

## **2020-2021 HEALTH PLAN - Phase III**

### **ROCKINGHAM COUNTY PUBLIC SCHOOLS**

The health and safety of our employees and students are paramount. Inasmuch as, this document was written with this guiding principle, utilizing the most current CDC, VDH and VDOE information. This plan is part of a greater Return to School Plan RCPS has developed striving to do what is best for students and employees. This document may be revised as new information becomes available. A communication plan is attached.

#### **Committee Members**

Cheryl Mast: CFO and Health Plan Coordinator  
Sara Hammill: Principal PVES  
Steve Reid: Director of Maintenance  
Alvin Estep: Director of Transportation  
Marc Sweigart: Assistant Principal TAHS  
Jeremy Mason: Assistant Director of Transportation  
Scott Hand: Director, Pupil Personnel Services  
Jan Alexander: Nurse, SRES  
Leslie Miller: Nurse, ERHS  
Gerry Lehman: Director of Food Services

#### **Contact Person at Each School**

Donna Abernathy: Principal BHS	Tammy May: Principal LSES
Eric Baylor: Principal ERHS	Amy Painter: Principal LEES
Rad Dansey: Principal SHS	Pam Dowry: Principal MES
Phil Judd: Principal TAHS	Leslie Kapuchuck: Principal MVES
Dawn Woodrum: Principal RA	Rebecca Roadcap: Principal JCMES
Kevin Hutton: Director MTC	Todd Johnson: Principal OES
Emily Holloway: Principal EMS	Marcy Williams: Principal PKVES
David Baker: Principal JFHMS	J. Kapuchuck: Principal PES
Drew Miller: Principal MMS	Sara Hammill: Principal PVES
John Childs: Principal WSPMS	Sharon Martz: Principal RBES
Kenny Boyers: Principal CRES	Ashley Houff: Principal SRES
Barbara Palmer: Principal EES	Karen Ridder: Principal JWES
Alisa Sims: Principal FRES	

## **PART I - PREVENTING THE SPREAD**

Guidelines to prevent the spread have been outlined by the Centers for Disease Control (CDC) and OSHA. See [Community Mitigation Framework](#), [Considerations for Schools](#) and [Guidance on Preparing Workplaces for COVID-19](#). These recommendations are incorporated into the sub categories below.

### **Hygiene:**

- Employees and students should wash hands or use hand sanitizer upon entry to the building.
- Signs will be posted to remind employees/others to wash hands upon entry, along with the reminders to social distance and wear a face covering. Hand washing reminders should also be in restrooms. Teachers should demonstrate proper handwashing techniques, if needed.
- Hand sanitizing stations will be provided to each facility. Hand sanitizer will be at least 60% alcohol. Employees and students should be provided handwashing breaks.
- Soap dispensers will be stocked and working.
- Handshaking is discouraged during this pandemic.
- Respiratory etiquette, including covering coughs and sneezes, will be encouraged.
- Tissues and trash receptacles should be available in offices and classrooms and other employee areas.
- Workers are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible. Employees should clean shared equipment frequently.
- Custodial staff will ensure buildings' potable water fixtures are run/flushed out to provide for safe water use as students return to our facilities.
- Only the number of bathrooms or water fountains needed for the reduced attendance should be open. This allows custodians to focus on less area and also allows for a bathroom to be opened up if one needs closed during the school day for disinfecting.
- Employees are required to watch the training video on COVID-19.

### **Face Covering/Mask:**

The CDC recommends wearing a face covering to help prevent spread in the event infected individuals do not have symptoms. Asymptomatic individuals can spread the virus by speaking, coughing, or sneezing. See [Use Cloth Face Coverings to Help Slow Spread](#). RCPS expectations regarding face coverings are as follows:

- Face Coverings are required to be worn at all times, other than mask breaks, grades 2 -12, inside and outside the school building. Face coverings are to be worn regardless of social distancing. These are two different mitigation strategies to be used in the classroom. Teachers will work/train students, Prek-1, to wear face coverings according to these guidelines. In non-classroom settings, employees are expected to wear their mask when on the move, interacting with others, regardless of the distance, and anytime 6 foot social distancing cannot be adhered to.
- Employees and students are asked to use their own washable cloth masks. Wearing a mask is important as it protects those around you, their families and the community. Face shields will be provided for employees that request one.
- Employees and students should refer to the guidance provided by the CDC on how to safely wear a face covering. [How to Safely Wear and Take Off a Cloth Face Covering](#)
- Employees with a medically documented health condition that prohibits wearing a face covering should notify their building contact, listed at the top of this plan, to discuss a potential telework arrangement. Employees may request religious waivers of wearing a mask from the Department of Labor and Industry.
- Any individual entering the clinic or isolation area will be required to wear a face covering.
- Students that do not comply with wearing a face covering will be sent to the office. If the issue cannot be resolved the student will be placed in an area distanced from others to wait until a parent picks them up.

### **Surface Cleaning at the Building Level:**

- Buildings will be cleaned each school day.
  - Buildings will be disinfected daily. In addition, frequently touched areas in student hallway bathrooms and staff bathrooms will be sanitized 3 times each day. Furthermore, high touch areas in hallways, stairwells and common areas will be sanitized throughout the day.

- HVAC systems will be inspected and balanced to verify the amount of fresh air circulating through the building is at the maximum amount based on the system design.
- Teachers should sanitize frequently touched areas in their classroom and between class changes. Cleaning materials and gloves will be provided.
- If a student or employee is sent home with suspected COVID -19 symptoms, spaces occupied by the individual should be closed off. Custodial staff will disinfect the areas. When disinfecting any area occupied by a suspected or confirmed case of COVID-19 or when dealing with clean up of any bodily secretions (vomit excrement, etc.) custodians will employ universal precautions. Gloves, goggles and masks will be provided.
- Water fountains will be sanitized regularly. Students are strongly encouraged to bring their own water bottles. Elementary rooms with water fountains will be provided cups.
- RCPS will adhere to cleaning and disinfecting guidance provided by the CDC. [GUIDANCE FOR CLEANING & DISINFECTING](#)
- Managing the use of shared material presents significant challenges. This should be avoided when possible. If items must be shared, objects should be sanitized between uses.
- Students should be encouraged to keep their belongings separated from others.
- Computer labs should not be used. Every classroom has devices available. Shared desktop computers in specific classrooms must be sanitized with sanitizing wipes between uses.
- Students should not be allowed to use toys that cannot be easily sanitized.
- Locker rooms will be closed and students will be encouraged to wear comfortable clothes and safe footwear to school for PE.
- Science lab faucets and equipment will be sanitized between classes.
- Recommendation for books:
  - After books are handled by a student, whether checked out or perused, they should be quarantined for 4 days before checking in, re-shelving, or checking out to another student.
  - Classroom book sets used in small groups or for a book study should be quarantined for 4 days before handling by the teacher or another student.
  - Each classroom and library should have return stations/boxes labeled for return by date so that books can be placed in there for 4 days quarantine.
  - If return stations become overcrowded, the teacher or librarian can wear disposable gloves to move the books and wash hands thoroughly for at least 20 seconds once the move is complete and gloves removed.

**Physical and Social Distancing:**

- Seating in each classroom will be arranged to maintain 6 foot separation to the greatest extent possible. Unneeded furniture should be removed to increase capacity.
- Teachers should only transition their students from the classroom when absolutely necessary. Keeping students in the same cohort should be utilized if at all possible.
- Plexiglass/other barriers will be used as deemed appropriate.
- Floors should be marked with 6' distances where needed.
- Assemblies and field trips will not occur.
- During class changes, students should avoid congregating in the hallway or using the bathroom. Opportunities for bathroom breaks will be given during each class.
- All breakrooms, conference rooms, copyrooms, lounges etc...will have occupancy signs posted based on how many can be in the room and reasonably social distance.

**Visitors to the building:**

- Visitation to the building will be on a limited basis. A health assessment will be taken if it is determined entering the building is necessary.
- Face coverings will be worn by all visitors entering the building.
- Visitors will be asked to communicate their request through the intercom. When possible, late check in and check out will be completed by the clerical staff and parents will not come into the office.
- Volunteers should not be used while in Phase III.
- Contractors and delivery personnel are expected to check in at the office upon arrival. Face coverings are required. A health assessment will be taken to determine if they may enter the building.
- During Phase III Therapy Animals will not be permitted in RCPS Schools.

## **PART 2 - MANAGING EMPLOYEE HEALTH**

### **Monitoring Health of Employees:**

- Employees are expected to do a self-assessment before coming to work.
- Employees should not report to work if any symptoms of COVID-19 are present. Symptoms include cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, sore throat, and loss of taste or smell. Other symptoms may include fatigue, congestion or runny nose, nausea, vomiting, and diarrhea. See [Symptoms of Coronavirus](#).
- Employees that are considered vulnerable (e.g. 65+, underlying health conditions) should contact the Human Resources department to discuss support options.
- Employees who have been exposed to a person who has been diagnosed or tested positive to COVID-19 may not report to work until 14 days after the last date of exposure. If you live in the same household, and you are unable to have complete separation from this person, you may not come to work until 14 days AFTER it is safe for that person to be around people. See below "When you can be around others". The employee must notify their supervisor, who in turn must notify, Cheryl Mast, Health Plan Coordinator. The employee must notify their supervisor if they develop symptoms. The supervisor will notify the health plan coordinator. The employee should contact their supervisor with questions about appropriate leave.
- An employee is considered exposed if they have been around a person who has been diagnosed or tested positive AND they were within 6 feet of that person for more than 15 minutes starting 48 hours before the symptoms began.
- The Virginia Department of Health states "being indoors, such as in a classroom or hospital waiting room with a person with COVID-19 and remaining more than 6 feet away does not generally put you at a higher risk of being exposed."
- Temperature checks may be conducted in the workplace when needed. A fever will be considered 100.4 or higher.
- Temperature and health information is confidential.
- If an employee develops symptoms during the work day they should immediately notify their supervisor and report to the school nurse. If they are not in a school building they should notify their supervisor and leave work.
- Any employee who has been tested for COVID-19 because of symptoms and is waiting for their test results may not return to work until receiving their results. They must notify their supervisor, who will in turn notify the health plan coordinator. Documentation of results may be required for return to work. See Cases of Diagnosed or Positive COVID-19 Tests section below for information on

protocols for cases of positive test results. The employee should contact their supervisor about appropriate leave.

- Supervisors are permitted to ask about symptoms pertaining to COVID-19 only and should not ask other health-related questions.
- Teachers, staff, and parents will be notified, within 24 hours, of a laboratory-confirmed case of COVID-19 associated with the school.
- Questions about sick leave related to a COVID-19 illness should be directed to your supervisor.

### **Return to Work Protocols:**

#### **Cases of Unknown Illness**

- All employees are asked to be considerate of others within the school community when dealing with COVID-19. Many of the symptoms of COVID-19 are also common in other illnesses.
- Any employee who leaves work or stays home with a fever that is reasonably believed to be unrelated to COVID-19, should not return until they have remained fever free for a full 24 hours without the use of fever reducing medication. Prior to returning to work employees are asked to communicate with their supervisor and/or school nurse.
- Any employee who leaves work or stays home with other symptoms that are linked to COVID-19 are asked to work with their healthcare provider to determine when it is safe to return to work. Medical documentation may be requested. RCPS recognizes that not all illnesses require a trip to the doctor, but understands safety is paramount. If the employee chooses not to consult a healthcare provider they may not return to work until 24 hours after the last symptom subsides. Prior to returning to work employees are asked to communicate with their supervisor and/or school nurse.
- Failure to adhere to these guidelines, and returning to work with symptoms, will result in being sent home to follow guidelines below for "When you can be around others after you had or likely had COVID-19."
- Depending on symptoms, you may be required to provide medical documentation to return to work.

#### **Cases of Diagnosed or Positive COVID-19 Tests**

- Employees diagnosed, or with positive test results, should follow CDC or health department guidelines and report the information to their Supervisor.

- The supervisor will notify the health plan coordinator of any staff member diagnosed or has a positive COVID -19 test result.
- The health plan coordinator will communicate with the VA Department of Health and confirm necessary steps.
- It is likely that the health plan coordinator, or designee, will question the infected employee about other individuals with whom the infected employee was in close contact with (within 6 feet) for a prolonged period of time, 15 minutes, within the 48 hours before the symptoms began. Individuals that have been exposed will be notified and be expected to quarantine for 14 days. The identity of the employee with COVID-19 will not be disclosed.
- The sick staff member should consult with a healthcare provider to determine when it is safe to return to work. CDC has provided these guidelines: [When You Can be Around Others After You Had or Likely Had COVID-19](#)
  - Any employee with a confirmed case of COVID-19, and experiencing symptoms, may return to work after
    - At least 72 hours with no fever without the use of fever reducing medication **AND**
    - Other symptoms have improved (e.g. cough, shortness of breath) **AND**
    - At least 10 days since symptoms first appeared
  - Any employee who tested positive for COVID-19 but had no symptoms may return to work after:
    - 10 days have passed since the positive test **AND**
    - Continued to have no symptoms.

## **PART 3 - MANAGING STUDENT HEALTH**

### **Monitoring Health of Students:**

- Families are expected to assess their child's health each day before sending the student to school. This includes taking their child's temperature each morning to ensure they are not febrile. A fever will be considered 100.4 or higher. The suggested tool for this purpose can be found here in English, Spanish, Arabic and Russian: [Daily Health Screening Tool](#) [Examen Diario de Salud](#); [الفحص الصحي اليومي](#); [Ежедневная Проверка Здоровья](#).
- Students should also stay home if any symptoms of COVID-19 are present. Symptoms include cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, sore throat, and loss of taste or smell. Other symptoms may include fatigue, congestion or runny nose, nausea, vomiting, and diarrhea. See [Symptoms of Coronavirus](#). However, the Daily Health Screen Tool, found above, gives further requirements.
- Students that have been exposed to a person who was diagnosed or tested positive to COVID may not come to school until 14 days after the last date of exposure. If you live in the same household, and you are not able to have complete separation from this person, you may not come to school until 14 days AFTER it is safe for that person to be around people. See below "When you can be around others". The parent/guardian/student must notify the school of the quarantine. The parent/guardian/student must notify their school again if they develop symptoms. The school will notify the health plan coordinator of the quarantine and again if symptoms develop.
- A student is considered exposed if they have been around a person who has been diagnosed or tested positive AND they were within 6 feet of that person for more than 15 minutes starting 48 hours before the symptoms began.
- The Virginia Department of Health states "being indoors, such as in a classroom or hospital waiting room with a person with COVID-19 and remaining more than 6 feet away does not generally put you at a higher risk of being exposed."
- Students with suspected symptoms of COVID-19 will be evaluated and may be isolated. The following Flowchart will be used by school nursing staff to evaluate students: [Nurse Flowchart](#). Parents/guardians will be contacted and expected to pick-up their child immediately if concerns persist.
- Any student who has been tested for COVID-19 because of symptoms and is waiting for their test results may not return to school until receiving their results. Documentation of results will be required for re-entry to school. See Cases of Diagnosed or Positive COVID-19 Tests section below for information on protocols

for cases of positive test results. The school must be notified of students being tested. The school must notify the health plan coordinator.

- School staff, including bus drivers, will make visual checks of students throughout the day to look for symptoms such as difficulty breathing, cough, running nose, etc. Students may be verbally surveyed by their teacher each morning for symptoms.
- Teachers, staff, and parents will be notified, within 24 hours, of a laboratory-confirmed case of COVID-19 associated with the school.
- Parents of children who are medically fragile or have one or more chronic conditions should check with their healthcare provider about school attendance.
- First aid situations, to the degree possible, should be handled in the classroom to prevent office congregation and possible cross exposure. Nurses in each school will give guidance on how this can best be handled.

### **Return to School Protocols:**

#### **Cases of Unknown Illness**

- All families are asked to be considerate of others within the school community when dealing with COVID-19 in their household. Many of the symptoms of COVID-19 are also common in other illnesses.
- Any child sent home or kept home with a temperature of 100.4 or higher, sore throat, vomiting, abdominal pain, diarrhea or onset of severe headache may not return to school until they have remained symptom free for a full 24 hours without the use of medication, including fever reducing medications. These are the symptoms consistent with SECTION 1 of the [Daily Home Screening Tool](#). Before returning to school, parents must contact the school nurse to discuss if any of the items in SECTION 2 of the [Daily Home Screening Tool](#) are applicable.
- Students who are sent home or stay home sick with other symptoms that are linked to COVID-19 are asked to work with their healthcare providers on when it is safe to return to school. Documentation may be requested. RCPS recognizes that not all illnesses require a trip to the doctor, but understands safety is paramount. If the family chooses not to consult a healthcare provider, the student may not return to school until 24 hours after the last symptom subsides. Prior to returning to school the family is asked to communicate with their school administrator or school nurse.

- Failure to adhere to these guidelines, and returning to school with symptoms will result in being sent home to follow guidelines below for “likely having COVID-19”
- Depending on symptoms, the family may be required to provide medical documentation to return to school. If no medical documentation is available the students must follow the guidelines for having been diagnosed with COVID-19.

#### Cases of Diagnosed or Positive COVID-19 Tests

- Students diagnosed, or with positive test results, should follow CDC or health department guidelines and report the information to the school.
- The school will notify the health plan coordinator of any student diagnosed or has a positive COVID -19 test result.
- The health plan coordinator will communicate with the VA Department of Health and confirm necessary steps.
- It is likely that the health plan coordinator, or designee, will question the infected student or parent about other individuals with whom the infected student was in close contact with (within 6 feet) for a prolonged period of time, 15 minutes, within the 48 hours before the symptoms began. Individuals that have been exposed will be notified and be expected to quarantine for 14 days. The identity of the individual with COVID-19 will not be disclosed.
- The family should consult with a healthcare provider to determine when it is safe to return to school. CDC has provided these guidelines: [When You Can be Around Others After You Had or Likely Had COVID-19](#)
  - Any student with a confirmed case of COVID-19, and experiencing symptoms, may return to school after
    - At least 72 hours with no fever without the use of fever reducing medication **AND**
    - Other symptoms have improved (e.g. cough, shortness of breath) **AND**
    - At least 10 days since symptoms first appeared
  - Any student who tested positive for COVID-19 but had no symptoms may return to school after:
    - 10 days have passed since the positive test **AND**
    - Continued to have no symptoms.

#### **PART 4 - PLAYGROUND EQUIPMENT AND RECESS PROTOCOLS**

- Social distancing during recess will be necessary. 10 feet is recommended for this type of activity because face coverings are not required.
- Students should not share equipment used on the playground such as balls and jump ropes etc...
- Playground structures will be closed during Phase III. This will be re- evaluated after custodial duties are more clearly defined and there has been time to determine if workloads are reasonable.

#### **PART 5 - TRANSPORTATION and MAINTENANCE MITIGATION PROTOCOLS**

- All bus drivers will wear a mask during loading and unloading.
- All other transportation employees will wear a mask while in a RCPS vehicle if a 6 foot distance cannot be maintained.
- Students will sit one person per seat. If from the same household, students will sit 2 per seat. Parents are encouraged to provide transportation for their children if able.
- All students are required to wear a mask while in a RCPS vehicle. If a student boards the bus without a mask the bus driver will give the student a mask and then inform the administration upon arrival at school. An administrator will contact the parent to resolve the issue. Transportation will not be provided if the student continues to attempt to ride without a mask.
- All drivers and assistants will receive training on proper cleaning procedures. Training will be provided by RCPS maintenance, transportation and/or vendor. All vehicles transporting students will be disinfected once per day in the evening. Drivers with multiple runs, carrying different students, are expected to sanitize high touch surfaces in between runs. Gloves will be provided for bus drivers to use while sanitizing/disinfecting buses.
- Drivers will sweep their bus at the end of each school day.
- Any cleaning that causes drivers to accumulate more than their contracted hours per week will be compensated. (Most drivers are contracted 17.5 hours per week)
- If weather conditions allow, windows on the bus should be open
- RCPS owned vehicles that are not school buses will not be shared among different staff members unless absolutely unavoidable. In cases where it is necessary, the vehicle will be sanitized before a new person uses it.
- Any shared tools in the shop, or in vehicles, must be sanitized between uses.

## **PART 6 - FOOD SERVICE MITIGATION PROTOCOLS**

- Modifications to meal distribution, eating practices and space utilization are necessary.
- Food service will continue to follow daily disinfecting procedures in compliance with the Food Safety Plan.
- Food Service Workers are required to wear masks while serving food.
- Food Service Workers will follow CDC/VA Dept of Health guidelines for preparing food.
- Self-service open container food service lines will not be available.
- Meals will be served utilizing one or more of the following methods, depending on the physical layout of the serving line and lunch room space.
  - Students moving through serving lines while observing social distancing. (Select schools may be able to seat small groups in lunch rooms. If this occurs tables must be disinfected between uses)
  - Meals delivered to classrooms
  - Remote location for a kiosk type service
- If cash is used for payment, remaining monies will be placed in the student's account. Change will not be given.

## **PART 7 - PLANNING TO CLOSE SCHOOL IF NECESSARY**

- When there is a confirmed case of COVID-19 in a school, or other building, RCPS will work closely with the local health department to determine a course of action. Consultation with the local health department will be an integral part in the determination of a school closure.
- If someone within the school community (e.g., student, teacher, staff) is diagnosed or tested positive with COVID-19, assessing the level of risk is important to determine if, when, and for how long part or all of a school should be closed. RCPS will utilize testing strategies and information about local transmission rates, under the guidance of the local health

department, in making school closure decisions. A single case of COVID-19 in a school would not likely warrant closing the entire school, especially if levels of community transmission are not high. The levels of community transmission and the extent of exposure to others to the individual who tested positive for COVID-19 will be considered before closing. These variables will also be considered when determining how long a school, or part of the school, stays closed. If the transmission of the virus within a school is higher than that of the community, or if the school is the source of an outbreak, RCPS will work collaboratively with local health officials to determine if temporary school closure is necessary.

- Administrators will notify the Health Plan Coordinator when a confirmed or suspected case has occurred in the RCPS population.
- The health plan coordinator will also notify the Virginia Department of Labor and Industry within 24 hours of the discovery of three or more employees present at an employment site who test positive within a 14 day period of time.
- Schools are prepared to close temporarily to allow time for proper cleaning, notification of the school community, contact tracing, and other necessary steps. In this case, RCPS is prepared for instruction to transition to distance learning.

### **Supporting Documents**

**[RCPS Health & Safety Communication Strategies Document](#)**