

**Richmond County Public Schools
Reopening Health Mitigation Plan
Phases II and III
Varying Levels of Community Spread**



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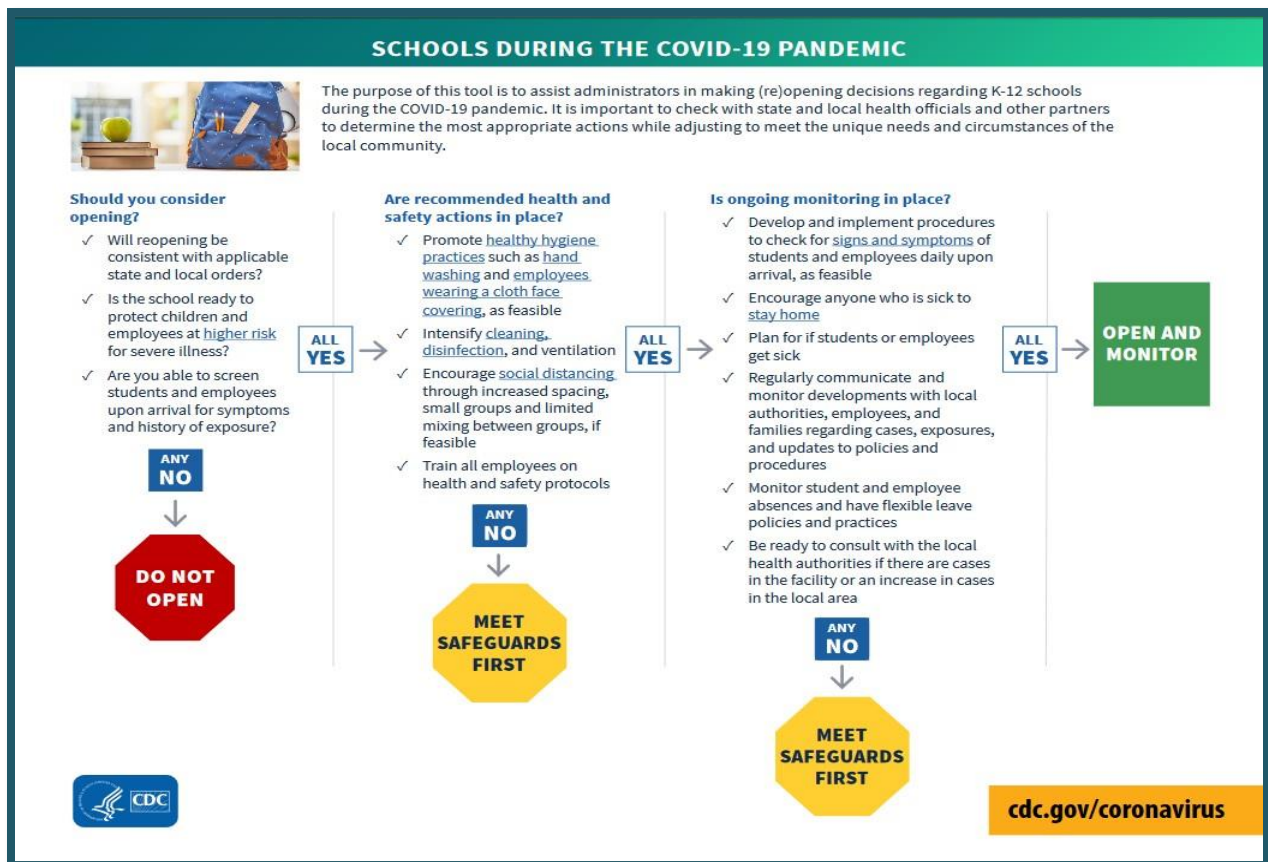
Last Updated- 8/1/2020

Section One: Introduction

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*. Plans must be submitted to the Virginia Department of Education (VDOE).

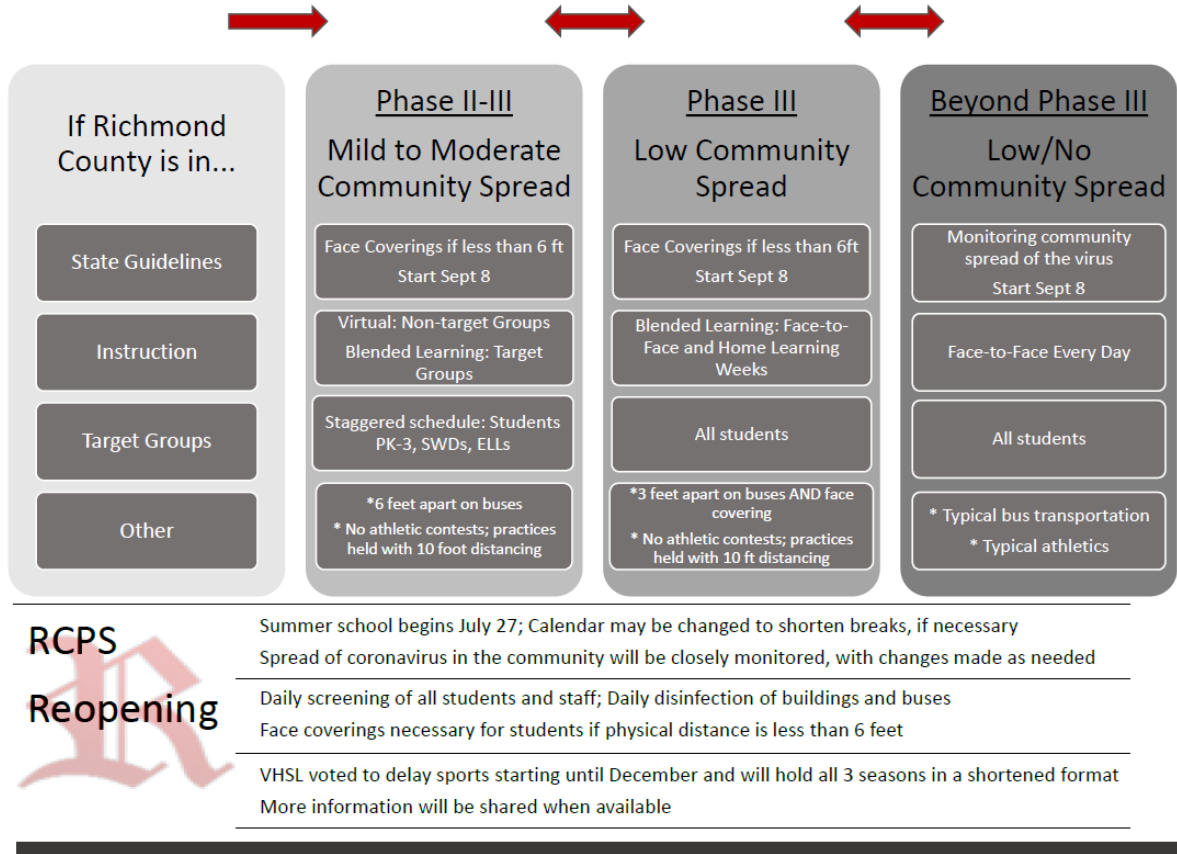
Referencing [CDC](#), [American Academy of Pediatrics](#), and [World Health Organization](#) guidance, along with *Virginia Phase Guidance for Schools*, schools must prepare COVID-19 mitigation plans for reopening, as even in Phase III, it is likely that outbreaks of COVID-19 will continue. Therefore, the plans outlined in this section should consider various contingencies for continuing operations in the event of an outbreak, see Figure 1. Richmond County Public Schools (RCPS) will report cases and outbreaks to the local health department, and consult with the department regarding management of outbreaks, dismissals or similar decisions, such as a shutdown of school activities.

Figure 1. CDC Re-opening Tool for Schools During COVID-19 (May 2020)



RCPS plans to begin offering a summer school program in either Phase II or Phase III, and will submit our plan before opening in Phase II or III. Figure 2 provides a summary of the division’s plan for reopening.

Figure 2. RCPS Plan for Reopening



RICHMOND COUNTY PUBLIC SCHOOLS: REOPENING SCHOOL 2020-2021

Guiding Principles

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **Moderate 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 6 feet apart, or 3 feet apart while wearing a face covering, and do not share objects.
- **Greatest 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.

Strategies that assist in successful planning will center around promoting behaviors that reduce spread of COVID-19, maintaining healthy environments and operations and, preparing for and acting when someone gets sick and/or presents with symptoms.

These are unprecedented times. Students, families, and educational staff have continued to shift and be flexible in the face of novel coronavirus COVID-19. As schools begin to reopen, there are considerations for school nurses and school health personnel in the delivery of health care services in the educational setting. According to the Centers for Disease Control and Prevention (CDC), "School nurses and other healthcare providers play an important role in monitoring health clinic traffic and the types of illnesses and symptoms among students. It is important to designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). Employees should know who this person is and how to contact them." As RCPS plans to reopen for the 2020-2021 school year, it will be important for staff, students, families and other local agencies to work together to ensure the healthiest environments possible for our community.

RCPS is committed to:

- Establishing and continuing communication with local and state authorities to determine current mitigation levels in our community.
- Identifying, protecting, and supporting vulnerable students and staff who are at higher risk for severe illness, by providing options for telework and virtual learning.
- Ensure that external community organizations that use the facilities also follow this guidance.

Section Two: Planning to Reopen

RCPS has developed a plan to mitigate the health risks related to COVID 19, and school reopening.

RCPS COVID 19 Planning Team

Members include: Superintendent, Assistant Superintendent, Building Principals, Division Disaster Preparedness Coordinator, and School Nurse Coordinator

COVID Point Person: RHS- Building Principal; RCEM- Building Principal; MTLC- Building Principal

Richmond County Department of Health, part of the Three Rivers Health District

| Three Rivers Health District | Richmond County Department of Health |
|---|--|
| Dr. Richard Williams, Director 804-758-2381 2780 Puller Highway, Saluda, VA 23149 | Celia Collier, School Nurse's Contact 804-333-4043 5591 W. Richmond Road, Warsaw, VA 22572 |

Monitoring Health and Absenteeism

RCPS will establish procedures for monitoring the health of both students and staff, which will include daily screening of all individuals entering a public school facility; Appendix A is a sample daily screening log. Individuals presenting with potential COVID-19 illness will be isolated and a more detailed health survey will be administered (Appendix B).

The Human Resources Manager will monitor staff absenteeism to determine if a significant pattern of absence is noted, using the division's absence management software.

Student Support staff will monitor attendance rates of students daily, to determine any significant pattern using the division's student information system (SIS). Any data required to be sent to the state will be aggregated and provided by the division's Data Manager.

Communications Strategy

1. Orientation and training for staff and students specific to new COVID-19 mitigation strategies

All staff members will participate in training before the start of school on COVID-19 mitigation strategies, using information provided by the CDC, AAP, VDH and VASN. Staff members will train students in mitigation strategies during the first four weeks of the school year, and as needed throughout the school year, as part of the current PBIS initiative.

2. Communication with staff, parents, and students of new policies

Communication with staff, parents and students will be multi-faceted. Staff communication will occur through emails, virtual meetings, and face-to-face meetings as appropriate, first at the division level, and then the building level. All new decisions and policies will be communicated with staff, prior to being shared with the wider community.

Wider community communications will be broadcast through several means: local radio (WRAR 105.5 and WNNT 107.5), autodial messages and emails, school division website and division Facebook page. Mailings will be sent home, as needed.

Initial communication will begin in late June, with information about what it will be like for students to return to school, using Go Pro video footage to represent arriving by bus or car. Subsequent informational communications will be related to: Student Drivers, Breakfast Pickup; Health Screening for Athletic Practices; Cafeteria; Change of Classes; Physical Distancing inside the Classrooms

3. Plans for how to communicate an outbreak or positive cases detected at the school

As with all other communicable disease information, students and their families will be notified in writing, using one of the sample letters found in Appendix E.

Participating in Community Response Efforts

RCPS will work with local agencies to assist in community response efforts, to include: the Richmond County Department of Health, as part of the Three Rivers Health District; Virginia and Richmond County's Departments of Social Services; Richmond County Emergency Services; and the Middle Peninsula and Northern Neck Community Services Board.

Preparing Student Health Services

The RCPS Division Level COVID team will plan to provide both typical and COVID related responses to students and staff. These actions will include, but are not limited to: ensuring school health staff have access to appropriate COVID-19 training for medical professionals; ensuring that all staff members have participated in an orientation to COVID-19 and its mitigation; identification and purchase of appropriate PPE for health services and other staff, as available; providing designated spaces for individuals suspected of a COVID infection; developing routines and procedures to minimize clinic visits for first aid needs that may be addressed in the classroom.

Assuring Provision of Medical-grade PPE for Health Services Staff

The RCPS School Nurse Coordinator will identify, submit orders and provide, as available, the appropriate medical grade PPE for health services staff. Such PPE may include: non-latex gloves, surgical masks, gowns and face shields.

Assuring and Maintaining Typical (non-COVID-19) Health Services

While it is important for nurses and school clinics to be aware of and plan for COVID-19 cases using best practices, students will still need access to typical health services provided by school nurses. These services may include: administration of routine medication; scheduled specialized physical health care procedures; and providing care in the case of serious illness or injury. School administration will work with school nurses and instructional staff to ensure that students have access to typical health services, while limiting trips to the clinic that may be dealt with at the classroom level. Appendix F provides information for classroom teachers to use when determining if a student should go to the clinic or not.

Providing Mental Health Services

RCPS is committed to providing mental health services for students, as resources allow. Students will continue to have access to guidance counselors, the division's school psychologist and referrals shall be made to the Middle Peninsula/Northern Neck Community Services Board, as necessary and outlined in the division's threat assessment plan.

The Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders. EAP counselors also work in a consultative role with managers and supervisors to address employee and organizational challenges and needs. Many EAPs are active in helping organizations prevent and cope with workplace violence, trauma, and other emergency response situations, and will be contacted as necessary.

Section Three: Promoting Behaviors That Reduce Spread of COVID-19

RCPS is committed to promoting health behaviors among students and staff that will help reduce the spread of COVID-19; these actions are outlined below.

Creating and sharing an education plan for staff, students and families, before the reopening of school.

RCPS will provide training and education opportunities for staff, students and families to include: sending informational materials in print, in both English and Spanish; posting informational training videos on the division webpage and Facebook page; providing in person training, as necessary; and developing a virtual learning course for staff to complete.

Topics covered:

- a. Hand hygiene and respiratory etiquette,
- b. Use of cloth face coverings,
- c. Encouraging physical distancing.
- d. Signs and symptoms of COVID-19
- e. Taking and monitoring temperatures at home
- f. Need for accurate contact information and multiple emergency contacts who are local and have access to transportation
- g. Importance of coming to school quickly to pick up their child, if called
- h. Keeping students home if they are ill and the length of time they must stay home: Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 10 days have passed *since symptoms first appeared*.
- i. Resources

Maintaining Adequate Supplies to Promote Healthy Hygiene

RCPS will locate and procure the necessary materials to promote healthy hygiene to include:

1. Providing hand sanitizer in bulk quantities to each classroom teacher so students and staff have easy access to it
2. Installing hand sanitizer dispensers in targeted locations throughout the school buildings

Providing Signs and Messaging to Promote Healthy Hygiene

RCPS will provide signage to each school building to promote healthy hygiene, using the CDC's resources, linked below:

[Keep calm and wash your hands](#)
[Wash your hands poster](#)
[Germs are all around you poster](#)
[Stop the spread poster](#)
[Handwashing is your super power poster](#)
[Cover your cough poster](#)
[Physical distancing in childcare](#)

The resources will be placed on the division Facebook page periodically to remind the community of the importance of good hygiene.

Promoting Physical Distancing

1. Modify layouts of classrooms, communal areas and buses to ensure social distancing is maintained.

Classroom layouts will be modified to ensure that student desks are three feet apart when students are wearing face coverings, and the teacher desk (if used) will be physically distant as well. Building level principals will work with staff to ensure that physical distancing guidelines are followed, and that classrooms are set up appropriately, before the first day of school.

Communal areas will be marked, as appropriate, to identify the appropriate physical distance between individuals. Understanding an individual school's plans for the use of communal areas is critical to modifying its function. Building level leadership teams will develop modification plans and submit them to the RCPS COVID-19 Planning Team.

Buses will transport children to school maintaining 3 to 6 feet of physical distance, with face coverings required. All students will have their temperatures taken before being allowed to sit down on the bus, as part of the screening process. Transportation needs and locations will be assessed over the summer to ensure that bus routes are balanced to maintain physical distance. Students will disembark buses upon their arrival at school to limit the numbers of students entering at any one time.

2. Develop strategies for food/dining services; these should be consistent with plans to optimize physical distancing.

Students will participate in the “grab and go” breakfast option currently in use for RCPS. As students enter buildings, they will pick up their breakfast from kiosks, located at the various points of entry into the building, and eat their breakfast in the classroom. As a CEP division, no numbers are entered by students, and the food service professionals make a count of students taking breakfast, for a reduction in contact of common surfaces.

Students will eat lunch in their classrooms; however, they will travel to the cafeteria and proceed through the meal line to receive their food in a covered container. Students will then return to their classes with their meals.

3. Limit size of gatherings consistent with Executive Orders and impose strict physical distancing place during gatherings.

During Phase III of reopening, gatherings are limited to less than 250, with physical distancing guidelines still in effect. RCPS will ensure this guidance is adhered to by altering student schedules, and strictly scheduling activities that take place in communal areas such as the cafeteria or gym. Markers will be used to assist with maintaining physical distances of six feet, or three feet when cloth face coverings are worn.

4. Follow relevant [Virginia Phase Guidance for Schools](#) and [CDC guidance](#) for recreational sports for school-related sports and other recreational activities.

Extracurricular activities will only be offered with physical distancing mitigation strategies implemented.

- a. Athletics will be limited to individual or team-based practice, skill-building drills or conditioning activities that allow maintenance of physical distancing at all times.
- b. No youth recreational/school sports competition take place in Phase III, unless physical distancing can be maintained at all times (e.g. individual swimmers showing up at scheduled times to have their event timed, etc). Competition that involves contact with other athletes will not occur.
- c. If physically distant competitions are taking place, the following conditions will be met:
- d. Outdoor recreational sports are allowable if 10 feet of physical distance can be maintained by all participants and spectators at all times and all shared items can be disinfected between uses. The total number of attendees (including both participants and spectators) cannot exceed the lesser of 50% of the occupancy load of the venue (if an occupancy load exists) or 50 persons.
- e. Indoor recreational sports (including practices and classes) may occur if 10 feet of physical distance can be maintained by all participants at all items and all shared items can be disinfected between uses. The total number of attendees (including participants, referees, coaches, etc.) cannot exceed the lesser of 30% of the occupancy

load of the room in which the sport is being held or 50 persons. Spectators may not be present except parents or guardians who are supervising children. Spectators must wear face coverings consistent with any active Executive Orders and due to behaviors which may bring greater risk (e.g. cheering), it is recommended that spectators be separated by 10 feet of distance from other persons.

Section Four: Maintaining Healthy Environments

RCPS has developed a plan for maintaining a healthy environment for students and staff, which has several components.

Conducting Daily Health Screening of Staff and Students

| Staff | Students | Visitors & Volunteers |
|--|---|---|
| <p>Daily self-symptom check prior to coming to work, including temperature check</p> <p>Complete Google Form before entering the building with temperature</p> <p>Building administrators, or their designee, will follow up on staff who do not submit form</p> | <p>Daily temperature check before entering building; symptom checks as needed</p> <p>Appendix C provides a sample documentation form for transportation professionals to document student temperature</p> | <p>Temperature check upon arrival; Screen for COVID-19 symptoms as needed</p> |

Establishing Effective Hygiene Practice and Procedures:

RCPS will 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.

- a. Frequently Touched Surfaces: Staff members are provided with disinfecting wipes and spray to use on door handles and other frequently touched surfaces throughout the day. The contracted vendor, Service Master, will provide additional day workers to clean frequently touched surfaces throughout the day in communal areas, such as handles, doorknobs, sinks, water fountains and toilet handles.
- b. Increased Cleaning: The increased cleaning will require additional staff and time allocation. Service Master will provide additional workers at each site to increase the frequency with which surfaces are cleaned, such as handles, doorknobs, sinks, water fountains and toilet handles. Appendix D outlines the five-point approach being taken by Service Master to address COVID-19.
- c. Routine Cleaning: Routine cleaning will be provided by Service Master through their standard operating procedure to include those surfaces that are visibly contaminated.
- d. Disinfection: While Service Master will be providing disinfection (see Appendix D), RCPS has also purchased 4 Clorox Total 360 machines, with refills to use in daily disinfection of classrooms.

- e. Transport Vehicles: All transport vehicles will be disinfected daily when used for student transportation using the Clorox Total 360 machine.
- f. Additional Hand Sanitizer Stations: RCPS will provide hand sanitizer in each classroom and dispensers are installed in strategic locations throughout each building, close to frequently touched surfaces. Sanitizer refills are purchased as needed by the Director of Maintenance.

Limiting Sharing of Supplies to the Extent Possible

RCPS will to the greatest extent possible minimize sharing of materials among students by:

- a. Providing dedicated student supplies, as available
- b. Keeping each student's belongings separated from others' and individually labeled containers, cubbies, or areas
- c. Limiting the use of supplies and equipment by one group of children at a time and cleaning and disinfecting between use
- d. Assigning each student their own device, K-12 and providing disinfection of frequently used technology equipment using a UV-C sterilizing wand, such as [HamiltonBuhl HYGEX-VRAY Sanitizing Wand](#)

Ensuring Ventilation Systems Operate Properly and Increase Circulation of Outdoor Air as Much as Possible

RCPS will ensure ventilation systems operate properly and increase the circulation of outdoor air as much as possible by:

- a. Changing all filters every three months, with more frequent changes as needed, for instance in the case of a severe COVID 19 outbreak
- b. Cleaning coils as recommended and completed by our contracted HVAC maintenance vendor
- c. Continue the use of Economizers on all large roof tops, which ensure outside air is circulated

Ensuring Water Systems are Safe to Use after Prolonged Facility Shutdown

RCPS will ensure that our water systems and features are safe to use after a prolonged facility shutdown by:

- a. Taking the five steps recommended by the CDC to [minimize mold](#)
- b. Taking the eight recommended steps by the CDC to minimize [Legionnaires' Disease and Legionella](#)
- c. Drinking fountains will be cleaned and sanitized, and RCPS will encourage staff and students to bring their own water bottles and use installed touchless water refill stations.

Section Five: Maintaining Healthy Operations

RCPS will maintain healthy operations through a variety of strategies, listed below.

Implementing protections for staff and children at higher risk for severe illness from COVID-19

RCPS will implement protections for staff and children at higher risk for severe illness from COVID-19 as outlined in Section 5 of this plan.

Align Plans for Gatherings, Field Trips and Volunteers Consistent with any Executive Order

RCPS will plan for gatherings and field trips that would be allowable under any Executive Order in place. RCPS will adhere to all guidelines for gatherings, social distancing and transportation for field trips outlined in the [Phase Guidance for Virginia Schools](#).

RCPS will further:

- a. Pursue virtual group events, gatherings, or meetings, as appropriate, and promote social distancing of at least 6 feet between people if events are held.
- b. Limit any nonessential visitors, volunteers, and activities involving external groups or organization, especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- c. Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights

Implement 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

RCPS will implement 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.

Staff required to self-isolate, or who are positive for COVID-19 will use employer paid leave, and submit days using the Professional Leave- School Business accounting code.

Students required to self-isolate, or who are positive for COVID-19, and are working on assignments through virtual instruction will be counted “present” during the school year.

Train Back-up Staff to Ensure Continuity of Operations.

RCPS will ensure the continuity of operations by having each operational building’s Principal, Director, Manager or the Superintendent (or authorized designee) identify critical functions that must be maintained in spite of illness, and those individuals who should be cross trained to assist in case of the absence of the individual primarily responsible for those functions.

Section Six: Protecting Vulnerable Individuals

RCPS is committed to protecting those most vulnerable individuals in our community with a number of strategies.

Creating Policy Options to Support Those at Higher Risk for Severe Illness to Limit Exposure Risk

RCPS recognizes that certain individuals and populations, such as those aged 65 and older, and those with underlying health conditions are at a greater risk for severe illness if COVID-19 is contracted. Individuals over age 65 or with a documented medical condition making them [vulnerable for severe illness](#), as outlined by the CDC, will have their exposure risk limited by:

- a. Opportunity to telework, if appropriate for job duties
- b. Opportunity to participate in the Richmond County Home Learning Program, which is an entirely on-line learning program, taught by RCPS teachers, using Virtual Virginia content for students in grades K-12. Pre-school age students are not eligible for participation in virtual learning programs.
- c. Working with employees and student families on an individual basis to establish modified duties and participation plans

Implement 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

RCPS will implement 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 by:

- a. Revising division practices to encourage and allow for telework for these individuals.
- b. Current leave policies allow sick employees to stay home and away from co-workers, to include taking care of sick family members, and will continue to be implemented.
- c. Student absences for standard illness reasons will be excused without written documentation from a doctor, if parents confirm the child was ill, in writing. Perfect attendance awards are not in use by RCPS.

Develop Policies for Return to Class/Work after COVID-19 Illness

Individuals may return to class or work after a COVID-19 illness when meeting the CDC's [criteria for ending home isolation](#):

[Students and staff returning to school](#) after an absence due to COVID-19 related illness may report to school with one of the following criteria met:

- a. Symptom-based: At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of

breath); **and**,

- b. At least 10 days have passed *since symptoms first appeared*.
- c. A VDH or healthcare practitioner's notice to return to work/school in accordance with school division policy allowing employees or students return to work or school, respectively.

Students and staff members who are exposed to an individual confirmed to have COVID-19 will not be allowed to return to school or work until after 14 days from last exposure, or a return to school/work note has been provided by the VDH or a healthcare practitioner.

Students and staff members who have tested positive while asymptomatic may return to school or work if it is: 10 days since the test **and** they are 72 hours symptom and fever free.

Section Seven: Preparing for When Someone Gets Sick

RCPS will prepare to address individuals who may become sick at school or work through the methods outlined below.

Separating and Isolating Those Who Present with Symptoms

RCPS will separate and isolate those who present with COVID-19 symptoms by:

- a. Immediately separating staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick will be sent home or to a healthcare facility depending on how severe their symptoms are.
- b. School administrators, in consultation with school nurses, will identify an isolation room or area to separate anyone who has COVID-19 symptoms or is notified of a positive test during the school days but does not have symptoms. RHS will use the current College Advisor office for this purpose; it is adjacent to the clinic. RCEM will use the classroom across from the clinic for this purpose. MTLC will use the current supply room for this purpose, and modify the space to be a clinic.

Facilitating Safe Transportation of Those of Who are Sick Home or to a Healthcare Facility

RCPS will facilitate safe transportation of those who are sick to their home or a healthcare facility by:

- a. Educating parents of the importance of maintaining up to date emergency contact information, and maintaining up to date information in the student information system
- b. If calling an ambulance or transporting someone to the hospital, building personnel will call first to alert them that the person may have COVID-19
- c. In the rare case students and staff may need transportation home, he or she will be driven by a transportation professional via an appropriate school division vehicle. Both the individual being transported and the driver will be given face coverings.

Implementing Cleansing and Disinfection Procedures of Areas Used by Sick Individuals

RCPS will implement cleaning and disinfection procedures in areas used by sick individuals by:

- a. Closing off areas used by a sick person and not using these areas until after **cleaning and disinfecting**, using materials and methods outlined by the CDC and in consultation with the local department of health, as needed.
- b. Ensuring **safe and correct use** and storage of cleaning and disinfection products including storing products securely away from children.

Developing Communications Plan with RCDH to Initiate Public Health Investigation and Consultation on Next Steps

- a. RCPS will communicate with Richmond County Department of Health to initiate a public health investigation and contact tracing when an individual becomes ill with COVID-19.
- b. RCPS will consult with the RCDH on any additional steps that need to be taken.

Planning to Close if Necessary, Due to Severe Conditions

- a. RCPS will follow state guidelines for conditions that will trigger a reduction to in-person classes, based on the phased reopening guidance, i.e. a return to Phase 2 or 3. Further, RCPS will consult with RCHD and the Director of the Three Rivers Health District to determine if community spread is increasing to the degree where a reduction in in-person classes must occur.
- b. RCPS will follow state guidelines for conditions that will trigger a complete school or division closure, based on the phased reopening guidance, i.e. a return to Phase 1. Further, RCPS will consult with RCHD and the Director of the Three Rivers Health District to determine if community spread is increasing to the degree where a school or the division must close.

Appendix A

Name: _____ School: _____ Month: _____

Individuals must undergo a symptom check prior to entering the workspace. Please check your symptoms, select “yes” or “no” and record. If you answer yes to any of the questions, or have a temperature of 99.5, you must stay home. For weekends, draw a line through the date. If you have questions please contact your building administrator, or school nurse.

| Date | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
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| Temperature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Time Taken | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you used medication to reduce your temperature in the last 4 hours? | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | yes <input type="checkbox"/> no <input type="checkbox"/> | |

Appendix B

Student Name _____

School RHS RCEM MTLC _____ Date _____

Instructions: Students must undergo a symptom check prior to coming to school or participating in an event. Please check your symptoms at home. Please select Y=Yes and N=No and record on the sheet. If you answer **YES** to any of the below questions, you must stay home until 14 days after your last exposure or at least 10 days have passed since symptoms first appeared.

| | | |
|---|----|-----|
| Please record your temperature here _____, at _____ time. If your temperature is more than 99.5F, you may not participate. | No | Yes |
| Have you had Tylenol, Advil or other fever reducing medicines in the 4 hours? | | |
| Have you been exposed to someone with COVID-19 in the past 14 days? | | |
| Do you feel ill? | | |
| Do you have: | | |
| <ul style="list-style-type: none"> • Cough • Shortness of breath or difficulty breathing • Chills • Fatigue • Muscle or body aches • Congestion or runny nose • Sore throat • Headache • New loss of taste or smell • Nausea • Vomiting (unidentified cause, unrelated to anxiety or eating) • Diarrhea | | |

I, _____ the parent of the above named student, attest that the answers above are accurate to the best of my knowledge. I confirm that the above named student has not been exposed to anyone with COVID-19 in the past 14 days.

Printed Name of Parent _____

Signature of Parent _____

Date _____ Current Phone Number: _____

Appendix C

Name: _____ School: _____ Month: _____

Individuals must undergo a symptom check prior to entering the bus or school. Please record the individual's name, if they have a temperature over 99.5. If you have a temperature of 99.5, you must be rechecked upon arrival at school. For weekends, draw a line through the date. If you have questions please contact your building administrator or school nurse.

| Name | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
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Cleaning and disinfecting our schools are an important part of keeping our students, faculty, staff, and visitors healthy and virus free. [ServiceMaster of the Northern Neck](#), working in conjunction with the school administration, ServiceMaster Corporate, and our friends at Clorox, have developed a daily plan that will support our cleaning tasks. This will reduce the risk of contracting viruses, and other illnesses that are common in institutions such as schools.

<https://werestore365.com/clean/coronavirus-covid-19/>

We are implementing a Five Point Approach

- 1) Daily cleaning with CDC approved disinfectants, such as [SaniMaster](#), a ServiceMaster manufactured product, followed up by inspections by our site supervisor nightly.

- 2) Increasing the daily frequency of follow up disinfecting touch points during the day, on objects and surfaces such as countertops, tables, handles doorknobs, desks, phones, keyboards, and light switches

- 3) A spray application with a [Clorox 360 Total System Electrostatic Sprayer](#), using Clorox disinfectant cleaner, and Clorox surface sanitation spray on commonly used areas.

- 4) Use of [KaiVac restroom cleaning system](#) daily, with a CDC approved COVID 19 cleaner [KaiBosh](#). The restrooms are cleaned and sanitized every day.

5) The use of Personal Protective Equipment by our employees, protects our cleaners, customers, and the community we serve.



Working together, we can reduce the risk of illness and disease through proper cleaning and maintain a healthy environment to keep our schools and community healthy and safe.

Mark E. Milstead

A handwritten signature in black ink that reads "Mark E. Milstead".

President

ServiceMaster of the Northern Neck

Appendix E

[DATE]

Dear Parents:

A potential positive case of COVID-19 has been identified in your child's school. We are working with our local Department of Health on their public health investigation and contact tracing efforts.

RCPS continues to follow the steps outlined in the Health Mitigation Plan, which can be found on our website: www.richmond-county.k12.va.us. We are dedicated to maintaining a safe, healthy environment for all students and staff, and will continue to use the disinfecting procedures and processes recommended by the CDC and VDH.

More information about any follow up actions will be provided as it becomes available.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Smith", written in a cursive style.

James "Greg" Smith
Superintendent

INSERT DATE

Dear Parents/Guardians:

Our school division is informing parents and guardians that a student or staff member has been diagnosed with coronavirus disease 2019 (COVID-19). This person **[was/was not]** on school premises on **[DATE]** and **[did/did not]** have direct exposure with other members of our community.

The **NAME OF SCHOOL** will remain **OPEN/CLOSED** during this time. We are working closely with the **[HD Name]** Health Department to identify anyone who had close contact with the person to determine if they might have been exposed to the virus that causes COVID-19. If you or your child are identified as having been potentially exposed, the **[HD Name]** Health Department will contact you to ask that you please stay home and monitor for symptoms of cough, shortness of breath, or a temperature higher than 100.4°F, and practice social distancing for 14 days from your last contact. If you are not contacted by the health department, you do not need to stay home or exclude yourself from activities at this time.

Parents should continue to monitor their child's health and the health of their families for [COVID-19 symptoms](#). Children with COVID-19 generally have mild, cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported in some children.

Children with certain underlying medical conditions, such as chronic lung disease or moderate to severe asthma, serious heart conditions, or weak immune systems, might be at higher risk for severe illness from COVID-19. Contact your child's healthcare provider regarding any concerns.

People without symptoms do not need to seek care or be tested. Those who become ill should contact their healthcare provider. Their doctor, in consultation with public health officials, will determine appropriate care and whether testing is necessary. If your child has been exposed to or diagnosed with COVID-19, please report this to your school. This information will be kept confidential.

Schools continue to utilize Center for Disease Control and Prevention (CDC) recommendations on [Reopening Guidance for Cleaning and Disinfecting Public Spaces](#), to reduce viral transmission and keep our children and school personnel healthy and safe. Parents and family members can assist this effort by promoting healthy behaviors and following these practices:

- Stay home from school or work if sick, even if symptoms are mild.
- Wear a face covering in areas where physical distancing is difficult to maintain.
- Cover coughs and sneezes with a tissue (or sleeve), and then throw the tissue in the trash. Immediately wash your hands with soap and water for at least 20 seconds.
- Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
- Avoid touching the eyes, nose and mouth with unwashed hands.
- Clean and disinfect surfaces that are often touched.
- Avoid close contact with people who are sick.
- Take care of your health overall. Stay current on your vaccinations, including the flu vaccine, eat well, and exercise to help your body stay resilient.

The [Virginia Department of Health](#) provides information about COVID-19 and [frequently asked questions \(FAQ\)](#) from parents and concerned family members. The CDC offers [tips](#) to keep children healthy during this time. The Virginia Department of Education's produced [COVID-19: A Parent Guide for School Age Children](#) and provides additional considerations for [students with disabilities](#), [guidance for military families](#) and [social emotional wellness for parents and caregivers](#).

INSERT DATE

Dear Parents/Guardians:

Our school division is informing parents and guardians that a student or staff member has been diagnosed with coronavirus disease 2019 (COVID-19). This person **[was/was not]** on school premises on **[DATE]** and **[did/did not]** have direct exposure with other members of our community.

The **NAME OF SCHOOL** will remain **OPEN/CLOSED** during this time. We are working closely with the **[HD Name]** Health Department to identify anyone who had close contact with the person to determine if they might have been exposed to the virus that causes COVID-19. If you or your child are identified as having been potentially exposed, the **[HD Name]** Health Department will contact you to ask that you please stay home and monitor for symptoms of cough, shortness of breath, or a temperature higher than 100.4°F, and practice social distancing for 14 days from your last contact. If you are not contacted by the health department, you do not need to stay home or exclude yourself from activities at this time.

Parents should continue to monitor their child's health and the health of their families for [COVID-19 symptoms](#). Children with COVID-19 generally have mild, cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported in some children.

Children with certain underlying medical conditions, such as chronic lung disease or moderate to severe asthma, serious heart conditions, or weak immune systems, might be at higher risk for severe illness from COVID-19. Contact your child's healthcare provider regarding any concerns.

People without symptoms do not need to seek care or be tested. Those who become ill should contact their healthcare provider. Their doctor, in consultation with public health officials, will determine appropriate care and whether testing is necessary. If your child has been exposed to or diagnosed with COVID-19, please report this to your school. This information will be kept confidential.

Schools continue to utilize Center for Disease Control and Prevention (CDC) recommendations on [Reopening Guidance for Cleaning and Disinfecting Public Spaces](#), to reduce viral transmission and keep our children and school personnel healthy and safe. Parents and family members can assist this effort by promoting healthy behaviors and following these practices:

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- Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
- Avoid touching the eyes, nose and mouth with unwashed hands.
- Clean and disinfect surfaces that are often touched.
- Avoid close contact with people who are sick.
- Take care of your health overall. Stay current on your vaccinations, including the flu vaccine, eat well, and exercise to help your body stay resilient.

The [Virginia Department of Health](#) provides information about COVID-19 and [frequently asked questions \(FAQ\)](#) from parents and concerned family members. The CDC offers [tips](#) to keep children healthy during this time. The Virginia Department of Education's produced [COVID-19: A Parent Guide for School Age Children](#) and provides additional considerations for [students with disabilities](#), [guidance for military families](#) and [social emotional wellness for parents and caregivers](#).

INSERT DATE

Dear Parents/Guardians,

Our school division is informing parents and guardians that a student or staff member has been sent home on **DATE** for suspected coronavirus disease 2019 (COVID-19). We understand this news is concerning and want to share our efforts to keep students and staff safe, healthy and in school.

The **NAME OF SCHOOL** will remain **OPEN/CLOSED** during this time. We are working closely with our local health department to identify any individuals who had close contact with the person to determine if they may have had exposure to the virus that causes COVID-19. If you or your child are identified as having been potentially exposed, the **[HD Name]** Health Department will contact you to ask that you please stay home and monitor for symptoms of cough, shortness of breath, or a temperature higher than 100.4°F, and practice social distancing for 14 days from your last contact. If you are not contacted by the health department, you do not need to stay home or exclude yourself from activities at this time.

Parents should continue to monitor their child's health and the health of their families for [COVID-19 symptoms](#). Children with COVID-19 generally have mild, cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported in some children.

Children with certain underlying medical conditions, such as chronic lung disease or moderate to severe asthma, serious heart conditions, or weak immune systems, might be at higher risk for severe illness from COVID-19. Contact your child's healthcare provider regarding any concerns.

People without symptoms do not need to seek care or be tested. Those who become ill should contact their healthcare provider. Their doctor, in consultation with public health officials, will determine appropriate care and whether testing is necessary. If your child has been exposed to or diagnosed with COVID-19, please report this to your school. This information will be kept confidential.

Schools continue to utilize Center for Disease Control and Prevention (CDC) recommendations on [Reopening Guidance for Cleaning and Disinfecting Public Spaces](#), to reduce viral transmission and keep our children and school personnel healthy and safe. Parents and family members can assist this effort by promoting health behaviors and following these practices:

- Stay home from school or work if sick, even if symptoms are mild.
- Wear a face covering in areas where physical distancing is difficult to maintain.
- Cover your coughs and sneezes with a tissue (or sleeve), and then throw the tissue in the trash. Immediately wash your hands with soap and water for at least 20 seconds.
- Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean and disinfect surfaces that are often touched.
- Avoid close contact with people who are sick.
- Take care of your health overall. Stay current on your vaccinations, including the flu vaccine, eat well, and exercise to help your body stay resilient.

The [Virginia Department of Health](#) provides information about COVID-19 and [frequently asked questions \(FAQ\)](#) from parents and concerned family members. The CDC offers [tips](#) to keep children healthy during this time. The Virginia Department of Education's produced [COVID-19: A Parent Guide for School Age Children](#) and provides additional considerations for [students with disabilities](#), [guidance for military families](#) and [social emotional wellness for parents and caregivers](#).

Appendix F

Teachers may contact the school nurse prior to sending the student to the office if they are uncertain or need guidance about student care. **Students should be triaged before they come to the office.** *If students or staff arrive at the office, those potentially feeling ill with COVID-19 symptoms should immediately be relocated to an isolation area so as not to “contaminate” general health office space.*

| Appropriate Office Visit | May Consider Classroom-Based |
|--|--|
| <ul style="list-style-type: none"> • Symptoms of COVID-19 • Scheduled medications that may not be delivered by classroom staff; allow physical distancing; stagger times • Avulsed tooth • Scheduled Specialized Physical Health Care Procedures <ul style="list-style-type: none"> ▪ Diabetic care ▪ Catheterization ▪ G-Tube Feedings • Altered levels of consciousness/concussion • Difficulty breathing • Head injury/complaining of neck pain- DO NOT move, keep the student calm. Call 9-1-1 • Sudden vision impairment • Diabetic “lows” or unconscious • SEVERE bleeding or other traumatic injury; Call 9-1-1 • Severe abdominal/groin pain • Seizure (uncontrolled movement) do not hold down, remove objects that may cause injury • Signs and symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C), which may include rash, swollen red eyes, hands, and feet. | <ul style="list-style-type: none"> • Scheduled medications where designated school staff trained in the administration of medication may deliver medication to students. • Health services personnel visit classrooms and administer medication to the student (similar to hospital model). • To the extent possible, students self-administer medication that may be self-carried by law. • Minor Toothache / Primary Tooth comes out • Small paper cuts, abrasions, picked scabs. • Wound care/ Ice pack for small bumps/bruises • Localized bug bites. • Minor headache or fatigue with no other symptoms. • Mild stomachache or nausea. • Readily controlled nosebleeds, where the student can deliver self- care. • Anxiety/stress/psychological issue- try calming techniques and/or contact school psychologist or counselor |

Resources

Centers for Disease Control and Prevention

[Criteria for Ending Home Isolation](#)
[Guidance for Cleaning and Disinfecting](#)
[Guidance for Schools and Childcare](#)
[Individuals Vulnerable for Severe Illness](#)
[Minimizing Legionnaires' disease and *Legionella*](#)
[Minimizing Mold](#)
[School Decision Tree](#)

Centers for Disease Control and Prevention- Posters

[Keep calm and wash your hands](#)
[Wash your hands poster](#)
[Germs are all around you poster](#)
[Stop the spread poster](#)
[Handwashing is your super power poster](#)
[Cover your cough poster](#)
[Physical distancing in childcare](#)

Virginia Department of Education

[Phase Guidance for Virginia Schools](#)
[Recover, Redesign, Restart 2020, Webpage](#)
[Recover, Redesign, Restart 2020, Guidance Document, PDF](#)

Miscellaneous

[American Academy of Pediatrics: AAP interim guidance on school re-entry focuses on mitigating COVID-19 risks](#)
[UV-C Cleaning Wand](#)
[Video of Clorox 360 at Work](#)
[World Health Organization: Considerations for school-related public health measures in the context of COVID-19](#)