

# DRAFT

Revised August 11, 2020  
Revised August 6, 2020



## COVID-19 MITIGATION HEALTH PLAN – PHASE III

July 30, 2020

### BACKGROUND

Per an order from the Virginia Public Health Commissioner, each private school and public school division must develop a plan for implementing COVID-19 mitigation strategies before reopening in accordance with the *Virginia Phase Guidance for Schools* dated July 1, 2020. Plans must be submitted to the Virginia Department of Education (VDOE).

### GUIDING PRINCIPLES

Based on the Centers for Disease Control and Prevention, the more people a student or staff member interacts with and the longer the interaction, the higher risk of COVID-19 spread. As such, different activities come with different levels of risk as described below.

1. Lowest risk: Students and teachers engage in virtual-only classes, activities, and events.
2. More risk: Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
3. Highest risk: Full sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities. Therefore, schools should include mitigation strategies detailed in CDC guidance to promote behaviors that reduce spread, maintain healthy environments and operations, as well as prepare for when someone gets sick

### KEY ELEMENTS FOR SCHOOL HEALTH PLANS:

1. Local Public Health Conditions
2. Planning to Reopen
3. Promoting Behaviors That Reduce Spread of COVID-19
4. Maintaining Healthy Environments and Operations
5. Protecting vulnerable individuals (e.g. 65+, underlying health conditions):
6. Preparing for When Someone Gets Sick
7. Planning to close down if necessary, due to severe conditions.

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## **(1.) Local Public Health Conditions**

### **(1a.) Do you consider your community to be one with no or minimal case transmission? If so, what public health metrics or considerations informed your assessment?**

NKCPS will monitor weekly the Internal Pandemic Metrics for cumulative information and to identify trends. NKCPs will monitor public health metrics on a daily basis for the county and region.

### **(1b.) Will your health mitigation strategies vary from the Phase Guidance in any major ways? If so, how? (e.g. no physical distancing on buses; athletic competitions ;)**

Health mitigation strategies will vary from the Phase Guidance in the following area:

Bus Transportation: Phase Guidance suggests physical distance on school buses when possible (e.g. seat children one per seat, every other row, and/or staggered, aisles and windows) limiting capacity as needed to optimize distance between passengers. If three to six feet of distance cannot be maintained, face coverings will be worn to help reduce disease transmission. Children (such as siblings) living together may sit together on the bus, and assign seating where possible. If possible, given the age of students, weather conditions, etc., consider opening windows to improve ventilation.

NKCPS Mitigation Plan for Bus Transportation: Through continued planning for a possible Hybrid Model, Cropper GIS Consulting was used to assist in creating a geographical review of the county. Based on delineation by school, with school populations alternating A days and B days for attendance, the following mitigation strategies will be used on school buses:

- 25 students per bus with students on each bench except the seat behind the driver which will be vacant. This configuration does not allow six feet of physical distancing.
- Students will be seated with alternating aisle and window. This configuration allows three feet of physical distancing.
- Children who live in the same household may share a seat.
- Windows will be down when feasible.
- Bus drivers and students riding the bus will be required to wear cloth face coverings/masks. NOTE: Face covering for students are required when at least six feet of physical distancing cannot be maintained, as is medically and developmentally appropriate. Staff will be required to use cloth face covering when transporting students as is medically appropriate. Staff who are unable (for a medical reason or other) to wear face coverings/masks should consider performing functions that are safer for them and the people around them.

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- Signage will be placed on each seat to show students where to sit.
- Students will load the school bus from the rear in the afternoon beginning with 5th grade for elementary. On secondary level buses, grades 9-12 will load from the rear with middle school students sitting up front.
- Students will wear masks when exiting and loading the bus as well as for the entire duration of the bus ride.
- Students will be provided a face covering/disposable mask if the student arrives to the bus stop without an appropriate face covering.
- A bus seating chart will be used each day, both a.m. and p.m. so that the Transportation office is aware of who is on the bus should the need for contact tracing arise.
- The maximum distance between individuals for student transported to school in a county car or van will be attempted. The driver and student must wear a face covering to reduce the risk of transmission. If appropriate and feasible, a window may be opened to improve ventilation.
- School buses, cars, and vans that transport students are thoroughly cleaned and disinfected with specialized cleaner after each route.

## **(2.) Planning to Reopen**

**(2a.) Establish a COVID-19 team within the school division and a point person at each school facility. Provide names of staff and contact information.**

COVID-19 Committees:

### Division Leadership Team

Dr. Brian Nichols, Division Superintendent

Dr. Byron Bishop, Executive Director for Curriculum & Instruction

Haynie Morgheim, Executive Director for Business and Finance

Cynthia Pitts, Executive Director for Administration

Ross Miller, Director Testing & Accountability

Dr. Dianne Pollard, Director of Student Services

### Divisionwide Planning Committees

Summer Learning

School Schedule and Calendar

Social Emotional Wellbeing

Curriculum

Remote Learning

Health, Safety, and Nutrition

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## Contact Information for School Facilities:

New Kent Elementary: 804-966-9663

John Moncrief, Principal

jmoncrief@nkcps.k12.va.us

Amy Coyle, RN, School Nurse

acoyle@nkcps.k12.va.us

George Watkins Elementary: 804-966-9660

Russ Macomber, Principal

rmacomber@nkcps.k12.va.us

Deborah Harris, RN, School Nurse

dharris@nkcps.k12.va.us

New Kent Middle School: 804-966-9655

Kelley Gray, Principal

kgray@nkcps.k12.va.us

Bethany Sherman, RN, School Nurse

bsherman@nkcps.k12.va.us

New Kent High School: 804-966-9671

Christopher Valdrighi, Principal

cvaldrighi@nkcps.k12.va.us

Julia Loveland, RN, School Nurse

jloveland@nkcps.k12.va.us

**(2b.) Know the contact information and procedures for reaching the local health department. Provide the name of a specific point of contact and direct contact information for that person.**

## Contact information for the Chickahominy Health District:

Chickahominy Health District

12312 Ashland Highway

Ashland, VA 23005

Office: 804-365-4313

Director, Dr. Tom Franck

Contact with the local health department will be made by the Division Superintendent (or designee) in situations where collaboration is required as follows: 1) triggers for closing classrooms and/or schools; 2) reports of suspected COVID-19 cases or positive COVID-19 tests; 3) resources to provide medical guidance and resources to staff and/or parents for students.

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**(2c.) Plan for health and absenteeism monitoring/approaches. Provide the mechanism/program/process for tracking attendance and interventions, when necessary.**

Student attendance will be monitored through PowerSchool, the student information system used in NKCPS. The attendance clerk at each school will monitor attendance based on current regulations and practices.

Current NKCPS regulations require that the school administrator, social worker, or attendance committee may require any student (grades K-12) who receives a total of five (5) absences per semester at the high school level or 10 absences per year at the elementary or middle school level to either provide documentation other than parental notes in order for additional absences to be excused and/or meet with the attendance committee. The school division will more closely monitor students' absences that are reported by the parent/guardian because of reported COVID-19 symptoms, exposure, or a positive test. Students will be referred to the school attendance committee (administration, counselor, school nurse, school social worker, student support facilitator, and other appropriate staff members) to work with the family in determining interventions and other support that would be needed. Follow up with the local health district is included in these situations.

Staff attendance will be monitored through communication between the building administrators and the Office of Human Resources. Follow up for staff absences will be coordinated through the Office of Human Resources.

**(2d.) Develop, and describe below, a communications strategy that includes:**

**(2d i.) Orientation and training for staff and students specific to new COVID-19 mitigation strategies;**

School will look different to our students when they return. The training will focus on new COVID-19 mitigation strategies that include the topics listed below.

- What is COVID-19 and how it Spreads
- Frequent Hand Hygiene (Hand Washing and Sanitizers)
- Cloth or Disposable Face Coverings
- Importance of Physical Distancing
- Riding the School Bus
- Frequent Cleaning Of Surfaces
- Health Screening
- Signage in Schools

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Training plans will include in-person and online strategies. Mandatory training for school staff will take place prior to the opening of school in the fall. Follow up training for staff will be scheduled throughout the school year as new information about COVID-19 is reported through the Virginia Department of Education and the impact that new information will have on protocols and practices in NKCPs. Students will receive training activities appropriate to their level on the first day of school and with updates and reminders throughout the school day and school year. Written training materials will be provided for students, families, and school staff.

## Brief Summary/Description of Training Topics:

- What is COVID-19 and How it Spreads

Coronavirus disease 2019 (COVID-19) was identified in Wuhan, China in December 2019. COVID-19 is caused by the virus SARS-CoV-2 which is a new virus in humans causing respiratory illness which can be spread from person-to-person. The primary transmission of COVID-19 is from person-to-person through respiratory droplets. These droplets are released when someone with COVID-19 sneezes or coughs. COVID-19 can also be spread when you are in close contact with someone who is sick (e.g., shaking hands or talking).

- Frequent Hand Washing and Use of Hand Sanitizer

Hands should be washed often with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom. An alcohol-based hand sanitizer is also appropriate in the absence of readily available soap and water. However, the Food and Drug Administration (FDA) has warned consumers to avoid certain hand sanitizer products due to the potential presence of methanol, a substance that can be toxic when absorbed through the skin or ingested. The school division will check supplies ordered through vendors for products that have been identified with names or lot numbers found on the VDOE Website. The current list can be found on the VDOE FAQ site, Number 19 at:

[http://www.doe.virginia.gov/support/health\\_medical/office/covid-19-faq-reopening.shtml](http://www.doe.virginia.gov/support/health_medical/office/covid-19-faq-reopening.shtml)

- Cloth or Disposable Face Coverings

The CDC recommends masks as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice.

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NKCPS will require staff and students to wear cloth face coverings/masks in the following situations:

- Whenever at least 6 feet of physical distancing cannot be maintained (inside and outside of the school)
- On the school bus (or other vehicle used for transporting students) for the duration of the ride (both driver and students will wear masks)
- In the hallways for changing class, going to bathrooms, and any other transitions during the day
- Walking to and while in the bathrooms
- When standing in line
- When visiting the nurse's office for any reason
- Teachers may request students in the classroom wear masks when 6 feet of physical distance can be maintained if health concerns arise in the classroom.

According to the CDC, there are situations where a mask should not be worn and include: children younger than 2 years old; anyone who has trouble breathing; and anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. . If there are health/medical reasons that a mask cannot be worn, documentation will be requested.

In some situations, wearing a cloth face covering or disposable mask may exacerbate a physical or mental health condition, leads to a medical emergency, or introduce significant safety concerns. Examples of some of these situations are:

- Younger children (e.g., preschool or early elementary aged) may be unable to wear a mask properly, particularly for an extended period of time. Wearing of masks may be prioritized at times when it is difficult to maintain a distance of 6 feet from others (e.g., during carpool drop off or pick up or when standing in line at school). Ensuring proper mask size and fit and providing children with frequent reminders and education on the importance and proper wear of masks may help address these issues.
- People who are deaf or hard of hearing, or persons who care for or interact with a person who is hearing impaired, may be unable to wear masks if they rely on lip reading to communicate. An alternative to a cloth or disposable face covering is a clear mask.
- Some people, such as people with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a mask. Consultation with their healthcare provider for advice about wearing masks is recommended.
- People who are engaged in high intensity activities, like running, may not be able to wear a mask if it causes difficulty breathing. If unable to wear a mask, consider conducting the activity in a location with greater ventilation and air exchange (for instance, outdoors versus indoors) and where it is possible to maintain physical distance from others.

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Face Shields: Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a mask or to reduce the risk of COVID-19 spreading if it is not possible to wear one. For example, clear face shields that cover the front and sides of the face and go below the chin may be considered as an alternative for those who have trouble using a cloth face covering but do not have trouble with a face shield. Face shields can provide a partial barrier to respiratory droplets and may be considered in classroom environments or situations where the cloth face covering may interfere with teacher instruction (e.g. teaching deaf or hard of hearing students, or situations in which it is important to see an instructor's lips or facial expressions, such as teaching a language), in combination with physical distancing. In general, the CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings.

- Importance of Physical Distancing

Social distancing also referred to as “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period (15 minutes or more). Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you, or they, do not have any symptoms.

- Riding the School Bus

Physical distancing of six (6) feet will not be feasible on the school bus. Mitigation strategies have been designed to meet three (3) feet of physical distancing. Students who ride the bus will be trained on these strategies as follows: 1) Students will be seated with alternating aisle and window; 2) Windows will be down to increase ventilation when feasible; 3) Bus drivers and students will be required to wear cloth face coverings/masks for the duration of the trip to and from school; 4) Signage will be placed on each seat to show students where to sit; 5) Students will load the school bus from the rear in the afternoon beginning with 5th grade for elementary. On secondary level buses, grades 9-12 will load from the rear with middle school students sitting up front; 6) Students will wear masks when exiting and loading the bus; 7) Students will be provided a face covering if the student arrives to the bus stop without an appropriate face covering; and 8) A bus seating chart will be used each day, both a.m. and p.m., with attendance taken at each time period so that the Transportation office is aware of who is on the bus should the need for contact tracing arise.



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- Frequent Cleaning of Surfaces

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening schools. SSC Service Solutions provides custodial services for NKCPs. SSC submitted a COVID-19 Cleaning Strategies Plan that includes a frequency schedule for cleaning and disinfection.

In addition to the cleaning services provided by SSC, school staff will be reminded of the importance of routine cleaning of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use. High touch surfaces include, but not limited to: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

- Health Screening

Updated guidance from the CDC does not currently recommend universal symptom screenings (screening all students grades K-12) be conducted by schools. Parents or caregivers will be required to monitor their children for signs of infectious illness and exposure on a daily basis. Students who are sick should not attend school in-person. School staff will follow similar procedures as students. A staff self-assessment tool will be used for both students and staff.

- Signage and Messaging

Signs that promote everyday protective measures will be posted in highly visible locations (e.g. school entrances, restrooms, halls) in each school. Regular schoolwide announcements on reducing the spread of COVID-19 will be made on a regular basis on the PA systems. When communicating with staff and families, the school division website, social media, emails, and written materials will be used to communicate messages about behaviors that prevent the spread of COVID-19.

- Communal Areas in Schools (Cafeteria, lounges, outside space, etc.)

To promote physical distancing, furniture will be removed (to the extent feasible) from common areas where students, staff, and other people tend to congregate. Use of school cafeterias will be considered based on lunch schedules and the feasibility of maintaining proper physical distancing. Building administrators will identify outside spaces that may be considered as common areas and make adjustments where needed.

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## **(2d ii.) Plans for communication with staff, parents, and students of new policies;**

NKCPS will use the methods of communication listed below to ensure that staff, parents, students, and the community are provided on-going communication:

- School division website
- Each school's website
- Use of *School Messenger*
- Written communication to parents
- Local TV stations
- Local newspaper
- Social media
- Links to NKCPs to other county agencies as applicable
- Ensure that communication reaches all families (English Language Learners, homeless families, economically disadvantaged, students with disabilities, and other vulnerable student populations in the community)

## **(2d iii.) Plans for how to communicate an outbreak or positive cases detected at the school.**

Notification of teachers, staff, and parents of a laboratory-confirmed case of COVID-19 associated with the school is recommended and will be implemented in NKCPs. Notifications will be done in a way that protects the confidentiality of the ill individual and clearly explains what the school is doing in response to the diagnosis and what the recommendations are for teachers, staff, and parents.

Regular updates following an initial notification will be provided to the community, whether or not additional cases are identified. Teachers, staff, and parents will be kept apprised of developing situations in which more cases are found and more stringent measures are planned in the school to prevent disease.

The frequency of notifications may depend on how a situation is evolving. For example, it might be that notices would be sent out for the first several cases individually, but then cases could be grouped into situation updates, or posted on an internal school webpage accessible to parents and staff, if the frequency of occurrence of new cases increases rapidly.

NKCPS will continue to work with the local health department to plan the more detailed personal communication that will be needed for parents whose children have been identified as being a close contact of a person with COVID-19 and to discuss any questions about ongoing communications with the school and greater community

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## **(2e.) Describe the division or school's participation in community response efforts.**

Building on meetings between school division administrators and representatives from various county agencies, community response efforts will be determined by the Division Leadership Team and other school staff members as appropriate to the situation. Community response efforts will include coordination with the NKCPS Web site coordinator, local health district, and other local agencies as appropriate.

## **(2f.) Prepare your division's student health services. Are you doing the following?**

- i. Assure provision of medical-grade PPE for health services staff;**
- ii. Assure and maintain typical (non-COVID-19) health services;**
- iii. Describe how you will assure the maintenance of routine mental health services.**

**(2f i.)** NKCPS ensures that medical-grade PPE is provided for all clinic staff to be used in high-risk situations as determined by the school nurse. The medical-grade PPE includes: N95 respirators, surgical gown, face shields, surgical masks, and rubber gloves. The school division has (and will continue to) partner with the county for support in assisting in providing medical grade PPE for our health services staff.

**(2f ii)** NKCPS is fortunate to have a full-time, Registered Nurse at each of the four schools. There are currently three clinic assistants; one is shared between the middle and high schools. Plans have been made to hire an additional clinic assistant to be placed at New Kent High School. The school division will have one full-time clinic assistant at each school. The School Nurse and Clinic Assistants will work together and with other school staff to track attendance data, monitor trends, and work with other school staff in daily tracking of students and staff sent home because of COVID-19 symptoms and/or exposure.

The health services staff will be leaders in coordinating COVID-19 training for staff, students, and families. The school clinics will continue to provide non-COVID-19 health services in accordance with local and state guidelines. School Nurses will participate in training sponsored by the Virginia Department of Education and the Virginia Association of School Nurses. Daily visits to health services will be documented in a special feature in Power School. Because of the prolonged closure, school nurses and the clinic assistants will work together in contacting parents to update students' medical needs to ensure proper medication and treatment are on file. An updated health plan is particularly important for students who take medication at school and students who are medically fragile. School Nurses will continue to participate in 504 eligibility and meetings pertaining to students with disabilities who have an IEP or 504 Plans with related medical needs.

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**(2f iii)** School Nurses will coordinate with parents, school counselors, school psychologists, school social workers, and community health providers to address students with mental health or behavioral needs. Students often share mental health and behavioral concerns with health services staff. Health services staff will utilize the referral process for students who present with needs in these areas. The school-based team will review the referral and develop a plan to support students in this area.

### **(3) Promoting Behaviors That Reduce Spread of COVID-19**

**(3a.) Create an education/training plan for staff, students and families. Consider COVID-19 prevention education (hand washing, staying home if ill, etc.). Education should be part of staff and student orientations and to be sent to all parties before reopening schools. Does your training and communication to school community members include the promotion of the following?**

In addition to the training topics listed and explained in section 2-d - “new COVID-19 mitigation, the topics below will be included in the education and training for students and staff.

- Symptoms and Exposure
- Staying Home When Sick
- Social Emotional Impact
- Routine Preventive Practices

Training Plan for Staff: NCKPS staff will participate in mandatory training prior to the opening of school. Follow up and updated training for staff will be implemented throughout the school year.

Training Plan for Students: Initial training for students will take place on the first day of school with reminders and updates throughout the school year. Training will be customized to meet the age of the students. Training for all students will include demonstrations, written materials, and signage throughout the school buildings.

Training Plan for Families: Training for families will be provided before school opens and throughout the school year through social media, videos on the NKCPS Website, and written materials to be sent home by students.

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## Brief Description of Education/Training Topics:

- Symptoms and Exposure

People with COVID-19 have had a wide range of symptoms reported and ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

### Symptoms:

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

This list does not include all possible symptoms and will be updated as new information is provided through CDC.

### Exposure:

The definition of exposure is the same for every setting and every type of classroom. Exposure refers to whether an individual has had close contact with a COVID-19 case (or a person with COVID-19-like symptoms). The school division will seek assistance from the Chickahominy Health District to determine whether the reported exposure requires contact tracing and other actions to be taken by the individual reporting exposure and the level of impact (if any) on others in the school environment.

- Staying Home When Sick

Staff and families will be educated on the importance of staying home if they are sick. Screening questions to be used as a self-assessment for symptoms of COVID-19 will be provided to staff and parents. Staff and students who are sick or who have recently had close contact with a person diagnosed with COVID-19 should stay home and monitor their health.

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## ○ Social/Emotional Impact

The Collaborative for Academic, Social, and Emotional Learning (CASEL) defines social and emotional learning (SEL) as “the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.” Schools are an essential setting for students to receive social/emotional support from friends, teachers, counselors and other staff members. Extended school closures can leave some students feeling isolated from important friendships and support from other caring adults. Long-term social distancing and prolonged disruption to school and home routines may create significant stress and impact children and families’ mental well-being.

NKCPS adopted the Sanford Harmony SEL program for Pre-K-5<sup>th</sup> grade students in the spring of 2019. This program will continue implementation in the 2020-2021 school year.

The school division will provide training for all teachers on SEL and the potential impact on students returning to school after the extended closure. The training materials listed below will be used:

- *An Initial Guide to Leveraging the Power of Social and Emotional Learning as You Prepare to Reopen and Renewing Your School Community* [↗](#) (PDF), created by CASEL. This guide provides a framework with actionable recommendations to help school leadership teams plan for the SEL needs of all students and adults during the upcoming transition into the beginning of the new school year.
- Social Emotional Quick Guides created by the VDOE include information and resources for the following school communities:
  - *Social Emotional Wellness Considerations for Military Connected Students* (PDF);
  - *Social Emotional Wellness Considerations for Early Learners* (PDF); and
  - *Social Emotional Wellness Considerations for Parents and Caregivers* (PDF).

The school division will support students with immediate needs in the social/emotional areas. Teachers and other school division staff will refer students with needs for immediate intervention and support to the school counselor. The building administrator will convene a school-based team meeting to determine the types of support that the student and/or family may need. Staff members from the Student Services department will participate in the school-based team meetings.

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## ○ Everyday Routine Preventive Practices

Students and staff will be instructed on how to follow everyday preventive actions to prevent the spread of COVID-19 and other illnesses. These actions include staying home when sick; appropriately covering coughs and sneezes; cleaning and disinfecting frequently touched surfaces; and washing hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Remind staff to supervise young children when they use hand sanitizer to prevent swallowing.

### **(3b.) Maintain adequate supplies to promote healthy hygiene.**

Basic supplies to promote health hygiene will be maintained in each school building and other offices in the school division. These supplies include: soap, paper towels, hand sanitizer, touch-free thermometers, and disposable face masks. Building administrators will contact the custodial services provider to ensure supplies are maintained (soap, paper towels) and the school board office for hand sanitizer, touch-free thermometers, and disposable face masks.

### **(3c.) Provide signs and messaging to promote healthy hygiene.**

Signs that promote everyday protective measures will be posted in highly visible locations (e.g. school entrances, restrooms, halls) in each school. Regular schoolwide announcements on reducing the spread of COVID-19 will be made on a regular basis on the PA systems. When communicating with staff and families, the school division website, social media, emails, and written materials will be used to communicate messages about behaviors that prevent the spread of COVID-19.

### **(3d.) Promote physical distancing. Explain how you will promote physical distancing, including the following:**

#### **(3d.i.) Modify layouts of classrooms, communal areas and buses to ensure social distancing is maintained.**

Layout of classrooms will continue to be modified in each building to ensure physical distancing. Through a partnership with Moseley Architects, sample classroom layout designs have been developed. The square feet of each classroom factored into the configurations.

To promote physical distancing in communal areas where students, staff, and other people tend to congregate, furniture will be removed (to the extent feasible) from these areas. Use of school

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cafeterias will be considered based on lunch schedules and the feasibility of maintaining proper physical distancing. Building administrators will identify outside spaces that may be considered as common areas and make adjustments where needed.

Physical distancing of six (6) feet will not be feasible on the school bus. Mitigation strategies have been designed to meet three (3) feet of physical distancing. Students who ride the bus will be trained on these strategies as follows: 1) Students will be seated with alternating aisle and window; 2) Windows will be down to increase ventilation when feasible; 3) Bus drivers and students will be required to wear cloth face coverings/masks; 4) Signage will be placed on each seat to show students where to sit; 5) Students will load the school bus from the rear in the afternoon beginning with 5th grade for elementary. On secondary level buses, grades 9-12 will load from the rear with middle school students sitting up front; 6) Students will wear masks when exiting and loading the bus; 7) Students will be provided a face covering if the student arrives to the bus stop without an appropriate face covering; and 8) A bus seating chart will be used each day, both a.m. and p.m. so that the Transportation office is aware of who is on the bus should the need for contact tracing arise.

### **(3d ii.) Create a plan for food and dining services consistent with optimal physical distancing.**

The plan for use of the school cafeteria will be developed at each school. Lunch schedules differ at each school. If a food and dining service plan can be created in a way that allows for optimal physical distancing, the cafeteria will be used. The cafeteria breakfast and lunch lines will need to be adjusted at each school depending on the number of students in the cafeteria at any given time.

### **(3d iii.) Limit the size of gatherings consistent with Executive Orders and impose strict physical distancing during gatherings.**

Large school gatherings are not encouraged and limited to 250 people, per the large group gathering limitation in Phase III Forward Virginia. NKCPS will adhere to this Executive Order. NKCPS will not organize events that are likely to result in a gathering of more than 250 people.

### **(3d iv.) Follow relevant and applicable Virginia Phase Guidance for Schools and CDC guidance for recreational sports, school-related sports, and other recreational activities.**

NKCPS will follow the guidance related to recreational sports, school-related sports, and other activities. Phase III guidance for school athletics allows indoor and outdoor recreational sports



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if ten feet of physical distancing can be maintained by all instructors, participants, and spectators, with the exception of incidental contact or contact between members of the same household. This applies during instruction, practice, and during competitive events. NKCPs will not participate in competition that involves close contact with other athletes.

Note: On July 27, 2020, the VHSL Executive Committee voted to move forward with Model 3 in its re-opening of sports and activities for the 2020-21 school year. Model 3 delays all VHSL sports and activities until December 14 and adopts the Condensed Interscholastic Plan. This model leaves all sports in the season where they are currently aligned.

Model 3 – Condensed Interscholastic Plan.

- Season 1 (Winter) December 14 – February 20 (First Contest Date – December 28)  
basketball, gymnastics, indoor track, swim/dive, wrestling
- Season 2 (Fall) February 15 – May 1 (First Contest Date – March 1)  
cheer, cross country, field hockey, football, golf, volleyball
- Season 3 (Spring) April 12 – June 26 (First Contest Date – April 26)  
baseball, lacrosse, soccer, softball, tennis, track and field recreational activities.

## **(4) Maintaining Healthy Environments and Operations**

**(4a.) Plan for health monitoring of staff and students. Your plan should address the following: (1) Will health screenings of students or staff take place? (2) If so, when, where, and by whom?**

Students: The July 23, 2020 updated guidance from CDC does not currently recommend universal symptom screenings be conducted by schools for all students K-12. Parents or caregivers are required to monitor their children for signs of infectious illness every day. Students and staff who are sick should not attend school/work.

NKCPs will follow the procedures listed below:

- During the first week of school, parents will be required to conduct a health screening form each day and return the form to the school. The health screening form will be provided by the school division.
- After the first week of school, parents will not be required to send a daily health screening form to the school each day. Parents will be required to sign a form stating that they agree to conduct a daily health screening of their student each day for the remainder of the school year.

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- Each student (and staff member) will be required to have a temperature check upon arrival at school each day. The temperature will be taken using a touch-free thermometer or scanner. Parents will be called if the student's temperature is above 100°F.
- Staff members will be required to self-assess their daily health using a screening form provided by the school division.

The school division will use a screening tool for parents or caregivers (and staff) using the following indicators. The screening checklist includes:

- Temperature 100.0° Fahrenheit or higher; (Note-CDC guidance recommends a temperature of 100.4° Fahrenheit for screening. NKCPS has used 100.0° Fahrenheit as a benchmark for elevated temperature in the school clinics and will continue to use this number for COVID-19 screening)
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever.
- New muscles aches that cannot be attributed to another health condition or specific activity (such as physical exercise)
- New loss of smell or taste
- Recent congestion or runny nose that cannot be attributed to existing allergies or other related condition
- Had close contact with a COVID-19 case (or person with Covid-19-like symptoms);
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases.

Health Screening for Staff: Daily health screening will be completed by each staff member using the symptoms and exposure above in a self-assessment format.

If an individual answers YES to any of the screening questions at or before arriving at school, they should stay home and not enter the building. Absences of students and staff will be closely monitored so that the school division can determine how best to support and intervene for individuals with chronic absences.

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## **(4b.) Hygiene Practices: Are you promoting the following hygiene practices?**

**(4b i.) Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.**

Custodial Services: SSC Service Solutions provides custodial services for NKCPs. SSC submitted a COVID-19 Cleaning Strategies protocol. The plan includes a cleaning frequency chart that will be used to monitor and follow up with SSC on a daily basis. The school division will continue to closely monitor the cleaning plan submitted by SSC to ascertain the need for modification.

In addition to the cleaning services provided by SSC, school staff will be reminded of the importance of routine cleaning of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use. High touch surfaces include, but not limited to: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Transportation: School buses, cars, and vans are thoroughly cleaned and disinfected with specialized cleaner after each route. Other school division vehicles used to transport students are also cleaned after each trip. High-contact areas touched most frequently are cleaned first. Trash is removed from the vehicle and heat and air conditioner vents are also cleaned. A daily cleaning log is signed each day and submitted to the Director of Transportation.

**(4b ii.) Provide additional hand sanitizer/hand washing stations.**

Additional hand washing stations are not planned at this time. To the extent possible, additional time for students to wash their hands will be provided during the day. Hand sanitizer continues to be provided for schools and offices. Additional hand sanitizer stations will be created prior to the opening of schools.

**(4b iii.) Ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).**

NKCPS will expand the 1:1 initiative for grades 6-12 to include K-5. Each student will have an assigned chrome book when school opens. Teachers will encourage students to store their personal items in an identified container and not share these supplies with other students. Additional lab equipment and other supplies will be provided to ensure that sharing is minimized.

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**(4c.) Have you ensured ventilation systems operate properly and increase circulation of outdoor air as much as possible?**

The Department of Maintenance and Facilities inspects ventilation systems on a regular basis to ensure that the systems operate properly. The Preventive Maintenance Program is used to monitor and inspect ventilation systems. Opportunities to increase circulation of outdoor air as much as possible are considered. For example, by opening windows and doors. Safety and health of students and staff are considered before a decision to open windows and doors is made.

**(4d.) Have you ensured that water systems are safe to use after a prolonged facility shutdown? Please include water fountains as part of your considerations.**

Water systems will be checked again prior to the opening of school in the fall. All drinking fountains will be cleaned and sanitized on a regular basis. The school division has identified water fountains that can be retrofitted to fill water bottles. The conversion has taken place in schools where the water fountain retrofit process was feasible.

**(4e.) Do your plans for gatherings, field trips, and volunteer restrictions align with the Executive Order in effect?**

Field trips will not be allowed during Phase III but this could change depending on data during the first semester of schools and decisions made at the state levels. NKCPS will continue to limit nonessential visitors, volunteers, and activities involving external groups or organizations as from entering the school building.

**(4f.) Have you trained back-up staff to ensure continuity of operations? Please consider both instructional and support positions.**

The training and education plan for NKCPS includes all staff. The only back-up staff to be trained will be substitute teachers. The training for this group of individuals will be implemented through the Human Resources office.

**(5) Protecting vulnerable individuals (e.g. 65+, underlying health conditions).**

**(5a.) What policy options have you created to support those students and staff at higher risk for severe illness to limit their exposure risk (e.g. telework, modified job duties, virtual learning opportunities)?**

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Based on currently available information from CDC, those at increased risk for severe illness from COVID-19 are:

- Older adults (65+)
- People of any age with the following
  - Cancer
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state (weakened immune system) from solid organ transplant
  - Obesity (body mass index [BMI] of 30 or higher)
  - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
  - Sickle cell disease
  - Type 2 diabetes mellitus

NKCPS strongly encourages parents of children who are medically fragile or have one or more chronic conditions to check with their health care provider prior to returning to school. The school clinics must also have information on file for each student.

Employees that meet the criteria listed for ‘higher risk’ populations will coordinate concerns and options with the Office of Human Resources. The Governor’s phase guidance for public schools recommends remote learning and teleworking options be made available to students and staff that fall into this category. NKCPs will discuss and consider all applicable options for students and staff who are documented to be in the higher risk categories identified above.

Consistent with applicable law, NKCPs will review current policies and regulations to determine the need for revision in order to remove any barriers for students and employees at higher risk for severe illness regarding underlying medical conditions.

**(5b.) Describe flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.**

Attendance of students will be closely monitored to determine if there are trends and whether students who are at home sick on a regular basis need support and intervention from school staff and/or medical services. Attendance of staff who has to stay home or self-isolate when they are sick will be monitored by building administration and Human Resources. Current sick leave policies and practices will be closely reviewed to determine if revisions are required.

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## **(5c.) Describe your policies for return to class/work after COVID-19 illness.**

### **(5c i) Return to class/work after recommended isolation or quarantine**

NKCPS will follow guidelines from the Virginia Department of Health and CDC for when isolation or quarantine has been recommended. The VDH created a [release from isolation or quarantine guide](#) to determine when those exposed to or diagnosed with COVID-19 can return to work or school.

The VDH and CDC guidelines state that individuals who think or know they had COVID-19 and had symptoms can be with others after:

- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever without fever-reducing medication and
- Symptoms have improved

Depending on the person's healthcare provider's advice and availability of testing, the person might get tested to see if he/she still has COVID-19. If tested, the person can be around others when there is no fever, respiratory symptoms have improved, and the person receives two negative test results in a row, at least 24 hours apart.

The VDH and CDC guidelines state that persons who test positive for COVID-19 but had no symptoms can be with others after:

- 10 days have passed since the test

Depending on the person's healthcare provider's advice and availability of testing, the person might get tested to see if he/she still has COVID-19. If tested, the person can be around others after two negative test results in a row, at least 24 hours apart. If symptoms develop after testing positive, follow the guidance above in section 5c-i.

### **(5c ii) Will students or staff who exhibit symptoms be required to show a negative COVID-19 test to return to school or work?**

The CDC and VDH do not recommend requiring a negative COVID-19 test in order for students or staff to return to school, instead only those who have met the CDC criteria described in sections 5c-i and 5c-ii should do so.

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## **(6) Preparing for When Someone Gets Sick**

### **(6a) Separate and isolate those who present with symptoms.**

A private area will be identified at each school and all other school division facilities for any individual who arrives or becomes ill at school during the day. Individuals are encouraged to monitor their own health and not attend school if they are not well.

### **(6b) Facilitate safe transportation of those of who are sick to home or healthcare facility.**

The parent/guardian will be called to pick up the student. If the parent/guardian cannot be reached, the student's emergency contact person listed in the school division's student information system (Power School) will be called. If an employee becomes sick while at work he/she will transport themselves home or to a healthcare facility. If the employee cannot transport themselves home or to a healthcare facility, the school nurse or designee will call the employee's emergency contact person. The school nurses will assess the level of illness to determine if emergency services should be called.

### **(6c) Implement cleansing and disinfection procedures of areas used by sick individuals.**

CDC guidelines recommend cleaning and disinfecting building or facility if someone is sick. These guidelines apply to all buildings/facilities located in NKCPS. The guidelines also apply to school buses and other student transportation vehicles as applicable.

The guidelines include:

- Close off areas used by the person who is sick.
- Operations do not necessarily need to close if the affected area can be closed off.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick.
- Vacuum the space if needed; recommended waiting at least 24 hours before vacuuming. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Wear disposable gloves to clean and disinfect.
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.

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- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

## **(6d.) Develop a communications plan with local health department to initiate public health investigation, contact tracing and consultation on next steps.**

CDC states that “Case investigation is the identification and investigation of patients with confirmed and probable diagnoses of COVID-19, and contact tracing is the subsequent identification, monitoring, and support of their contacts who have been exposed to, and possibly infected with, the virus.” NKCPS will collaborate with the Chickahominy Health District when contact tracing is required. An open line of communication has already been established between NKCPS and the Chickahominy Health District. Communication with the local health district will be made by the Division Superintendent or designee.

## **(7) Planning to close down if necessary, due to severe conditions.**

**Please describe which if any conditions will trigger:**

- a. A reduction in in-person classes**
- b. A complete school closure**
- c. A complete division closure**

Decisions about closure must be made on a case-by-case basis and in consultation with the local health district. Factors to consider are the size of the class, extent of social distancing in place while the persons were present and infectious, extent of interaction and exposure in the area and location of the case need to be assessed to determine the potential risk to others.

Recommendations will be based on these assessments of risk and how instruction can continue in as safe a manner as possible.

NKCPS will notify Chickahominy Health District when outbreaks of COVID-19 in the school population (teachers, staff, and students) are suspected or confirmed. Areas of the school where ill individuals spent time while infectious might need to be closed temporarily for cleaning and disinfection while unaffected areas continue to function as usual.

Decisions about closure of a section of the school or the entire school will depend on the number of ill persons who have been sent home for a period of isolation and the number of exposed



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contacts who have been identified and placed into quarantine. The extent of the school facility and teaching staff affected by these factors will be a factor in determining whether educational services can continue to be provided. The Division Superintendent (or designee) will communicate to school division staff and the community in the event of a closure.

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## RESOURCES

Phase Guidance for Virginia Schools  
[phase guidance for virginia schools](#)

[VDOE: Recover, Redesign, Restart 2020](#)

CDC Guidelines for  
[Considerations for Schools](#)

[Guidance for K-12 School Administrators on the Use of Cloth Face Coverings in Schools](#)

<https://casel.org/>

Travelers

<https://www.vdh.virginia.gov/coronavirus/coronavirus/travel-to-areas-with-widespread-ongoing-community-spread/>