

**COVID-19 Positive Cases Timeline: LMS and Woodland Heights**  
**November 20-24, 2020**

*Here is a timeline that demonstrates how we responded to positive COVID-19 cases at LMS (3) and Woodland Heights (1)*

**Friday, November 20**

- Approximately 11:30 - The LMS Principal notified the Superintendent that a staff member at LMS tested positive for COVID-19. The Superintendent contacted the Board Chair. The LMS Principal and the School Nurse began contact tracing. The LMS Assistant Principal contacted First Student to prepare for the early dismissal if necessary. The School Nurse left a message with DHHS.
- 12:00-12:45 - The Superintendent met with the LMS Principal, LMS Assistant Principal, LMS Nurse, and the LMS/LHS Academic Coordinator to share information, discuss preliminary contact tracing information, and coordinate communication. The team decided to dismiss Grade 8 Team Opechee staff and students for the day while more information was gathered and DHHS communicated with us. The Superintendent and Assistant Superintendent worked on district communication.
- Approximately 12:50- The Laconia School Administration was notified.
- 12:54 - The Laconia School Board was notified.
- Approximately 12:55-1:15 - The LMS Principal notified the LMS staff about the positive case and the dismissal of the Grade 8 Team Opechee staff and students.
- 1:05 - The Superintendent sent a voice announcement to LMS families that Grade 8 Team Opechee would be sent home. The LMS Principal followed up with communication to families with information about the positive case and dismissal.
- 1:15-1:30 - The Grade 8 Opechee Team (students and staff) was dismissed from LMS.
- 1:40 - Superintendent sent notification to the Administrative Assistant, who sent the message about the case and course of action to district staff and families.

- Approximately 2:00-2:45 - The Superintendent and Assistant Superintendent met with the city's Emergency Planning Director, LMS Principal, LMS Assistant Principal, LMS/LHS Academic Coordinator, and LMS Nurse to confirm school district's contact tracing results and plan to have the team go remote through to Wednesday, December 2nd and to return in-person on Thursday, December 3rd because of the number of staff who were required to quarantine would challenge school operations for this team. No students were identified as close contacts.
- 2:30 - The LMS Principal hosted a Zoom staff meeting to provide information and give staff an opportunity to have questions answered.
- 3:00-6:30 - The Superintendent worked on communication with the Assistant Superintendent and the Board Chair to the school community.
  - LMS Follow-Up Communication
    - Nurse communication with NH-DHHS conforming close contact line list and the course of action.
    - Nurse followed up with communication to the staff member with COVID-19 and staff members who were in close contact.
    - LMS Principal to staff
    - LMS Principal to families
  - SAU Communication
    - School Board
    - School Administration
    - District staff and families (at 5:24)
    - First Student
    - Facility Director
    - Food Service Director
    - LEA and EAL presidents
    - City Manager, Chief of Police, and the Chief of Fire Department: Update
    - *The Laconia Daily Sun*

### **Sunday, November 22**

- Approximately 12:30 - The LMS Principal notified the Superintendent that a second staff member at LMS tested positive for COVID-19. The school impact was on Grade 8 Team Winnisquam. The LMS Principal and LMS Nurse began preliminary contact tracing and left a message with DHHS to receive guidance.

- 1:46 - Superintendent notified the School Board Chair.
- 12:30 to 3:00 - The LMS Principal, with the LMS nurse, and Superintendent collected information and developed communication on the positive case of the LMS staff member. The team decided that the entire 8th grade would pivot to remote because of the number of staff required to quarantine.
- 1:32 - Superintendent communicated with the city's Emergency Planning Director for advice and confirmation of the school district's course of action.
- 3:05 - Notified the Laconia School District Administration and the School Board about the second positive staff member at LMS.
- 3:17 - Superintendent notified district staff and families about the second staff member who tested positive for COVID-19 at LMS.
- 3:33 - Woodland Heights Student Services Administrator notified the Superintendent that a staff member at Woodland who was a close contact with a family member was exhibiting symptoms and awaiting a COVID-19 test. The Superintendent directed her and the Woodland Heights Principal to work with the nurse at Woodland and DHHS to determine a course of action.
- 4:16 - First Student was notified that the entire 8th grade was pivoting to remote.
- 6:29 - The Woodland Heights Principal notified the Superintendent that the Woodland Heights team recommended that the staff member exhibiting symptoms who was in close contact to a family member quarantine and the close contacts to this person at Woodland be excluded from school until a test result was received. The Superintendent directed the Woodland Heights Principal to get confirmation on this course of action from DHHS.
- 8:18 - The Woodland Heights Principal notified the Superintendent that DHHS was notified and confirmed that the presumptive positive staff member at Woodland quarantine. DHHS also stated that the close contacts to this staff member did not have to be excluded, but that the school district could err on the side of caution and exclude the close contacts. The team made the decision to exclude the close contacts of the presumptive positive staff member. The Woodland Heights Administration informed the Superintendent, being that the school was transitioning to a hybrid schedule the next day, that there would be enough staff to maintain school operations. The Assistant Superintendent and

the Elementary Academic Coordinator were informed to be at Woodland to support staff and student needs.

- 8:30 - Superintendent informed the Human Resources Coordinator and the Business Administrator about the people quarantining at Woodland Heights.
- 8:46 - Notified the Board Chair about the presumptive positive case at Woodland Heights and the course of action.
- SAU follow-up communication:
  - Facility Director
  - Food Service Director
  - LEA and EAL presidents

### **Monday, November 23**

- 12:26 AM - Superintendent informed the Laconia School Administration of the presumptive positive at Woodland Heights.
- Approximately 8:00 - The Woodland Heights Administrative communicated with the staff about the staff members who were excluded.
- 11:19 - LMS Principal notified the Superintendent that an LMS student who was not in school tested positive for COVID-19. The LMS Principal and LMS Nurse began preliminary contact tracing and contacted DHHS and communicated with close contacts. Because the preliminary investigation determined that the student was not in school and that there was no impact on school operations because the entire 8th grade was remote, the Superintendent decided to delay communication because it was determined that there was no building impact and in anticipation of receiving more information from DHHS and about the Woodland Heights presumptive positive case so that one communication with all of the information could go out later in the day.
- 12:53 - Superintendent notified the School Board Chair of the positive student at LMS.
- 12:57 - Superintendent notified the School Board of the positive student at LMS.
- 1:02 - Superintendent notified the Laconia School Administration of the positive student at LMS.

- 4:30-5:13 - Woodland Heights team was notified that the presumptive positive case was a confirmed positive. The Woodland team notified the close contact staff and students that their exclusion would become a quarantine. DHHS confirmed the close contacts.
- 5:13 - Woodland Heights Principal confirms with the Superintendent that the staff member with close contact to a family member and who was quarantined by the district was positive.
- 6:45 - Superintendent notified the School Board of the positive staff member at Woodland Heights.
- 6:51 - Woodland Heights Principal notified the Superintendent the close contacts were confirmed by DHHS.
- 6:59 - Superintendent notified district staff and families about the positive cases at LMS and Woodland Heights.
- 7:15 - Woodland Heights Principal notified the WHS staff about the staff member who tested positive.
- 8:15 - Woodland Heights Principal notified WHS families about the staff member who tested positive.
- SAU follow-up communication:
  - Facility Director
  - Food Service Director
  - LEA and EAL presidents
  - City Manager, Chief of Police, and the Chief of Fire Department

## **Tuesday, November 24**

- The LHS Dean of Students / Athletic Director and the LHS Assistant Principal were sent to LMS to support school operations.
- The Assistant Superintendent and the Elementary Academic Coordinator supported school operations at Woodland Heights.