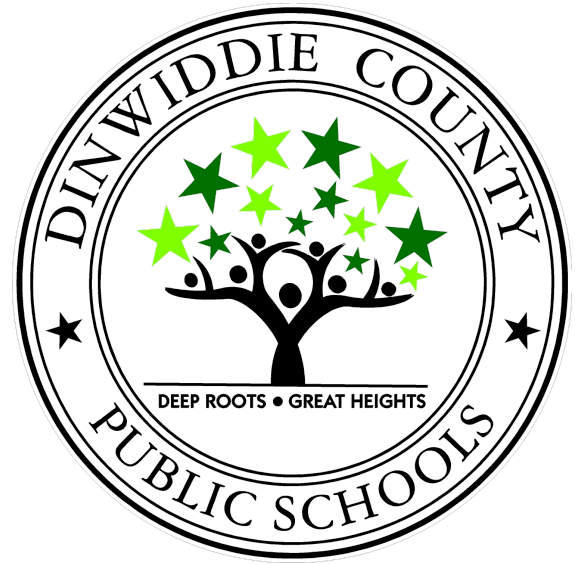


Dinwiddie County Public Schools

Health Mitigation Plan



Dinwiddie County Public Schools

Phase III: COVID-19 Mitigation Health Plan

***Revised 8/10/20**

I. Return to Learn

a. Leadership Teams

i. District Leadership Team

- Superintendent – Dr. Kari Weston
- Academic Services – Dr. Royal Gurley, Jr.
- Elementary Education - Paige Hannon
- Secondary Education - Carly Woolfolk
- Distance Learning - Betty Spiers
- Exceptional Education - Dr. Pam Joyner
- Early Childhood/Literacy/EL - Penny Brooks
- Finance – Christie Fleming
- Human Resources – Emily Branch
- School & Community Relations – Christie Clarke
- School Facilities – Jimmy Davis
- School Nutrition Services – Carey Athey
- Technology – Timothy Ampy
- Transportation – Edward Tucker
- Executive Assistant – Bonnie Gholson

ii. School Leadership Team

- Dinwiddie High – Robbie Garnes, Principal
- Dinwiddie Middle – Charles Moss, Principal
- Dinwiddie Elementary – Davis Roberts, Principal
- Midway Elementary – Randall Johnson, Principal
- Southside Elementary – Sheri Culbreath, Principal
- Sunnyside Elementary – Brenton Byrd, Principal
- Sutherland Elementary – Michelle Powell, Principal

iii. Health Services Lead Team

- Dr. Alton Hart, Jr., Director, Crater Health District
- Katrina Saphrey, Crater Health District
- Christie Reiter, RN, School Nurse, Dinwiddie High School
- Caren Edwards, School Nurse, Sutherland Elementary
- Brenda Fender, School Nurse, Sunnyside Elementary
- Kandy Spease, School Nurse, Midway Elementary
- Christal Stinnett, School Nurse, Dinwiddie Elementary

- I. David Dayvault, School Nurse, Dinwiddie Middle
- Kimberly Salama, School Nurse, Southside Elementary

b. Local Health Department

- i. Dinwiddie County Health Department / Crater Health District
 - Contact: Katrina Saphrey, Senior Epidemiologist
phone: 804-863-1652
 - The health department will be contacted for the following:
 - o Daily guidance of COVID-19
 - o Potential COVID-19 exposure
 - o Diagnosis in the school division of COVID-19
 - o Student or staff in quarantine due to exposure
 - o Health Plan review
 - o Tracking of illness numbers in the region
 - o Closure recommendations and information
 - o Contact tracing guidance

c. Health and Absenteeism

- i. The following procedures will be implemented daily:
 - The school/department secretary will report all absenteeism information for students and staff by 10:00 a.m. to the Director of School & Community Relations.
 - Student absences will be documented in the student information system (Infinite Campus).
 - Staff absences will be documented in the employee absence management system (Frontline).
 - The School Nurse and the Director of Human Resources will notify the Director of School & Community Relations of any student or staff absences related to COVID-19.
 - Any reports of student or staff absences related to COVID-19 will be immediately reported to the Crater Health Department.

d. Communication

- i. Training for staff and students specific to new COVID-19 mitigation strategies
 - Staff Training (August 26 - August 31)
 - o Staff will receive information and training during the school reopening professional development days. Training will be provided by DCPS School Nurses and include the following:

- i. Proper handwashing techniques
 - ii. Illness prevention strategies
 - iii. Proper use of face coverings
 - iv. Social distancing expectations
 - v. Recognizing signs/symptoms of COVID-19
 - vi. What to do if a student may be/is ill
 - vii. When to stay home if you are feeling sick
 - viii. When to return after an illness or COVID-19
 - ix. Processes/procedures for clinic-based visits
 - x. First-aid refresher
 - xi. Bloodborne Pathogens (online module - [DCPS staff training site](#))
- Student Training (September 8 - September 14)
 - Students will be given information and educated by various methods such as videos, health webinars, demonstrations, and signage for reminders posted throughout the school building. Nurses will ensure the following training:
 - i. What is social distancing and how is this done in school?
 - ii. What should students do if they feel sick?
 - iii. Proper handwashing – [CDC video](#)
 - iv. How to prevent the spread of illness during school – handouts, [CDC video](#)
 - v. When and how to properly wear face coverings
- ii. Communication of New Policies
 - The DCPS Phase III COVID-19 Mitigation Health Plan will be posted on the division webpage, each school's web page, and on social media channels. The plan will be emailed to all staff members and students. Hard copies will be available in every school/department office.
- iii. Communication of Positive Cases
 - Positive cases or outbreaks will be immediately reported by administrators to the School Nurse or the Director of Human Resources. They will immediately contact Christie Clarke and Katrina Saphrey (Crater Health Department) for guidance and direction.
 - The families of children and staff exposed to COVID-19 will be notified and preliminary contact tracing will begin within DCPS and conducted by the Health

Department. Families and staff will be advised about the [quarantine protocol](#).

e. Community Response Efforts

- i. Superintendent, Dr. Kari Weston, participates in a weekly COVID-19 Incident Command meeting with local public safety staff members Dennis Hale and Nick Sheffield as well as County Administrator Kevin Massengill. A regular meeting will be held with Dr. Alton Hart, Director of the Crater Health Department to continually review and discuss data for the County and Region.
- ii. Director of School and Community Relations, Christie Clarke, is a participant of the COVID-19 School Reopening Committee for the Crater Health District. This Advisory Team was established on July 29 to provide health-related guidance to school divisions.
- iii. DCPS is following the recommendations of the Centers for Disease Control (CDC), Virginia Department of Health (VDH), Crater Health District, Virginia Department of Education (VDOE), and the Governor's Office. School officials routinely participate in the webinars and phone conferences sponsored by these organizations. Communication will continue to take place. All stakeholders will be kept up-to-date via the division website <https://www.dinwiddie.k12.va.us/covid-19-information/> as new information becomes available.

f. Student Health Services Preparation

- i. Medical-grade PPE for Health Services Staff
 - The Director of Finance, Director of School and Community Relations and Director of School Facilities will procure medical-grade PPE for health services. Nursing staff members and certain identified staff will have appropriate masks, face shields, gowns, and gloves. Distance thermometers, hand sanitizer, and disinfectant wipes will also be available. As of July 29, medical-grade PPE will also need to be provided to any employee conducting student and staff temperature screenings.
- ii. Maintenance of normal (non-COVID-19) health services

- All non-emergency first aid will be handled by the teacher in the classroom. Any non-emergency first aid that the teacher cannot handle should be communicated to the school nurse by phone or email, so a time of arrival can be scheduled. (See Appendix B)
 - The clinic will provide medication administration, emergency first-aid that can't be provided in the classroom, and health services as required.
 - All staff will be trained on Clinic Procedures and Classroom-Based Care Guidelines that will be utilized. (See Appendix B)
 - Existing best-practices and [recommended routines, procedures, and practices](#) will be sustained based on guidance from the Virginia Association of School Nurses.
 - All of the annual mandatory training (bloodborne pathogens, EpiPen) will continue and the division will follow legal requirements, policies, and guidance related to health services.
- iii. Maintenance of routine mental health services
- School Psychologists, Social Workers, and Counselors are available for consultation regarding access to school and community mental health resources. This group of staff will work together to procure mental health services as needed.

II. Promoting Behaviors That Reduce Spread of COVID-19

a. Training Plan for Staff, Students, and Families

- i. COVID-19 prevention education (handwashing, staying home if ill, etc.) will be part of the staff and student orientations, to include:
- Hand hygiene and respiratory etiquette
 - o The following key components are included in training provided by teachers and health services staff: Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60-95% alcohol content until the content dries. If hands are visibly soiled, use soap and water.
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

- Students and staff in a school setting will wash hands or use hand sanitizer often (volunteers and visitors are not permitted in the building under this plan):
 - After blowing your nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - Before and after touching your face.
 - After contact with animals or pets and playing outside.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).
 - Before putting on and after removing gloves.
 - After touching frequently touched areas (e.g., doorknobs, handrails, shared computers)
 - Individuals providing health care services should perform hand hygiene before and after contact with each patient, contact with potentially infectious material, and before putting on and after removing PPE, including gloves. Hand hygiene after removing PPE is particularly important to remove any pathogens that might have been transferred to bare hands during the removal process.
- Parent education will be provided through print media and will also be available on the DCPS website.

ii. Cloth Face Coverings/Face Shields

- Cloth face coverings must be worn by students and staff. If a student accesses our bus service, face coverings must be worn. If families need the school division to provide a face covering, please contact your child's school office. Students and staff who are not physically, developmentally, or medically able to wear a face covering as documented in an Individual Educational Plan (IEP), 504 plan, or medical documentation may be exempt. Face shields may only be worn by certain identified staff. They should be reserved only for staff of students that have specific learning needs that require reading lips and/or for students with hearing difficulty. They should wrap around the sides of the wearer's face and extend below the chin. Disposable face shields should only be

worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

- Face coverings do not have to be worn while exercising or eating.
- Cloth face coverings should be washed daily.

iii. Staying Home When Sick

- The school division will conduct health screenings upon arrival at each location. Each location will develop procedures for arrival for the screening process. School nurses have developed a protocol to limit exposure to individuals who are sick. Sick students will be sent home immediately.
- Families should notify the school nurse if their child is exposed to COVID-19 and in self-quarantine based on the [guidance from the VDH](#). The families of children exposed to COVID-19 will be notified and contact tracing will begin within DCPS and conducted by the Health Department. The Health Department will advise families about quarantine protocol. (Appendix C: VDH – *When It Is Safe To Be Around Others – July 21, 2020*)
- Parents will be provided a health screening checklist (see Appendix A) and will be asked to review the list each morning prior to sending children to school. Parents will be asked to keep children who exhibit symptoms or who are not feeling well at home.
- Staff will be provided a health screening checklist (see Appendix A) and will be asked to review the list each morning prior to coming to work. Anyone displaying symptoms of illness will be asked to stay home.

Physical distancing

- Staff and students will maintain 6-foot physical distancing to the greatest extent possible. Students will be separated by 6-feet which will lower the number of students in each classroom space at any one time.

b. Supplies for Healthy Hygiene

- i. The following supplies will be provided for COVID-19 mitigation: soap, water, paper towels, hand sanitizer, gloves, masks, and other PPE supplies. There will be hygiene stations located in multiple targeted areas within each school, particularly in high traffic areas, to promote healthy hygiene.

- ii. Supplies will be regularly monitored by the principals and department supervisors and needs reported to the Director of School Facilities to ensure supplies are readily available.
- iii. Classroom Kits will be provided to each teacher that includes the following items:
 - First Aid Kit
 - Gloves (for cleaning/surface wipe downs during the school day)
 - Gallon Hand Sanitizer (with pump)
 - Disinfectant Spray Cleaner
 - Paper Towels
 - Disinfecting Wipes
 - Extra Masks (for any student/staff member that comes to school without one that day)

c. Signs and Messaging

- i. Signs, floor decals, and other educational messaging will be placed in high traffic areas and reviewed regularly with students and staff. The messaging will include:
 - COVID-19 Mitigation Practices
 - Healthy Hygiene (i.e. handwashing, not touching face, etc.)
 - Social Distancing Parameters
 - COVID-19 Signs and Symptoms
 - Wearing Masks

d. Physical Distancing

- i. Layouts of classrooms, communal areas, and buses will be modified to ensure social distancing is maintained.
 - Due to physical distancing requirements, group sizes are limited to a maximum of 250 people in common areas like cafeterias, gyms, and auditoriums.
 - Students will be divided into two different groups, Student Group A and Student Group B. Desks will be labeled so students sit in an assigned location. Classroom groups will be reduced to 50% attendance or less. Remote learning options are also available to students.
 - Parents are encouraged to transport their student(s) to and from school when possible to prevent exposure

and to help promote healthy mitigation practices on school buses.

- Bus routes and times will be adjusted to allow for additional travel times and the implementation of new safety practices. Physical distance will be created between children on school buses. On a school bus, all individuals, including staff and students, must wear face coverings that cover the mouth and nose consistent with public health guidance. Please note that face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible. Students will be assigned seats. An extra supply of PPE materials will be available on vehicles transporting students.
- Bus Arrival
Each school will work in collaboration with the Transportation Department for arrival procedures. Buses will be unloaded in a staggered approach as they arrive at the school. Students will unload from front to back.
- Bus Departure
Each school will have a plan for loading procedures that include staggered loading of buses to minimize the number of students leaving the building simultaneously. Students will load the bus from back to front.
- Car Rider Arrival
Each school will have a plan with procedures for car rider arrival. The daily temperature screening of students will take place before the student exits the car.
- Car Rider Dismissal
Each school will have a plan with procedures for daily dismissal to include the staggered dismissal of students to minimize the number of students leaving the building simultaneously.
- Hallways will be divided, with students and staff traveling on the right side when walking.
- Bathroom breaks at the elementary level will be conducted in staggered shifts while practicing social distancing in the hallways.
- Bathroom procedures will be developed at the secondary level in order to promote social distancing

and limiting the number of students and staff in the hallways at one time.

ii. Food and Dining Services

- Meals will be served in classrooms to limit the mixing of student groups and to comply with physical distancing requirements.
- Students and staff will not be allowed to share food with others.
- No outside food delivery will be allowed for students and staff. Students and staff may bring their own lunch.
- Masks are not required while eating.

iii. Gatherings

- All social gatherings will adhere to the [Executive Orders](#) currently in place. All social gatherings (school dances, field trips, etc.) have been currently suspended. School facilities will not be rented out or used for outside events until cleared by CDC guidelines.
- Instructional Options:
 - o Option 1: Distance Learning
Remote instruction will be provided online by Dinwiddie teachers. Teachers will use the Canvas platform to provide distance learning for students.
 - o Option 2: Blended Learning
Students will attend school in person two days per week on an alternating schedule and will learn from home during the remainder of the week. This will allow for much smaller class sizes to meet the social distancing requirements. Students will be assigned specific days to attend each week. Students from the same household will be assigned to the same schedule.
 - o Wednesdays will be reserved for teacher planning, professional development, student conferences, and additional cleaning of the facilities.

iv. Recreational Sports and Activities

- DCPS will comply with current guidance from the Virginia High School League (VHSL), which is posted at www.vhsl.org.
- Conditioning activities may be resumed as long as social distancing guidelines and other safety measures (no sharing of equipment, frequent handwashing, individual water bottles, etc.) are followed. Activities will follow guidelines established by the [Phase Guidance for Virginia Schools/Activities](#).

III. Maintaining Healthy Environments and Operations

a. Health Monitoring of Staff and Students

- Parents will be provided a health screening checklist (see Appendix A) and will be asked to review the list each morning prior to sending children to school. Parents will be asked to keep children who exhibit symptoms or who are not feeling well at home.
- Parents may also use the Virginia Department of Health online Symptom Checker at <https://www.vdh.virginia.gov/coronavirus/covidcheck/>.
- Upon arrival at school, students will have their temperature taken prior to going to class. Each school will develop the procedures/locations for this screening to occur. A student with a fever at or above 100.4 ° will be asked to return home immediately and contact their healthcare provider. Staff members will be assigned to various locations to assist with temperature screenings. Students with a temperature will be referred to the nurse until picked up. Each school will have an identified isolation area. [Students must be fever-free without any fever-reducing medication for at least 24 hours prior to returning to school](#), unless the student has been instructed to isolate/quarantine by a healthcare provider, school nurse, or health department official.
- Staff will be provided a health screening checklist (see Appendix A) and will be asked to review the list each morning prior to coming to work. Anyone displaying symptoms of illness will be asked to stay home. Upon arrival,

the staff will have a temperature taken by the assigned personnel. Any individual with a temperature at or above 100.4 ° will be asked to return home immediately and contact their healthcare provider. Staff must be fever-free without any fever-reducing medication for at least 24 hours prior to returning to school unless the staff member has been instructed to isolate/quarantine by a healthcare provider, school nurse, or health department official.

- v. Staff may also use the Virginia Department of Health online Symptom Checker at <https://www.vdh.virginia.gov/coronavirus/covidcheck/>

b. Hygiene Practices

- i. Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; scheduled for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.
 - The Director of School Facilities has established protocols with the contracted custodial service company that includes specific cleaning and disinfection plans for each building to include increased cleaning, routine cleaning, and frequent cleaning of frequently touched surfaces. See Appendix D for the current cleaning protocols.
 - The custodial service company will provide the necessary supplies.
 - The Director of School Facilities has purchased all supplies such as disinfecting wipes and hand sanitizer, for each classroom.
 - Additional equipment (hydrostatic cleaners, foggers) has been purchased to clean buildings and buses.
 - Cleaning and disinfecting of buses and vehicles that transport students will be completed after each bus route is completed.
 - Transportation personnel will receive training on how to sanitize and disinfect buses and cars to address the spread of COVID-19. Bus drivers/car drivers will be provided with gloves and cleaning materials to clean and disinfect buses or they can request assistance from garage personnel.

- The Director of School Facilities will work in conjunction with the Director of Transportation to ensure that hygiene practices and protocols are implemented on all transport vehicles.
 - Staff will be trained on the correct use/storage of cleaning supplies.
 - ii. Hand Sanitizer/Washing Stations
 - Hand sanitizing stations will be located in multiple targeted areas within each school, particularly in high traffic areas, to promote healthy hygiene.
 - Bottles of hand sanitizer for each classroom, bus, and office area, will also be provided to promote healthy hygiene.
 - iii. Supplies
 - Sharing of supplies will be prohibited. Students will not share supplies or equipment with any other individuals.
 - Each student will be assigned a Chromebook.
 - Lab equipment can only be used by a new individual following proper cleaning and disinfection protocols by a designated staff member.
- c. Ventilation Systems and Outdoor Air
 - i. Staff will be encouraged to utilize outdoor spaces and to open classroom windows as much as possible.
 - ii. HVAC services will be maintained by Johnson Controls who will follow manufacturer guidelines for servicing and maintenance.
 - iii. Ventilation systems will be inspected by the Department of School Facilities prior to the return of staff and/or students. Proper operation and functioning will be monitored, and the circulation of outdoor air will be increased to the extent possible.
- d. Water Systems
 - i. The Maintenance Department has conducted water monitoring as part of the regular maintenance schedule.

- ii. Any malfunctions will be repaired and/or replaced prior to return. Proper operation and functioning will be continually monitored thereafter.
 - iii. Water fountains and/or bottle fillers will not be operational at this time. Staff and students will be encouraged to bring their own water bottles whenever possible. The school division is exploring the possibility of retrofitting all fountains with bottle filling stations.
- e. Gatherings, Field Trips, and Volunteers
 - i. For the current time, only virtual field trips are permitted.
 - ii. Visitors and volunteers are not permitted as part of this plan.
 - iii. Educational partnerships for student teaching and practicum placements are permitted with health screenings and adherence to this plan by the college student and university.
- f. Continuity of Operations
 - i. Executive staff will support school-based administrators to ensure continuity of operations, training of substitutes and other back-up staff.

IV. Protection of Vulnerable Individuals

- a. Options and Accommodations
 - i. Remote learning opportunities are available to all students.
 - ii. Administrators and nurses are reaching out to individual families and staff to partner with them to ensure a safe learning and work environment and plan for necessary accommodations.
 - iii. The Human Resources Department is working with individual employees to address concerns and determine reasonable accommodations and/or alternate work assignments.

- iv. All students will be required to wear masks on buses and in school. Masks will be available for students that come without one. Masks may be removed when eating and exercising. Social distancing must be maintained. Students who are not physically, developmentally, or medically able to wear a face covering as documented in an Individual Educational Plan (IEP), 504 plan, or medical documentation may be exempt.
- v. Staff will be required to wear masks. Masks will be available for staff that come without one. Masks may be removed when eating and exercising. Social distancing must be maintained. Students and staff who are not physically, developmentally, or medically able to wear a face covering as documented in an Individual Educational Plan (IEP), 504 plan, or medical documentation may be exempt. Face shields may only be worn by certain identified staff. They should be reserved only for staff of students that have specific learning needs that require the need to read lips and/or for students with hearing difficulty. They should wrap around the sides of the wearer's face and extend below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.
- vi. Students will be seated more than 6 feet apart in classrooms as well as on the bus whenever possible.
- vii. Hand sanitizer will be available for students and staff. Handwashing will be encouraged for all. Custodial staff will regularly clean and sanitize, with additional cleaning being done on Wednesdays.
- viii. Special educators and service providers, such as school psychologists, speech pathologists, who work in close proximity with students, will be provided with equipment such as face shields.

b. Sick Leave Policies and Practices

- i. Staff and students are able to stay home or self-isolate when they are sick or have been exposed to COVID-19.
- ii. Any individual who has been sick with signs or symptoms of COVID-19 or exposed to COVID-19 will be mandated to stay

home and self-isolate until cleared by a healthcare provider or as prescribed by the VDH – *When It Is Safe To Be Around Others* (7/21/20) - Appendix C.

- iii. Human Resources will apply leave policies and practices in consideration of the “[Families First Coronavirus Response Act](#),” and guidance from the Crater Health District. CDC guidelines will also be referenced. DCPS will follow guidelines for [FMLA, EFMLA, and short term disability](#).
- iv. School administration will work with individual students struggling with attendance and determine the necessity for remote learning or homebound instruction.

c. Return to Class/Work after COVID-19 Illness

- i. [Return-to-work policies and practices](#) will be implemented in consideration of the “Families First Coronavirus Response Act”, guidance from the Crater Health District, and legal counsel. CDC guidelines will also be referenced.
- ii. Staff or students who test positive for COVID-19 may return to school after all of the following conditions have been met:
 - At least 10 days have passed since the diagnosis; and
 - At least 24 hours have passed since the resolution of fever without the use of fever-reducing medications
 - Symptoms have improved; and
 - Note from a healthcare provider to return to school/work
- iii. Any individual, who has any signs or symptoms of COVID-19, has been in contact with an ill patient or failed a temperature assessment must be sent home and referred to a healthcare provider for COVID-19 evaluation, assessment, and/or testing. This process will be reported to the school nurse and/or their supervisor. The individual will be required to self-quarantine for at least 10 days or as prescribed by the Virginia Department of Health after the last contact with exposure to a COVID patient, prior to returning to any Dinwiddie Public Schools facility or sponsored activity. Any individual who has been evaluated by a healthcare provider and/or diagnosed with COVID-19 must submit written documentation for clearance prior to return to class/work.

- iv. DCPS will follow the guidance provided by the [VDH – When It Is Safe To Be Around Others \(7/21/20\)](#).

V. When Someone Gets Sick

- a. Separate and isolate those who present with symptoms.
 - i. Individuals with symptoms will immediately be isolated and sent home. Communication with parents will occur. Consultation with the Crater Health District will also occur. Mitigation efforts will be implemented as directed. CDC guidelines will also be referenced.
- b. Facilitate the safe transportation of those who are sick to home or healthcare facilities.
 - i. The school division will partner with families to get students or staff home or emergency personnel if an emergent situation requires immediate action.
- c. Implement cleaning and disinfection procedures of areas used by sick individuals.
 - i. Mitigation efforts will be implemented as directed by the Crater Health District and other current CDC guidelines. There will be a coordinated and ongoing effort between the school nurses, Director of School and Community Relations, custodial staff, and school administration.
- d. Communication Plan with Local Leadership
 - i. Katrina Saphrey, Senior Epidemiologist, Crater Health District, is our main point of contact. The Director of School and Community Relations and the school nurses will be in regular contact regarding health services within DCPS.
 - ii. Superintendent, Dr. Kari Weston, participates in a weekly COVID-19 Incident Command meeting with local public safety staff members Dennis Hale and Nick Sheffield as well as County Administrator Kevin Massengill.
 - iii. Director of School and Community Relations, Christie Clarke, is a participant of the COVID-19 School Reopening Meeting for the Crater Health District.

- iv. Families should notify the school nurse if their child is exposed¹ to COVID-19 and self-quarantine for 14 days. The families of children and staff exposed to COVID-19 will be notified and contact tracing will begin within DCPS and be conducted by the Health Department. The Health Department will advise families and staff about quarantine protocol.
- v. Staff members should notify his/her supervisor if exposed¹ to COVID-19 and self-quarantine for 14 days. The families of children and staff exposed to COVID-19 will be notified and contact tracing will begin within DCPS and be conducted by the Health Department. The Health Department will advise families and staff about quarantine protocol.

VI. School Closure

- a. DCPS will continue to operate until it is no longer safe to do so unless the Governor's Office provides directives indicating otherwise. The division will continuously communicate with the Crater Health District and the VDH to determine whether it is safe to continue in-person learning. The division may discontinue in-person learning if the following occurs:
 - i. Due to the number of COVID-19 cases, the VDH has determined that schools close.
 - ii. The region is experiencing moderate to substantial community transmission of COVID-19.
 - iii. There is insufficient student participation to make in-person learning feasible.
 - iv. There is insufficient staffing to allow for in-person learning.
- b. Conditions which will Trigger a Reduction of In-Person Classes
 - i. DCPS will coordinate our response with the Crater Health District and follow the guidance of the medical professionals.

¹ [Exposure to COVID-19: What is the definition of a "Contact" of COVID-19?](#)

- ii. Communication with our stakeholders will be timely and transparent based on the guidance from the health department.
- c. Conditions which will Trigger a Complete School Closure
 - i. The school is experiencing a substantial transmission of COVID-19.
 - ii. DCPS will coordinate our response with the Crater Health District and follow the guidance of the medical professionals.
 - iii. Communication with our stakeholders will be timely and transparent based on the guidance from the health department.
- d. Conditions which will Trigger a Complete Division Closure
 - i. The community is experiencing a substantial transmission of COVID-19.
 - ii. DCPS will coordinate our response with the Crater Health District and follow the guidance of the medical professionals.
 - iii. Communication with our stakeholders will be timely and transparent based on the guidance from the health department.

Appendix A

Health Screening and Monitoring During COVID-19

Screening, monitoring, and testing are essential components of limiting the spread of COVID-19. An important part of keeping schools safe is actively encouraging sick staff and students to stay home if they are ill and emphasizing to all the importance of knowing the symptoms of COVID19.

Daily health screens of students and staff for COVID-19 symptoms are a recommendation of the CDC. Therefore, divisions may decide to assess student temperatures and symptoms (or absence of symptoms) each day.

Symptoms of COVID-19

People with these symptoms or combinations of these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever (CDC defines this as 100.4F or greater, or when one feels warm to the touch or gives a history of feeling feverish)
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

COVID-19 Screening Questions

Students and staff should assess themselves for symptoms of COVID-19 before reporting to school and/or maybe asked the following by school personnel upon arrival:

"YES or NO since my last day in the building, have I had any of the following:"

- A fever (100.4°F or higher) or a sense of having a fever?
- A cough that cannot be attributed to another health condition?
- Shortness of breath that cannot be attributed to another health condition?
- Chills that cannot be attributed to another health condition?
- A sore throat that cannot be attributed to another health condition?
- Muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?

If an individual answers YES to any of the screening questions before arriving, they should stay home and not enter the building. If an individual reports COVID-19 symptoms upon arrival, the school should activate the emergency protocol for COVID-19.

Appendix B

School Clinic Procedures

Each school nurse will wear gloves, a medical-grade mask, protective gown, and face shield/goggles when assessing each ill student or providing first aid. He/she will wear a minimum of a KN95 preferably an N95 mask and face shield/goggles for any COVID-19 suspected case.

All non-emergency first aid will be handled by the teacher in the classroom. Any non-emergency first aid that the teacher can't handle should be emailed or phoned to the school nurse, so a time of arrival can be scheduled.

Staff will not enter the clinic areas unless it is necessary for him/her to be assessed for illness or injury.

All student and staff emergency contact information must be completed and up to date. A minimum of three contact persons will be required.

Nebulizer treatments will not be administered to students during the 2020-2021 school year. Only metered-dose inhaler orders will be accepted.

The clinic will provide medication administration, emergency first-aid that cannot be provided in the classroom, and health services as required.

All vaccines will be up to date of students and encouraged for their household members. Flu vaccines will be encouraged for all students and staff members.

School staff will work with school counselors and school psychologists on strategies to reduce mental health illnesses and anxiety related to COVID-19. Staff will acknowledge the student's situation, and validate their emotions, and provide a coping toolbox for calming strategies.

All students presenting to the clinic will be assessed for signs and symptoms of COVID-19 and if suspected of possible COVID-19 then he/she will be sent immediately to an isolation room and the parent will be called to immediately pick up the student.

Students will sanitize/wash hands and the area is cleaned after students leave.

Well Area

- Medication administration will be delivered in this area.
- A sink with hot water will be provided in this area for strict hand washing.
- Well students with health care needs that cannot be addressed in the classroom (e.g. diabetic and other noncontagious health care needs).
- Physical distancing marked off.
- A trained staff member or school nurse provides care such as minor first-aid.
- Staff delivering care may need to wear PPE.
- The clinic restroom will only be accessible to the school nurse and only to students in an emergency situation.

Triage Area

- Students present in the clinic with unscheduled needs will practice social distancing (hallway area may be needed) while waiting for treatment/assessment.
- A school nurse provides care in this area. The school nurse assesses for contagious illnesses including viral and skin conditions, COVID symptoms, serious injuries, students with chronic conditions such as asthma, diabetes, seizures, food allergies, etc.
- Appropriate PPE will be worn.
- A bathroom and sink with hot water will be provided in this area.
- Physical distancing will be marked off.
- A plastic barrier will be in place to aid in social distancing while a student waits to be triaged to protect the staff and students from possible exposure.
- Non-contact thermometers will be used in addition to oral thermometers to validate a 100.4 or greater temperature reading.
- The clinic restroom will only be accessible to the school nurse and only to students in an emergency situation.
- Only one student or staff member will be allowed inside the clinic triage area to maintain the required social distancing if plastic barriers are not feasible. If the nurse/clinic assistant is assessing a student or staff member the next student will be required to wait in the hallway in the marked area until invited into the triage area after the clinic staff has sanitized the area.

Treatment Room

- Students with COVID-19 Symptoms Area (if more than one possible case at a time another room will be necessary to meet treatment requirements).
- Additional non-health compromised staff may be necessary to monitor students in areas not visible by the school nurse or trained staff.
- Staff should wear appropriate PPE and the student will wear a mask if age-appropriate and he/she can tolerate it.
- Non-contact thermometers will be used.
- A restroom facility will be nearby as younger students may have GI symptoms and will be sanitized per protocol after student's use. The restroom will only be accessible to the school nurse and only to students in the treatment room.

Infection control will be a priority in our school clinic(s). To prevent potential exposure to infectious illnesses and promote treatment, many students need to stay in place in the learning environment. Try to reserve non-scheduled clinic visits for illnesses. See the lists below for appropriate clinic visits and appropriate classroom care. Every student, except scheduled visits for meds, glucose checks, must have a pass that includes the student's full name, reason for visit, date, and time. See below for guidance on when to send students to the office and when to keep them in the classroom.

Staff may contact the school nurse prior to sending the student to the office if they are uncertain or need guidance about student care. Each teacher will have a supply of basic first aid care (Band-Aids, lip balm, etc.) to minimize clinic visits.

Appropriate Clinic Visit

Students should be triaged before they come to the clinic. If students or staff arrive at the clinic, those potentially feeling ill with COVID-19 related symptoms should immediately be relocated to an isolation area so as not to "contaminate" general health clinic space.

- Symptoms of COVID-19
 - 911 will be called if any student or staff member is showing any of these signs: trouble breathing; persistent pain or pressure in the chest; new confusion and/or altered levels of consciousness; inability to wake or stay awake; bluish lips or face
- Avulsed (broken or displaced) tooth

- Scheduled medications – physical distancing will be provided and times staggered
- Scheduled specialized physical health care procedures
 - o Diabetic care
 - o Catheterization
 - o G-Tube feedings
- Difficulty breathing
- Head injury/complaining of neck pain – DO NOT MOVE, keep student calm, call 911
- Sudden vision impairment
- Diabetic “lows” or unconsciousness
- Severe bleeding or other traumatic injuries – call 911
- Severe abdominal/groin pain
- Seizure (uncontrolled movement) – Do not hold down, remove objects that may cause injury – contact nurse, do not move student if seizing, clear area around student
- Signs and symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C), which may include: fever, rash, and swollen, red eyes, hands, and feet

Classroom-Based Care

- Scheduled medications where designated school staff trained in the administration of medication may deliver medication to students
- Nurses may visit classrooms and administer medication to the student
- To the extent possible, students self-administer medication that may be self-carried by law with the paperwork on file in the clinic (asthma and/or diabetic students)
 - Students in grades 6-8 are allowed to carry inhalers and epinephrine.
 - Students in grades 9-12 are allowed to carry inhalers and epinephrine.
- Minor toothache / Primary tooth comes out – tooth cases will be provided
- Restroom accidents / soiled clothing – students will be allowed to change clothes in the class restroom or communal restroom. Parents will be notified that clean clothing is required.
 - Pre-K soiled clothing may be stored in the student's classroom for the remainder of the school day. Grades 6-12 soiled clothing may be stored in the student's backpack. Any soiled clothing left in the school building will be discarded. Ziploc bags will be available for storage. Accidents should be handled with discretion for the protection of the student.


- Wound care/small paper cuts, abrasions, picked scabs, ice packs for small bumps/bruises, and scrapes need to be cleaned and a bandage applied. Most scrapes do not require a clinic visit.
- Localized bug bites (if no known allergy) can be treated by applying a cool, wet paper towel to the area to prevent scratching.
- Minor headache or fatigue with no other symptoms – Students with headaches need to drink water and rest at their desks for 20 minutes BEFORE coming to the clinic.
- Mild stomach ache or nausea – Students with stomach aches should try going to the bathroom, then rest at their desks for 20 minutes BEFORE coming to the clinic.
- Readily controlled nosebleeds, where the student can deliver self-care and soiled tissues may be disposed of on the teacher's trash can. Only "saturated" items need to be disposed of in the clinic.
- Anxiety/stress/psychological issues – Try minimizing stimuli, using calming techniques and/or redirection, and refer students to the school counseling office. This is not a clinic visit if breathing is not affected.

Educating Students and Staff

DCPS will educate the school community about infection control strategies:

- Proper use of PPE (gloves, masks, and face shields)
- Social distancing
- Recognizing signs and symptoms of COVID-19 and MIS-C illness or notifying school if family members are ill
- Guidance on what to do if the family unit has been tested and diagnosed with COVID-19
- Confidentiality related to contact tracing and student/staff health issues
- Hand hygiene, proper handwashing techniques
- Awareness of school emergency response plans related to pandemics
- Temperatures and definition of fever
- Environmental cleaning of school buildings – school clinics, classrooms, etc.
- Strategies to reduce anxiety during this time of COVID-19 in the school staff, students, and parents/guardians
- Clinic protocols will be distributed to school staff prior to school reopening.

Appendix C



VIRGINIA




DEPARTMENT

OF HEALTH

WHEN IT IS SAFE TO BE AROUND OTHERS:


ENDING ISOLATION IN NON-HEALTHCARE SETTINGS

For persons with confirmed or suspected COVID-19 to know when they are likely no longer contagious:

 <div> <div>Symptom-based strategy</div> </div>	<p>If you had COVID-19 symptoms and were directed to care for yourself at home, you can leave your "sick room" and home after these 3 things have happened:</p> <ul style="list-style-type: none"> ✓ At least 10 days have passed since symptoms first appeared, and ✓ At least 24 hours with no fever without fever-reducing medication, and ✓ Other symptoms have improved.
 <div> <div>Time-based strategy</div> </div>	<p>If you tested positive for COVID-19 and never had <u>any</u> symptoms and were directed to care for yourself at home, you can leave your "sick room" and home if:</p> <ul style="list-style-type: none"> ✓ At least 10 days have passed since the date of your first positive COVID-19 diagnostic test, and ✓ You continue to have no symptoms since the test.
	<p>Persons with COVID-19 who have <u>severe to critical illness</u> or who are <u>severely immunocompromised</u> might need to stay home longer than 10 days. These persons can consider using a test-based strategy to discontinue isolation, in consultation with an infectious disease expert.</p>

- A longer time frame after recovery may be desired to minimize the chance of prolonged shedding of active virus for 1) healthcare personnel in close contact with vulnerable persons at high-risk for severe COVID-19 and 2) persons who have conditions that might weaken their immune system. Such persons should consult with their healthcare provider.
- Healthcare personnel should be excluded from work during isolation and then follow [Return to Work Practices and Work Restrictions](#) of universal source control and self-monitoring for symptoms.
- Based on CDC guidance for [Discontinuation of Isolation in Non-Healthcare Settings](#), aimed to prevent most instances of further spread.

July 21, 2020



VIRGINIA




DEPARTMENT

OF HEALTH

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July 21, 2020

Appendix D:

SSC COVID-19 Strategies

SSC will continue to monitor the safety of the workplace. As circumstances dictate, SSC will take all appropriate precautionary and preventive measures to ensure that our workplaces are safe, and we will regularly advise our associates of such on-going preventive measures. SSC continues to follow CDC guidelines as it pertains to monitoring, testing, reporting, and returning to work for those employees suspected or having tested positive for the COVID-19 virus.

SSC's goal is to support your campus during this challenging time. You may implement additional policies regarding COVID-19, and SSC associates shall be required to adhere to those policies to the extent that site policies impose greater restrictions than those set forth by SSC.

Additional planning will be developed by SSC once the site adopts in what manner instruction returns to the campus. SSC is currently working on a "fall cleaning plan" which will encompass the recommendations provided by your site and the CDC. Once SSC receives direction from the site, a plan can be customized to meet all those needs for additional services.

Actions taken to promote employee safety - Maintenance, Custodial, Grounds, and EDCS:

- Additional hand sanitation stands have been deployed at the employee time clocks.
- Time clocks are sanitized throughout the day.
- Staggered start times have been implemented for all crews.
- The use of facial covering was made mandatory when social distancing (6 ft.) could not be achieved. This applies to both the job site and while driving on campus.

SSC Contractor Guidance (Includes those working on WO's, PM's and Construction Sites)

- Contractors working on behalf of SSC on the Campus will be required to follow all CDC & site guidelines pertaining to the mitigation of the COVID-19 virus. In addition to CDC & site requirements, all contractors will be required to follow SSC's facial covering guidelines when working in any facility that is occupied with campus Staff, Faculty, and or Students and are unable to maintain proper social distancing (6 feet).

Custodial Strategies for COVID-19

Below are the current strategies employed by SSC Custodial Staff in the mitigation of the COVID- 19 virus. Please note that SSC has begun to build additional inventory in the event that the site directs SSC to do so. However, increased cleaning will likely result in the need to increase staffing on the campus. This increase in staffing and material will have a financial impact on the site.

Inventory: SSC has been able to successfully procure all needed custodial supplies.

Equipment: SSC has procured electrostatic sprayers, backpack sprayers, and Clorox 360 machines utilized in the disinfection process. These particular units will be utilized in the fall cleaning plan to address the disinfecting of classroom space and public gathering spaces.

Current Approved Custodial Cleaning Plan- COVID-19

The attached cleaning specification approved by SSC and FDA will continue to be used with the following modifications. See Cleaning Specifications.

- All general cleaners have been replaced with EPA rated Virucides
- Frequencies of cleaning tasks will be modified on a building by building bases, based on occupancy and traffic.
- All touchpoint areas will be disinfected every weekday morning, note that buildings receiving 7 day service will be done daily. These areas include but are not limited to the following: Tables, doorknobs, light switches, countertops, handles, desks, elevator buttons, railings, vending machines, drinking fountains, push plates, and bathrooms.
- SSC will be focusing on highly used areas. Providing additional disinfecting and cleaning.
- SSC will also provide porter services for specific areas i.e. computer labs when requested by the site.

- Areas that are not being utilized i.e. Secured/closed areas will be cleaned less frequently and the focus and frequency will be on public spaces and high traffic areas.
- SSC will be focusing on deep cleaning the building while the majority of the students are not on campus.
- SSC recommended that staff/faculty clean and disinfect their personal items in their office, i.e. Phone, keyboard, mouse, TV and computer. SSC is willing to supply products to customers based on availability for an additional charge.
- SSC can provide disinfectant spray bottles and products to those labs requesting assistance. SSC will continue to follow this practice when Staff, Faculty, and Students begin to return to the campus.

Process for Special Cleaning: Areas suspected of COVID-19 exposure.

SSC has utilized electrostatic sprayers and aerosol disinfectant foggers to remediate areas that could have been contaminated with the Covid-19. Below is the process for treating the contaminated areas.

- A request will be generated listing specific areas that need disinfecting.
- Any areas having been exposed to the virus will be cleaned by SSC.
- As per recommendation of the CDC, SSC will clean isolated rooms 24 hours after area exposure.
- If exposure is in common areas, SSC will disinfect immediately.
- An electrostatic sprayer or a canned fog bomb containing an EPA rated virucide will be utilized initially and a wipe down with virucide will be done once fogged.
- SSC will notify the WO initiator once the task is complete.

General Cleaning Procedures during COVID-19:

Added safety procedures for the disinfecting process during the COVID-19 Pandemic include the following:

- Change out gloves after each of the following tasks.
 - Bathroom Cleaning
 - Floor Mopping
 - Office Cleaning
- Utilize spray bottles or a bucket of disinfectant taken from J-fills.
- Utilize a two-rag system while cleaning offices. (A rag that is used in an office is then disinfected while another is used in the next office).

- Wipes and rags are both used to clean touch points in the office.
 - Rags are changed out throughout the day
 - Restroom rags are changed out after use
 - Office and hallway/common areas are changed out periodically throughout the day
- Disinfectant utilized in buckets is changed out based on soil loading, or after each restroom cleaning is performed.

Return to school plans for A/B days:

Training

The local manager will train onsite with all of our associates. We use a combination of online and in person training. Employees have been trained on handwashing techniques, social distancing, mask use, pre-shift screenings, and disinfecting high touch areas.

Frequencies

Light switches, door handles, desks, egress doors, water faucets, entire bathroom, chairs, stair handrails, elevators, elevator buttons, and any other surface with a high frequency of human touch.

Area	Frequency	Priority
Entrances	3 x day	High
Elevators	3 x day	High
Stairs	3 x day	Normal
Bathrooms	3 x day	High
Common Areas	3 x day	Normal
Locker Rooms	After every use	Normal
Fitness Areas	After every use	Normal
Touch Points* Light switches, door handles, desks, egress doors, water faucets, entire bathroom, chairs, stair handrails, elevators, elevator buttons, and any other surface with a high frequency of human contact	3 X day (every 2.5 hrs.)	High

Staffing

We have adjusted the scope to bring in additional people during the day to allow us to accomplish the increased frequencies. Our plan is to bring evening people in earlier along with using fewer people on days the students will not be in the schools. Depending on the details on the final back to school plan from the district we may have to make adjustments.

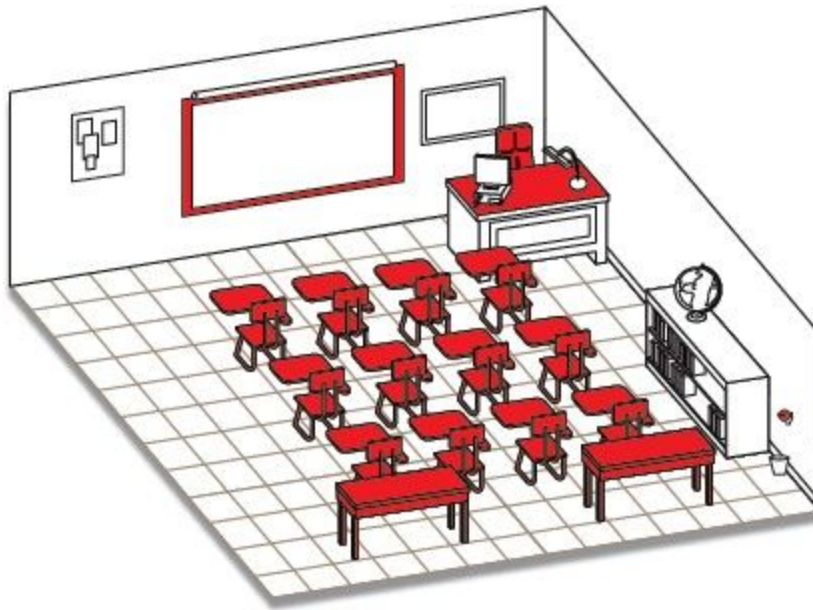
Disinfecting

Electrostatic spraying can be done if we have a few classrooms each night with a COVID case or suspected COVID case. If the district chooses to spray the entire school nightly then this would be an additional charge due to the labor, equipment, and supplies needed to accomplish the job. At no cost to the district we will have a handheld and backpack electrostatic sprayer on hand if we have a hotspot or need to spray rooms with a person suspected of having COVID19.

Quality Assurance

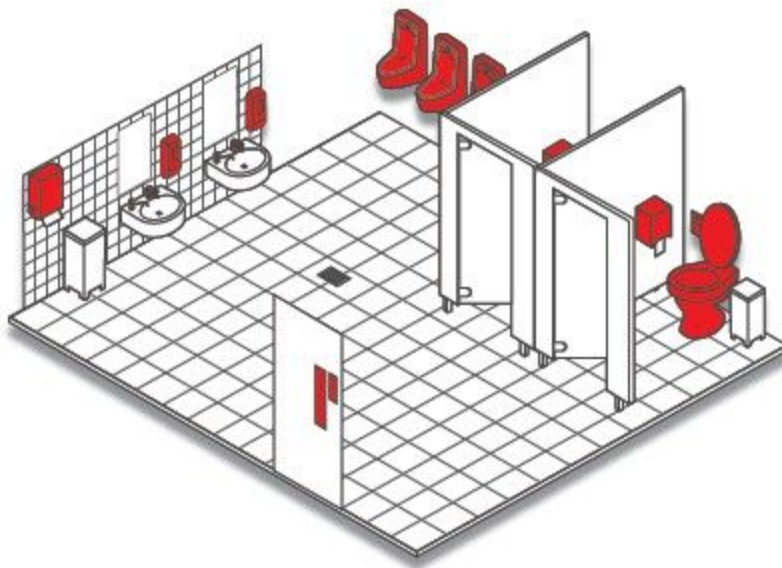
The manager and supervisor/day porters will walk buildings during the day and evening to ensure all work is completed. We will use a combination of online inspections and checklists to hold associates accountable to their sections.

Key touchpoints:



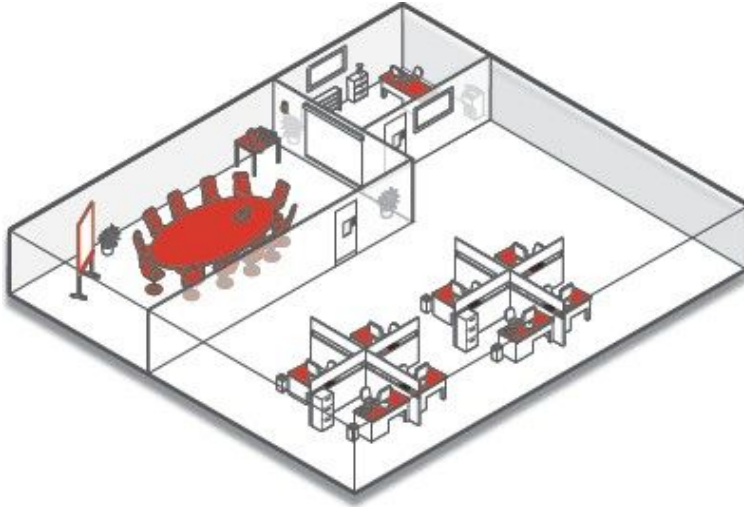
Classrooms:

-  telephones / computers / electronics
-  desks / tables
-  switches
-  door handles
-  chairs
-  pencil sharpener/
metal surfaces



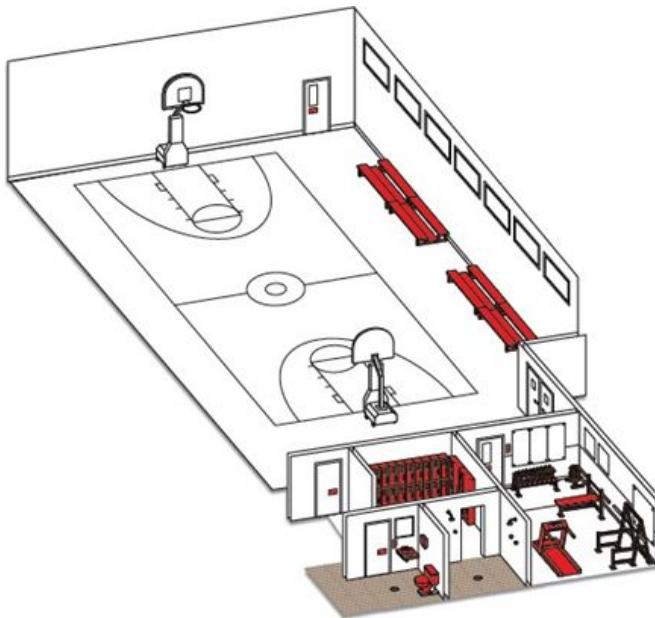
Restrooms:

-  door handles
-  switches
-  dispensers, paper
towel holders
-  bathroom handles, toilet
flush, shower control, taps
-  toilet seats,
splash walls



Offices /Conference Areas:

-  telephones / computers / printers
-  desks
-  switches
-  door handles
-  metal surfaces



Athletic Facilities:

-  door handles
-  switches
-  dispensers
-  food contact surfaces
-  sinks, shower handles
-  toilet seats and flush handles, splash walls
-  hard surface benches / chairs
-  athletic equipment
-  locker exterior