

## Health and Safety Measures for Fall 2021 In-Person Instruction: Updated September 9, 2021

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Students benefit from in-person learning. Safely returning to and maintaining in-person instruction during the 2021-22 school year is a priority. Therefore, the consistent, layered use of the following health and safety mitigation strategies and other measures is critical for RPS community:

1. Promoting vaccination
2. Consistent and correct use of masks
3. Physical distancing
4. Testing
5. HVAC/air quality
6. Handwashing/hand sanitizing
7. Cleaning and maintaining healthy facilities
8. Daily symptom checking and staying home when sick and getting tested
9. Contact tracing in combination with isolation and quarantine

In addition to the mitigation strategies listed above, important context about the RPS community, including the level of community transmission, vaccination coverage, trends in school-related outbreaks or increasing cases, and the ages of the children served in a given school will inform decision making and changes in guidance.

This document provides guidance on the implementation of these key mitigation strategies as a way to reduce the risk of COVID-19 transmission for students and staff during in-person learning in the 2021-22 school year. The recommendations are based on current guidelines and information available from the Center for Disease Control (CDC), the Virginia Department of Education (VDOE), the Virginia Department of Health (VDH), and the Richmond City Health Department (RCHD) and are subject to change.

The recommendations below are for **all** RPS schools and buildings. Each school will also create a health/safety plan that reflects the unique context of their building and will share that information with families prior to the start of school.

### **Promoting Vaccination.**

Vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. Vaccinating staff, and students when eligible for vaccination, is a critical layer of prevention and protection for all. Achieving high levels of vaccination among eligible students, teachers and staff is one of the most critical strategies to help schools safely operate.

- RPS will require all staff to show proof of vaccination by October 1.
- For those RPS staff who are not yet vaccinated, please check with your healthcare provider or find a location to get a free COVID-19 vaccine at [vaccinate.virginia.gov](https://vaccinate.virginia.gov). Additionally, RPS will continue to partner with RCHD/VDH to hold vaccination events.
- Medical and religious exemptions will be granted on a case-by-case basis. To inquire about these exemptions, employees should email the Talent Office at [talentoffice@rvaschools.net](mailto:talentoffice@rvaschools.net); anyone granted an exemption will need to provide proof of a negative COVID test on a weekly basis.
- Employees who do not meet the October 1 deadline (save for those who are granted an exemption) will be subject to progressive discipline, including loss of employment.
- The vaccine mandate will also apply to contractors, partners, and volunteers. They will receive additional information about this directly from the Talent Office.
- While students are not included in the vaccine mandate, we strongly encourage all RPS students aged 12 and older to get vaccinated.

**Consistent and Correct Use of Masks.** Each day, all students, staff, and visitors (including partners, contractors, families, and volunteers) will be required to wear a face mask while on RPS property – both inside and outside, regardless of vaccination status. This mask mandate applies in all schools and RPS central office buildings.

- Masks should completely cover the nose and mouth and fit snugly against the sides of the face without gaps.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>.
- Face shields, gators, or bandanas alone are not allowed.
- Wearing a face shield in addition to a mask is acceptable, but wearing a face shield alone is not a substitute for a mask.
- While outside on school property, students, staff, and visitors may not remove their masks even if fully vaccinated. Students must wear a mask during recess and physical education classes.
- Mask breaks are not allowed.
- Masks can only be removed in three instances (barring emergency situations):
  - When napping (in preschool settings)
  - While eating and when drinking water
  - When playing selected musical instruments (see Appendix A)
- Masks should be worn, even if a student or adult is alone in a room.
- RPS will provide a cloth mask to every staff member and student at the start of school. After that, if a staff member, student, or visitor does not have a mask, RPS will provide a disposable one.
- Clear masks may be used in unique instructional settings (for example, for speech pathologists, students with hearing loss, or during phonics instruction - all where seeing the mouth is key).
- Mask exemptions for students with special needs will be considered on a case by case basis.
- RPS staff with medical issues related to wearing a mask must contact the Talent Office to request an ADA accommodation.
- RPS staff who do not adhere to mask guidance are subject to disciplinary action.

- Signage about mask wearing (including correct usage) is displayed in each school.

**Physical distancing.** Physical distancing should be maximized to the greatest extent possible but schools should not reduce in-person learning to keep a minimum distance requirement. Distancing guidance applies regardless of vaccination status.

- Three feet of distancing will occur between students to the greatest extent possible.
- Three to six feet of distancing will occur between students and adults to the greatest extent possible.
- Six feet of distancing will occur between adults to the greatest extent possible.
- Student desks will be distanced and will face forward in the same direction to minimize face-to-face contact to the greatest extent possible.
- Students at tables will be distanced to the greatest extent possible.
- Seating charts will be utilized in all classrooms.
- When playing certain instruments where increased exhalation occurs and a mask will be removed (see Appendix A), minimum of six feet of distance will be maintained.

#### Transitions

- Signage/divider lines and/or arrows/signage should be used to promote distancing (for example, “Stay to the right”) during transitions, to the extent possible.
- Different entrance and exit doors to rooms to encourage one-way traffic should be used to the extent possible.

#### Student Meals and Hydration

- Students may only remove their mask while eating and drinking and then must put it back on immediately after and while moving about.
- A minimum of six feet of distance will be maintained when students are not wearing a mask during meals; students may eat in a combination of the classroom and cafeteria to support distancing and large waste receptacles will be placed along the hallway for discarding trash where needed.
- Students should be aware of a safe place to put their mask while eating (so it does not get dirty/accidentally thrown away).
- Seating charts must be utilized in the cafeteria to support contact tracing; when possible, classes will sit together to encourage cohorting.
- Per normal Student Nutrition Services protocol, staff should wear gloves when assisting students with meals.
- Student lunch tables will be disinfected after each use.
- Hand sanitizing stations will be available at all cafeteria entrances.
- Water fountains will not be used. Hydration stations (for filling water bottles) will be available in each school (at least one station on every floor). All RPS students will receive a water bottle at the start of school.

#### Transportation

RPS will provide transportation to all students who need it; families maintain the option, however, to transport their child to school, if preferred.

- Distancing should be followed at the bus stop area to the extent possible; masks should be worn.

- Face masks are required on the bus (staff and students); students without a mask will be provided one.
- New HEPA air filtration systems are in all school buses.
- Windows should be opened (weather permitting) to allow for additional airflow.
- Buses will be disinfected with a specified protocol after each use (see Appendix B).
- Seating charts will be utilized to support contact tracing.

#### Arrival/Dismissal

- Schools will have specific arrival and dismissal procedures that support distancing and cohorting to the extent possible based on school size/layout and modes of transportation.

#### Group Activities

Given the current high transmission rate in the City of Richmond, group activities will be limited to the extent possible.

- Schools will close or stagger the use of communal spaces.
- Schools will limit assemblies and other school gatherings.
- Schools will limit non-essential interactions among teachers and staff during meetings, lunches, or other situations that can lead to adult-to-adult transmission (schools are recommended to use virtual formats, when possible).

**Testing.** Testing can help promptly identify and isolate cases, and reduce the risk to students and staff by controlling outbreaks before they disrupt in-person instruction.

- RPS will be partnering with VDH on a pilot testing program this fall.

**HVAC/Air Quality.** Ventilation systems clean and disperse air, decreasing the likelihood that individuals will inhale particles suspended in the air that are contaminated with the virus that causes COVID-19.

- Carrier OptiClean HEPA Filtration Air Scrubbers are in all classrooms and common areas in both schools and central offices.
- New HEPA air filtration systems are in all school buses.
- HVAC preventative maintenance for all schools, including upgraded air filters and completing any repair work identified, will occur prior to start of school and as needed throughout the year.
- At schools where windows are designed to open, weather permitting, at least one window per classroom will be open.

**Handwashing and Hand Sanitizing.** Hand hygiene is an important practice to reduce the spread of COVID-19.

- Every classroom as well as common areas (entry, office, library, etc.) has a wall-mounted hand sanitizing station; signage is above each station to encourage use.
- All school bathrooms will be cleaned and restocked every 90 minutes; classroom sink supplies will be monitored throughout the day to ensure appropriate supplies are available.
- Touchless paper towel and soap dispensers are installed in all bathrooms.
- Signage for proper handwashing (wash with soap and water for at least 20 seconds) is displayed in every bathroom. Students and staff can also refer to additional handwashing guidance at <https://www.cdc.gov/handwashing/when-how-handwashing.html>.
- Hand hygiene should occur before and after meals and recess.

- All RPS bathrooms have applicable plumbing, mechanical, electrical, and general contractor work completed.

**Cleaning and Maintaining Healthy Facilities.** According to the CDC, in most situations, the [risk of infection from touching a surface is low](#). The most reliable way to prevent infection from surfaces is to regularly wash hands or use hand sanitizer, therefore the CDC recommends that cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. In addition to *cleaning*, RPS custodians *disinfect* throughout the day.

- All RPS disinfectant products are medical grade and meet standards for approved use against COVID-19.
- Custodians will disinfect
  - All high touch surfaces (doorknob, stall doors, faucets) every 90 minutes
  - Lunch tables after each use
  - Classroom tables and desks after school each day
  - Restrooms at the end of each school day
- In preschool settings, cots will be labeled with student names and disinfected after each use.
- Disinfectant wipes and/or disinfectant spray will be available for students and teachers for additional classroom use as desired.

**Daily Symptom Checking.** To keep the RPS community safe, all staff and students will complete a daily symptom screening before coming to work or school.

*Daily Symptom Check (Prior to Arrival at School)*

- All students will receive a magnet with the symptoms to check for, as well as a thermometer to support daily symptom checking.
- Before leaving home each day, all staff and students will independently answer the symptom questions (see Appendix C).
- Students or staff who answer yes to any of the symptoms questions should not attend school or work in-person. Student absences will be excused. Staff members are eligible for leave (See Appendix D).
- Signage is displayed in each school reiterating symptoms/wellness checks.

*Symptom Screening (for Staff and Visitors via “Raptor”)*

- Raptor is RPS’s daily log-in system in each school’s main office (required for staff and visitors). RPS has upgraded Raptor to include symptom screening questions.
- Hand sanitizer will be available near the computer, given frequent use.

*Supportive Care Spaces*

Students who present with signs/symptoms of infectious illness (including COVID-19) will be separated from other students and staff in a “supportive care space” in an effort to minimize transmission. All schools will have a supportive case space.

- The school nurse will evaluate the student in the school’s clinic using a Health Assessment form; all assessments will be maintained in the student’s electronic health chart.
- After the initial assessment, the student will be referred to the supportive care space if they are displaying infectious symptoms. School nurses will continue to follow RPS school exclusion guidelines for students (see Appendix C).

- Family members will be notified of a student's illness to make arrangements for pick-up; time in the supportive care space should be as brief as possible.
- If a student is exhibiting signs of severe illness, emergency services will be called.
- Supportive care spaces will be disinfected after each use.

**Contact Tracing/Positive Cases.** Even with careful plans and preparation, cases of COVID-19 may still occur. RPS works in collaboration and under the direction of the Richmond City Health District (RCHD) to perform case investigation and contact tracing of all positive and probable (by test) cases of COVID-19. Plans of action will vary on a case-by-case basis.

In general, VDH uses proximity of within 6 feet for a total of 15 minutes or more within 24 hours to determine the need for quarantining persons who have had close contact exposure to someone with suspected or confirmed COVID-19. In indoor and outdoor K-12 settings, a student who is within 3 to 6 feet of an infected student is not considered a close contact as long as both students wore well-fitting masks and were wearing masks the entire time. This exception does not apply to staff or other adults in indoor school settings. Having direct exposure to respiratory secretions of someone with COVID-19 (e.g., being coughed or sneezed on) is also considered close contact in any setting.

- Families/staff should communicate positive COVID-19 cases to RPS (RPS will also learn of positive cases from VDH). Families and school based staff should inform their school principal. Central staff should inform the Talent Office.
- RPS will communicate all confirmed COVID-19 cases to VDH and will begin case investigation.
- Based on case investigation, close contacts (which may be from transportation, class, or other activities) will be identified and contacted by RPS and will be provided with quarantine instructions, as applicable, and advisement on symptom monitoring.
- Seating charts will be used in classrooms, cafeterias, and buses to support accurate contact tracing.
- The school and RPS community will be informed of positive cases of students and staff; student/staff privacy will be maintained.
- RPS will follow VDH guidance, which may, at times, require full class quarantine or school closure.
- See Appendix E for more details.

**Quarantine.** Quarantine may be used for students and staff who have been exposed to COVID-19. Close contacts, identified through contact tracing, should quarantine unless they are fully vaccinated, or have tested positive in the last 3 months, and do not have any symptoms. Students and staff who are in quarantine should stay home and follow the direction of VDH/RPS about when it is safe for them to be around others.

- If a teacher tests positive, and quarantine is recommended, a substitute will lead the class during the teacher's absence.
- If a staff member tests positive, and quarantine is recommended, coverage will be secured, as appropriate/available, per current RPS substitute pools.
- If an individual student needs to quarantine, independent work will be provided. Note teachers will need some time to pull work together and it may not be available immediately.
- If a whole class needs to quarantine, the class will shift to virtual instruction (similar to the 2020-21 model). RPS remains a 1:1 division and Chromebooks and hotspots will be available to

all students. The teacher, or a substitute, will continue instruction virtually, for the duration of the quarantine. Note some time will be needed to ensure all students/staff have applicable technology.

**Closure.** Despite careful planning and consistent implementation of mitigation strategies, some situations (levels of community transmission with school-specific factors, such as implementation of prevention strategies and the number of cases among students and staff) may require RPS, as a last resort, to temporarily close schools or parts of a school (such as a class, cohort, or grade level) to in-person instruction, in consultation with VDH.

## Appendix A: Special Guidance for Selected Music Classes

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- Masks must be worn while singing and while playing most musical instruments; for *selected* wind instruments, students will remove/modify their mask to play.
- For selected wind instruments, students will be provided with a disposable mask. A slit can be cut in the mask for the wind instruments to be utilized; teachers will instruct students on how to cut the slit into the mask so that the instrument mouthpiece will fit tightly with the mask.
- Coverings (such as a gator, bell covers and filters) will be used over the openings of wind instruments to minimize the generation of droplets and aerosols.
- When playing instruments for which the mask will be removed/modified, a minimum of 6 feet of distance will be maintained.
- For instruments that require condensation removal, students will have a multi-purpose absorbent pad which can be thrown away after each class.
- Materials used in classes where masks are removed (instruments, stands, chairs, or other items in proximity) will be disinfected at the end of each class.
- Band and orchestra instruments will not be shared; harps and guitars will be shared and strings will be disinfected.
- Students who do not bring their instruments to class will participate in asynchronous instruction on SMARTMUSIC & SightreadingFactory.com.

## Appendix B: Cleaning and Disinfection of RPS Transport Vehicles

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The following guidelines outline the cleaning and disinfection protocols of RPS transport vehicles. These protocols are in alignment with the Center for Disease Control (CDC) guidance and apply to RPS school buses, department or warehouse fleet vehicles, auxiliary vehicles (e.g., Lit Limo), vehicles used in driver education programs, or any RPS vehicle used for student- or employee related transport activities. Contracted service providers are also expected to adhere to these guidelines.

### **General Information**

- Coronavirus on surfaces and objects naturally dies within hours to days. Warmer temperatures and exposure to sunlight also reduces the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces and lowers the risk of spreading COVID-19.

### **Cleaning Protocol**

- Personal protective equipment (PPE) including disposable gloves (and if desired, gown) are required to be worn when cleaning and disinfecting a vehicle.
- Disinfect commonly touched surfaces in the vehicle using “Multi-Oxide”, a supplied (VDOE and EPA approved) disinfectant:
  - ***For hard non-porous surfaces within the interior of the vehicle*** such as steering wheel, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.
  - ***For soft or porous surfaces such as fabric seats***, remove any visible debris, if present, then clean with Multi-Oxide.
- Multi-Oxide should be sprayed on surfaces, allowed to sit for 1 minute and surfaces wiped with a clean cloth. After wiping clean, the vehicle is ready for next use with no additional wait-time required.
- Ensure adequate ventilation when chemicals are in use while cleaning the vehicle to include opening doors and windows and/or turning on air ventilation system.
- Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning.

### **Employee Responsibility**

- Shared or “pool” vehicles should be disinfected by employees after each use (and don’t need to be returned to Fleet Services for cleaning).
- Employee-assigned vehicles should be cleaned weekly by assigned employee.
- School buses or similar fleet vehicles after being returned to a compound and disinfected, shall be cleaned by Fleet Services for service the next business day.
- Cleaning supplies (disinfectant solution, wipes, and gloves) shall be placed in each vehicle by Transportation staff during inspection of vehicles. Employees can reach out to Transportation when vehicles need to be restocked with cleaning supplies.

### **Within Vehicle Protocols**

- Face masks are required for RPS employees and other passengers while riding in vehicles. A single individual per vehicle is recommended whenever possible; however when more than one

individual per vehicle is necessary, the driver and passenger should maintain distance as much as possible.

## Appendix C: COVID-19 Symptoms/Screening Questions (At Home/RAPTOR)

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Individuals may have a wide-range of COVID-19 symptoms from mild symptoms to severe illness; in some cases, individuals may be asymptomatic. Symptoms may appear 2-14 days after exposure to the virus. This list does not include all possible [COVID-19 symptoms](#).

Each day, prior to leaving home, students and staff should ask themselves the following questions:

1. Have you experienced any of the following symptoms in the past 48 hours?
  - fever (100.4 degrees or higher) accompanied by chills
  - persistent cough
  - shortness of breath or difficulty breathing not contributed to underlying health issues
  - fatigue, muscle or body aches not contributed to underlying health issues
  - new loss of taste or smell
  - sore throat
  - congestion or runny nose
  - nausea, vomiting or diarrhea
2. Have you been in physical contact with anyone who has been diagnosed with COVID-19 within the last 14 days?
3. Are you isolating because you have tested positive for COVID-19 or are waiting on COVID-19 test results?

If a student/staff member answers yes to any of the questions, they should stay home from work/school that day, monitor their symptoms, and contact a medical professional, as appropriate.

Students that present with COVID-like symptoms during the day will be evaluated by the school nurse and, in most cases, sent home and families will be advised to seek testing and or further medical evaluation. School nurses will use the [When Should a Child Stay Home From School and/or Child Care?](#) guide provided by the VDH for up-to-date guidance.

If a staff member experiences COVID-like symptoms while at school/work, the staff member should notify their administrator/supervisor and the school nurse. The school nurse can complete an additional assessment, if desired (and if the staff member is at a school site). If the school nurse determines the staff member is symptomatic of a potential COVID-19 infection, they will contact the building administrator/supervisor who will then determine coverage so that the staff member can leave the building. Staff members are then strongly encouraged to contact their healthcare provider to report their symptoms and request a COVID-19 test.

## Appendix D: Guidance for Staff Sick Leave

With the goal of supporting school division operations and staff members impacted by the COVID-19 pandemic, the Benefits and Compensation Department will accommodate leave required to mitigate COVID-19, according to the parameters below.

Reason for Leave	Type of Leave Utilized & Talent Office Contact	Documentation & Duration
Employee has been advised by a health provider to be tested and/or the employee is experiencing COVID- 19 symptoms and is seeking medical attention.	Administrative Leave with Pay	Documentation Requirement(s): COVID-19 test results Doctor’s note  Duration: 1-3 days of leave will be granted.
Employee has been quarantined by a healthcare provider, public health official, or RPS nurse due to exposure or testing positive for COVID-19	Administrative Leave with Pay	Documentation Requirement(s): Testing positive - COVID-19 test Exposure – Letter confirming quarantine  Duration: A total of 10 days of leave will be granted; if additional time is necessary, the employee will apply for FML.
Employee answers “Yes” to question #1 of the COVID-19 symptoms/screening questions	Sick Leave  Contact your supervisor each day you are absent	Documentation Requirement: No documentation is required for days 1-3. After the 3 <sup>rd</sup> day of sick leave is taken, medical documentation is required and a COVID test is recommended.  If more than 5 days of sick leave is required, the employee will apply for FML.  If an employee does not have ample sick leave, please contact Alyson Davis Director, Benefits and Compensation at <a href="mailto:amiddlet@rvaschools.net">amiddlet@rvaschools.net</a> or 804-780-7007.
Employee has a child who is quarantined or tested positive for COVID-19.	Administrative Leave with Pay, if needed	Documentation Requirement(s): Testing positive - COVID-19 test for child Exposure - Letter confirming quarantine for child

		Duration: A total of 10 days of leave will be granted if employee cannot work from home; if additional time is necessary, the employee can apply for FML.
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Please note the following:

- It is the employee's responsibility to communicate with both their supervisor and the Talent Office.
- Teachers are required to create emergency substitute plans in the event of an unforeseen infection or exposure to COVID-19.
- For questions about leave, please contact Alyson Davis Director, Benefits and Compensation at [amiddlet@rvaschools.net](mailto:amiddlet@rvaschools.net) or 804-780-7007.

## Appendix E: Protocol for Positive Cases

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**For school-based staff and students** with a positive case, individuals should notify the principal (phone or email is acceptable) as the first point of contact. The principal will then contact the school nurse, Na-Keisha White, Coordinator Health Services (nwhite2@rvaschools.net) and Michelle Hudacsko, Chief of Staff (mhudacsko@rvaschools.net) via email. For after-hours reporting, contact Michelle Hudacsko at (804) 839-0435.

**For staff not directly working with students** with a positive case, individuals should contact their supervisor. The supervisor will then contact Na-Keisha White, Coordinator of Health Services (nwhite2@rvaschools.net), Donita Jackson, Specialist for Risk Management (djackso7@rvaschools.net), and Michelle Hudacsko, Chief of Staff (mhudacsko@rvaschools.net) via email. For after-hours reporting, contact Michelle Hudacsko at (804) 839-0435.

Each day, the broader RPS community will be updated on new positive cases via RPS Direct.

1. After initial notification, Na-Keisha White contacts VDH.
2. The school principal ensures seating charts, class rosters, and bus rosters are updated in the Google Drive; files must be confirmed/updated within one hour.
3. School nurses begin notifications of close contacts; VDH may provide support in ongoing contact tracing.
4. At no later than the 24-hour mark after notification of the positive case, the principal sends a communication to the school community (all staff, partners, and families). If notifications are completed, use Letter 2 (see Appendix F) and the process is completed. If notifications are still occurring, use Letter 1 (see Appendix F). The principal sends communication via:
  - a. Remind message (text, phone, email).
  - b. Additional communication to site and possible partner staff (who may not receive Remind messages).
  - c. Letter home in backpacks the next school day (English/Spanish). The letter should be on school/RPS letterhead and signed by the principal.
5. If notifications were not completed within the first 24 hours, notifications continue until completed. At that point, the principal sends out Letter 2 (see Appendix F). The principal sends communication via:
  - a. Remind message (text, phone, email).
  - b. Additional communication to site and possible partner staff (who may not receive Remind messages).
  - c. Letter home in backpacks the next school day (English/Spanish). The letter should be on school/RPS letterhead and signed by the principal.

## Appendix F: Letters to Notify the Community of Positive Cases and Contact Tracing

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*Note these letters will be on RPS letterhead and also translated into Spanish.*

### **Letter 1 (when contact tracing is completed – note past tense):**

Dear RPS families,

We have learned that a student(s) and/or staff member(s) at our school has tested positive for COVID-19.

Any individuals who were in close contact, as defined by the Virginia Department of Health, have been notified directly. **If you have not been contacted, you or your child were not in close contact and are not considered exposed.**

Please reach out to your primary care provider if you have any concerns, or contact the Richmond City Health District (RCHD) by calling their COVID-19 hotline: (804) 205-3501. **Please also continue to wear your mask, stay physically distant, and wash your hands.**

Our number one priority remains the health and safety of our students, staff, and families. Towards that end, we will continue to work in close collaboration with RCHD to ensure the well-being of the entire RPS community.

If you have any questions, as always, please don't hesitate to contact us.

Best,

XXX, School Principal

### **Letter 2 (when contact tracing is still in progress at the 24 hour mark– note present tense):**

Dear RPS families,

We have learned that a student(s) and/or staff member(s) at our school has tested positive for COVID-19.

Any individuals who were in close contact, as defined by the Virginia Department of Health, are being notified directly. **We expect to finish notifications within the next day. If you are not contacted, you or your child were not in close contact and are not considered exposed.**

Please reach out to your primary care provider if you have any concerns, or contact the Richmond City Health District (RCHD) by calling their COVID-19 hotline: (804) 205-3501. **Please also continue to wear your mask, stay physically distant, and wash your hands.**

Our number one priority remains the health and safety of our students, staff, and families. Towards that end, we will continue to work in close collaboration with RCHD to ensure the well-being of the entire RPS community.

If you have any questions, as always, please don't hesitate to contact us.

Best,

XXX, School Principal

## Appendix G: Return to Play Guidance (Athletics)

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The health and safety of our students, including our student-athletes, is our top priority. Decisions about returning to conditioning, practice and competitive activities are based on the latest resources and research from the Virginia High School League (VHSL), National Federation of State High School Associations (NFHS), Richmond City Health District (RCHD), the Center for Disease Control (CDC), and Bon Secours Sports Medicine, to focus on procedures and protocols, review athletic processes for safety purposes, and develop safety guidelines for the Athletics Department. As with all guidance, updates will be made as needed. Participation in athletics is optional.

- All coaches must complete the NFHS online course “COVID-19 for Coaches and Administrators” before the first practice. Certification that the course was completed must be submitted <https://nfhslearn.com/courses/covid-19-for-coaches-and-administrators>.
- All coaches and student-athletes will complete the daily symptom checker before a workout, practice or competition.
- Players must wear a mask at all times when not actively playing.
- All coaches and other adults must wear a mask at all times.
- Attendees at games/practices must follow physical distancing and mask requirements.
- Workouts should be conducted in “pods” of students/coaches to encourage cohorting to the extent possible.
- Materials/equipment will not be shared (shoes, socks, shin guards, helmets, catching equipment, pads, jerseys/uniforms, etc.).
- Players will use individual water bottles.
- Equipment will be disinfected after use.
- No one other than coaches, staff, and student-athletes from the home school are permitted in the locker room.
- By order of the Virginia High School League (VHSL), visiting teams will comply at a minimum, with the COVID-19 protocols of the hosting team; if the visiting team refuses to comply, the game will be considered a forfeit.
- To ensure that our community has access to events, schools will live stream games via the NFHS network or other official school social media outlets when possible.
- A more extensive Return to Play guidance document will be shared with all student athletes.