - **Classes in school may be recorded and distributed to students later that day allowing students to access the same instruction delivered during the day in the school building.**
 - **Teachers may create or provide instructional options found on-line for students to access materials.**
 - **Teachers may combine all of these options.**

- Other options approved by building administration may also be used.
- Students who choose this option are expected to work independently

When using live streaming the district will follow these procedures:

1. The teacher should control all content and ensure it is only available to students enrolled in the class. This maintained through permissions in Google Meet or Zoom and sharing permissions only with active students. Sharing of recorded instruction should be done ONLY after a confirmation is made with the student that the recording is to be used for their own instructional purposes only.
2. When possible, the view of the classroom should be of the teacher (black board or electronic presentation) and not of the full class at School: Remote Learning classroom. If planning any type of in class student presentations to the public outside of the class, the teacher should get parental consent before engaging in the activity.
3. The teacher should make every attempt when a student at school verbally participates to avoid sharing any personally identifiable information that might make it traceable to the identity of the student being recorded. Respond to questions without identifying the student by name whenever possible and first name if absolutely necessary.
4. One on one paraprofessionals should be instructed that their interactions with their assigned student should be discreet.
5. If a recording is “directly related” to a student it must be maintained as a student record. In most cases this issue only arises when a student is being disciplined or for special education purposes.
6. Notice should be placed in the classroom to advise those in the class that the class is being live streamed and/or recorded. Parents should also be aware. This relates to the state’s wiretap laws that only apply when there is an expectation of privacy. The signs take away any expectation of privacy and engages the “opt out” provisions of that language.
7. Parental permission is also required for the creation of a video where students appear.
8. The District should take care to safeguard any recordings or electronic content. That should be maintained on district computers or hard drives. District personnel should never record on personal devices.
9. Talk with IT about how best to confirm student identity in virtual settings and access and other ways to avoid being hacked.
10. The District shall not use recording of classes for teacher evaluation unless it is requested by the teacher.

Students shall not record in part or in entirety any lesson produced and distributed by the teacher without the express permission of the teacher.

Procedures for students and staff showing symptoms of COVID-19

The Wilton-Lyndeborough Cooperative School District will follow the guidelines set out by the New Hampshire Department of Public Health.

- Staff and students who have a fever or other symptoms of COVID-19 will be required to stay home.
- Students and staff who have come into proximity to the person being tested will be informed that someone they have come into contact with is being tested. We will ask that they monitor themselves for symptoms.

Screening for Symptoms and Risk Factors:

Before leaving for school all parents should confirm with their children:

- do they have or are they exhibiting ANY symptoms of COVID -19 to include: fever, chills, cough, SOB, fatigue, muscle or body ache, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, abdominal discomfort
- do they have symptoms of Multisystem Inflammatory Syndrome (MIS-C) that include a new skin rash, swollen hands or feet, blood shot eyes, neck pain, trouble breathing
- Have they had any close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days?
- Have they traveled in the prior 14 days outside New England (NH, VT, ME, MA, CT, RI)?

Staff will need to confirm daily that they have not experienced any of these factors.

Who to Exclude from School:

- Anybody with new or unexplained symptoms, even if only mild symptoms (Nurses may have knowledge of those students who have seasonal allergies as described through documentation from a health care provider and will make a determination as to the best course of action during allergy season.)
- Anybody who reports close contact with a person with a suspected or confirmed case of COVID-19
- Anybody who has traveled outside of the NE in the prior 14 days

How Long Does a Person Need to Stay Out of School For:

- Symptomatic and confirmed with COVID-19: See CDC's symptom based strategy (for reference)
 - At least 10 days have passed since symptoms first appeared, AND
 - At least 24 hours have passed since last fever (off fever reducing meds), AND
 - symptoms have improved
- symptomatic but person refuses testing for COVID-19: same as if confirmed with COVID-19
- asymptomatic but tests positive: 10 days (assuming person remains asymptomatic, if person develops symptoms see above recommendation)
- exposed to someone suspected or confirmed to have COVID-19: 14 days (assuming person remains asymptomatic)
- **person cannot "test out" of 14-day quarantine**
- travel outside of NE: 14 days (from LAST day of travel)

What's Needed for Symptomatic Student/Staff to Return to School:

- Negative test results and student feeling better (general return to school rules apply)
- Positive test result or No test results: allow back once student has met CDC's symptom-based criteria for removal from isolation

We will send students/ staff home when they:

- Present a temperature of over 100 degrees, this person will be excluded and need to be tested
- Present chills and body aches even with no fever, this person will be excluded and need to be tested
- A new runny nose or nasal congestion – exclude and monitor, if symptoms the person should be tested

- Presents a history of headaches who reports he/she had a headache yesterday and today symptoms have resolved - monitor
- A person with diagnosed allergies who reports typical sore throat, runny nose that has improved with antihistamine – monitor and suggest testing

What will we do if a person is diagnosed with COVID-19 who attends or works in our school?

The District will follow the direction of the Department of Public Health. Department of Public Health will determine who and how many people need to be involved in any type of quarantine. It is their guidance that will determine who and how many people need to be quarantined.

Guidance from the Department of Public Health has indicated that it is in the best interest of the community for the District to report known cases of infectious diseases to the state and would not be a HIPPA violation.

Student or staff member- does not meet screening criteria prior to coming to school (Answers “Yes” to any screening questions):

ACTION BY THE SCHOOL

- Exclude from school
- Advise to contact health care provider for PCR or antigen test
- School nurse or COVID coordinator will monitor absence line list and timeline for return to school

TO RETURN TO SCHOOL

Provide written documentation of negative PCR or antigen test result (in accordance with NH DPHS guidance) AND person is fever-free, without fever-reducing medication, for at least 24 hours and other symptoms are improving (per routine school policy),

OR

person can provide written medical documentation that specific symptoms are chronic and part of a pre-existing medical condition. If symptoms are new and testing is not conducted, treat the individual as a suspected COVID-19 infection and allow return to school after CDC criteria are met for removal from home isolation. Currently requires 10 days since onset of symptoms, and when symptoms improved and fever-free for 24 hours without fever reducing medication, and district return to school protocols are met.

- Provide medical or public health documentation that self-isolation requirement has been met. Chronic (not new) and part of a pre-existing medical condition

Individual reports close contact in the prior 14 days with someone who is confirmed to have COVID-19

- Report to NH DPHS
- Exclude from school
- Advise to contact health care provider for PCR or antigen test
 - School nurse or COVID coordinator will monitor absence line list and timeline for return to school
- Advise individual to follow NH DPHS guidance

TO RETURN TO SCHOOL

- Individual must self-quarantine for 14 days from last exposure, and provide medical or public health documentation that quarantine has been met
- Individual cannot test out of 14-day self-quarantine in NH

Individual reports close contact in the prior 14 days with someone who is a suspected to have COVID-19

Exclude from school:

- Siblings of students who are undergoing testing for mild non-specific symptoms do not need to be excluded
- Siblings of students who are undergoing testing for highly suspect symptoms should be excluded from school
- School nurse or COVID-19 coordinator will monitor absence line

If person suspected of COVID-19 undergoes PCR or antigen testing (in accordance with NH DPHS guidance) and result is negative, individual in close contact may return to school

- If suspected case is not tested, then student in close contact should self-quarantine for 14 days from last day of exposure to the individual, unless otherwise specified by NH DPHS

Traveled outside of New England States (NH, ME, CT, RI, MA, VT) in prior 14 days

- Exclude from school
- School nurse or COVID-19 coordinator will monitor absence line list and timeline for return to school
- Advise individual- If traveled outside of New England, individual must self-quarantine for 14 days from last day of travel outside of New England
- Individual cannot test out of 14-day self-quarantine in NH

Confirmed or suspected case of COVID-19 reported to school

COVID-19 reported to school

- Advise person with suspected or confirmed COVID-19 to isolate at home and contact health care provider
- Persons suspected of COVID-19 should be directed to get PCR or antigen tested for COVID-19 (in accordance with NH DPHS guidance)
- Consult with NH DPHS for guidance
- NH DPHS will work with school nurse or identified point of contact at the school to determine close contacts and decide who will need to self-quarantine
- NH DPHS will work with schools to notify and inform parents/guardians, students, and other staff of any exposures to people confirmed to have COVID-19
- Inform building administration
- Follow facility cleaning and disinfection recommended by CDC

Individual with COVID-19 can return to school after CDC criteria are met, and provides medical or public health documentation that self-isolation requirement has been met

- A follow-up negative test is not required for return to school

Students identified with any new or unexplained symptoms of COVID-19 during the school day, the nurse should immediately put on the appropriate PPE, ensure the student has on an appropriate face mask and:

- Student should be placed in an isolation room, not in the health office
- Assess and document temperature and any other pertinent symptoms
- Attempt to identify any risk factors such as exposure to a suspect or confirmed case, or recent travel outside New England
- Avoid or minimize close or physical contact, if possible
- Contact parent or guardian for immediate pick up via private transportation
- Advise contacting their health care provider for COVID-19 testing
- If there is a high suspicion for COVID-19 recommend dismissal of any siblings or household members
- Notify building administrator
- Notify NH DPHS for highly suspect cases
- Clean and disinfect isolation room
- If highly suspect case, consider relocating classroom and follow cleaning and disinfection procedures

Individual with COVID-19 can return to school after CDC criteria are met, and provides medical or public health documentation that self-isolation requirement has been met.

- A follow-up negative test is not required for return to school

Staff identified with any new or unexplained symptoms of COVID-19 during the school day

- Dismiss immediately and notify building administrator
- Staff should contact their health care provider for PCR or antigen testing
- If nurse needs to evaluate staff member, follow the same procedure as with a student (outlined above)
- If highly suspect case, consider relocating classroom and follow cleaning and disinfection procedures
- Notify NH DPHS for highly suspect cases

Individual with COVID-19 can return to school after CDC criteria are met, and provides medical or public health documentation that self-isolation requirement has been met.

- A follow-up negative test is not required for return to school.