



Infectious Disease (COVID-19) Preparedness and Response Plan

School Division

Henry County Public Schools

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I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

II. Responsibilities

Henry County Public Schools has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

Health Officer(s)			
Name	Title	Department	Phone Number
Sherry Vestal	School Nurse Coordinator	Instruction	(276) 634-4753
Priscilla "Beth" Troncoso	School Nurse	Instruction	(276) 634-4754

For the purpose of ensuring compliance with the most recent safety and health requirements, Sherry Vestal, School Nurse Coordinator is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

III. Determination of Exposure Risk by Job Duty

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees' safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: "Very High", "High", "Medium", and "Lower".

"Very High" exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220

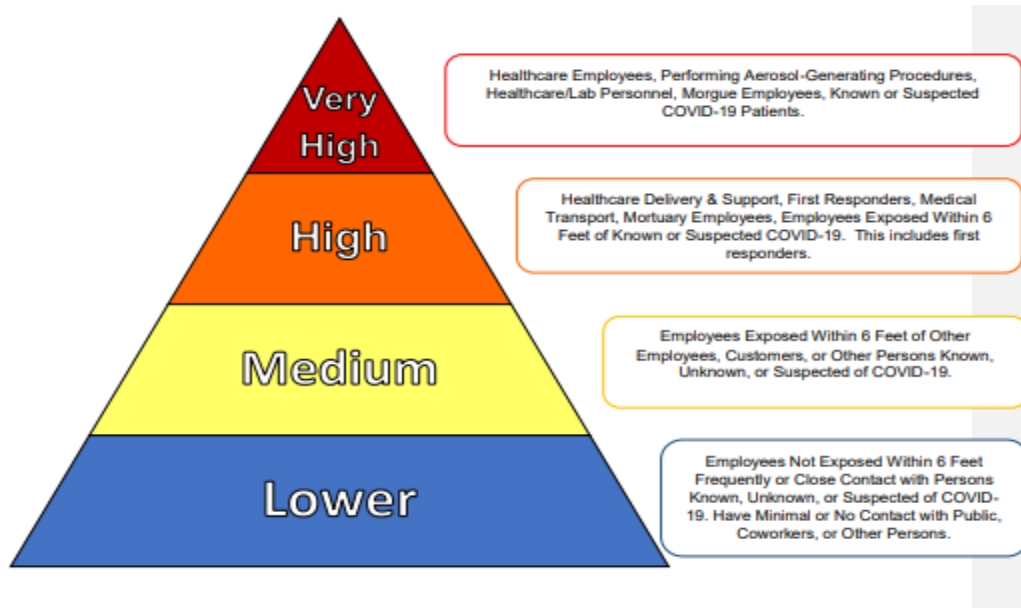
Regulation for a more detailed description).

“High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as “very high” exposure risk (refer to page 8 of the 16 VAC 25-220 Regulation for a more detailed description).

“Medium” exposure risk hazards or job tasks that are not labeled as “very high” or “high” (refer to pages 9-10 of the 16 VAC 25-220 Regulation for a more detailed description).

“Lower” exposure risk hazards or job tasks are those not otherwise classified as “very high”, “high”, or “medium” exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220 Regulation for a more detailed description).

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list.



Consult the definition of “Exposure risk level” of the Regulation for COVID-19 by the Virginia Department of Labor and Industry. Also, consult pages 18 - 21 of the OSHA document “Guidance on Preparing Workplaces for COVID-19” which is available at <http://www.osha.gov/Publications/OSHA3990.pdf> and determine the risk level of each employee or class of employee based on their type of work and duties. Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Risk Determination Chart

Work Area	Job Tasks	Exposure Risk Determination	Qualifying Factors (Example: No Public Contact, Public Contact)
All positions with the exception of School Nurse Coordinator, RNs, LPNs, CNAs, and Health Office Assistants	Working with employees, students, parents, visitors, and general public in both virtual and in-person settings.	Medium	More than minimal contact with employees, students, parents, community providers, visitors and general public on a daily basis. Risk is lower when school is virtual, but upon students returning in either a hybrid or regular schedule, the risk has been deemed to be moderate.
School Nurse Coordinator, RNs, LPNs, CNAs, and Health Office Assistants	Direct contact with students and employees who are exhibiting COVID-19 symptoms. Monitor quarantine room and provide necessary contact tracing, as needed.	High	Contact with students and/or employees who are exhibiting symptoms, distribution of medication, basic first aid and contact tracer services.

IV. Contingency Plan in the Event of an Infectious Disease Outbreak

In the event that an outbreak or pandemic due to an infectious disease, Henry County Public Schools has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

Contingency Plan is as follows:

Henry County Public Schools has developed a Pandemic Virus Quarantine and Return-to-Work Standard Operating Procedures and Contingency Plan. Please see Appendix A for details on absences related to COVID-19 and staff expectations. Telework opportunities ended as of March 1, 2021 upon return to in-person learning.

Henry County Public Schools has 15 schools/sites, facilities maintenance, school nutrition office, transportation department, records department, and central office. Employees should immediately report to their supervisor when they are experiencing signs or symptoms consistent with COVID-19. Employees known or suspected to be infected with SARS-CoV-2 virus shall not report to work or engage in work with students or staff. Employees are required to use the appropriate process to report absences to their supervisor and take

appropriate leave, if necessary. All subcontractors, student teachers, and volunteers must abide by these expectations.

In the event of a positive test, employees within the affected building will be notified via Google Doc or letter that there has been a positive result in the specified school/location. This notice will be provided within 24 hours of discovery by HCPS. In the event of a positive test while students are attending school in-person, students in the affected building and their parents will be notified as well using the Instant Alert System. The school superintendent or designee will collaborate with the West Piedmont Health Department to determine whether school closure is deemed necessary.

If it is necessary for a specified site to close for cleaning, all students and employees will be notified and instruction will continue virtually. Facilities maintenance will work closely with Service Solutions Janitorial Services to thoroughly clean the site after a 24-hour waiting period and reopen once the site is deemed clear, in accordance with CDC guidance.

In the event the site is not required to close, the affected area will be closed and cleaned per the recommended CDC guidelines. Affected employees and/or students will be relocated, if necessary.

If there is widespread community transmission affecting multiple locations, Henry County Public Schools in collaboration with the West Piedmont Health Department, will determine if a full closure is necessary.

[Henry County Public Schools' Phase 3 Health Plan](#) is available to the public on our website and is updated regularly. The Health Plan provides additional information for health hygiene practices, sharing limitations, classroom structure, first aid and interim CPR guidelines, ventilation, mechanical barriers, visitors, supplies, cleaning and disinfection, and personal protective equipment.

V. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious

disease. All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each workday. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#). Keith Scott, Director of Facilities Maintenance, will work in collaboration with Service Solutions Janitorial to complete the regular cleaning and disinfection using EPA-approved disinfectants and will follow CDC compliance guidance. The employer must make sure that adequate disinfection products are on hand, safety data sheets (SDSs) are obtained and retained, and employees using the products are aware of any personal protective equipment that is required for use.

Additional precautions and actions for Henry County Public Schools are:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employee work stations are greater than six feet apart;
- Employee interactions with the general public are modified to allow for additional physical space between parties;
- Employees will verify their symptom-free status by scanning in through the IdentAKid system at the start of each workday;
- Employees are encouraged to use healthy hygiene practices such as hand washing, which is preferred, or the use of alcohol-based hand sanitizers often;
- Nonessential visitors, volunteers, and activities will be limited and/or cancelled;
- Employees are encouraged to clean commonly touched areas on a regular basis;
- Employees are required to wear a mask of proper facial covering when outside their work area or in the presence of others. Basic first aid supplies, gloves, and masks will be provided for use when working with children who may feel unwell. Additional PPE is available such as gowns for employees who may come into contact with bodily fluids;
- Physical barriers will be utilized to maintain physical distancing in high-frequency areas such as main office, library, reception desk, attendance office, and nurse's office; and
- Each school site will designate one area as a quarantine space for students who are experiencing COVID symptoms that can be monitored until parent/ guardian arrives.

Henry County Public Schools' Plan currently exceeds CDC recommendations, but may be updated as necessary based upon current [CDC guidance](#) and the [Virginia Department of Education Operational Strategy for K-12 Schools through Phased Mitigation](#). Current CDC

guidance states:

- Between students in classrooms
 - In elementary schools, students should be at least 3 feet apart.
 - In middle schools and high schools, students should be at least 3 feet apart in areas of low, moderate, or substantial community transmission. In areas of high community transmission, middle and high school students should be 6 feet apart if cohorting is not possible.
- Maintain 6 feet of distance in the following settings:
 - Between adults (teachers and staff), and between adults and students, at all times in the school building. Several studies have found that transmission between staff is more common than transmission between students and staff, and among students, in schools.
 - When masks cannot be worn, such as when eating.
 - During activities when increased exhalation occurs, such as singing, shouting, band, or sports and exercise. Move these activities outdoors or to large, well-ventilated space, when possible.
 - In common areas such as school lobbies and auditoriums.

VI. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees' protected characteristics as defined by local, state, and federal law. Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from an employee's personnel documentation.

1. Employee Self-Monitoring

The following employees should **not** report to work and, upon notification to Henry County Public Schools, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

Per CDC quarantine guidelines, people who have been in close contact with someone who has COVID-19 must quarantine, excluding people who have had COVID-19 within the past three (3) months or who are fully vaccinated.

2. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, all staff members of Henry County Public Schools should self-screen on a daily basis. The daily employee symptom checker includes the following daily screening before entering any school facility, whether owned or leased:

- Have you been exposed to COVID-19 in the past 10 days?
- Are you feeling ill?
- Do you have a temperature of 100.4 degrees or higher?
- Do you have any of the following new symptoms: cough, shortness of breath, difficulty breathing, chills, fatigue, muscle or body aches, congestion or runny nose, sore throat, headache, new loss of taste or smell, nausea, vomiting, or diarrhea?

A touchless thermometer is available if employees were unable to check their temperature at home prior to reporting to work.

If employee answers yes to any of the questions in the daily employee self-screening, the employee should not report to work and should seek guidance from the School Nurse Coordinator/Nurse and/or a medical provider.

Employees who develop symptoms while at work must immediately report to their administrator/supervisor, the School Nurse Coordinator/Nurse, and/or Human Resources.

3. Return-to-Work Requirements

Symptomatic employees known or suspected to be infected with the SARS-CoV-2 virus are excluded from returning to work until all three of the following conditions have been met:

- The employee is fever-free (below 100.0° F) for at least 24 hours, without the use of fever-reducing medications;
- Respiratory symptoms, such as cough and shortness of breath have improved; and
- At least 10 days have passed since symptoms first appeared.

However, a limited number of employees with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation for up to 20 days after symptom onset. Employees who are severely immunocompromised may require testing to determine when they can return to work, and HCPS will consider consultation with infection control experts. VOSH will consult with VDH when identifying severe employee illnesses that may warrant extended duration of isolation or severely immunocompromised employees required to undergo testing.

Asymptomatic employees known or suspected to be infected with the SARS-CoV-2 virus are excluded from returning to work until a minimum of 10 days has passed since their first positive RT-PCR test for SAR-CoV-2 RNA.

Employees are typically required to submit a release to return to work from a healthcare provider. Given the current stressors on the healthcare system, Henry County Public Schools may accept written statements from employees confirming all the factors supporting their release.

Henry County Public Schools actively encourages sick employees to stay home.

- Eligible employees may request sick leave per Henry County Public Schools Absence Regulation (GCBD-R). COVID-related illnesses may be eligible for paid leave under the Families First Coronavirus Response Act (FFCRA). FFCRA posters have been provided to each site and are to be posted in common places as well as on the Henry County Public Schools website under the Human Resources tab. If employees have questions regarding the use of emergency paid sick time, employees should contact Kim Roher, Leave Specialist in the Human Resources Department, at (276) 634-4577.
 - Note: FFCRA expired on December 31, 2020. Henry County Public Schools voluntarily extended emergency paid sick leave through March 31, 2021 for those who qualify.
- Henry County Public Schools will follow state and federal guidance for return to work.
 - Guidance from the employee's health care provider will also be considered.

VII. Procedures for Minimizing Exposure from Outside the Workplace

Henry County Public Schools' business practices are evaluated to ensure the safety and health of all individuals. This is done through a phased approach, beginning with virtual meetings when possible and appointment only onsite meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

Physical distancing practices to be observed:

- 6-foot distances are marked in areas where visitors might gather/wait
- In-person meetings are to be made by appointments only
- Limit the number of individuals allowed into school facilities
- Minimize face-to-face contact
- Wear a proper face covering in a school/work location

Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.

Any individual entering one of Henry County Public Schools' facilities may have their temperature checked and/or a questionnaire completed prior to entry.

To minimize exposure from visitors or vendors:

- All business partners that work within Henry County Public Schools have been provided this Plan.
- When possible, Henry County Public Schools will limit the number of visitors in the facility.
- Any individual entering one of the Henry County Public Schools facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Masks will be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.

Minimizing exposure from the general public:

- Physical distancing practices to be observed:
 - 6-foot distances are marked in areas where individuals might gather/wait
 - Limit the number of individuals allowed into school facilities
 - Minimize face-to-face contact
 - Wear a face covering in a school/work location
- Information is posted at each Henry County Public Schools facility educating individuals on ways to reduce the spread of COVID-19.
- Any individual entering Henry County Public Schools may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19, and individuals with symptoms will be removed from the workplace.
- Physical barriers between employees and the public will be considered in high impact areas (e.g. shielding at the front desk areas).
- Masks will be available to the general public as well as appropriate disinfectants so

individuals can clean work areas before and after use.

VIII. Training

All employees at Henry County Public Schools will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Regulation.
- Schools' Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE
 - When PPE is required
 - What PPE is required
 - How to properly don, doff, adjust and wear PPE
 - Limitations of PPE
 - Proper care, maintenance, useful life and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Regulation for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements:

- Employee name
- Employee's signature (physical or electronic)
- Date
- Signature of Trainer

Retention of training records must be retained in employee files. These records are located in SafeSchools (Training Management System) maintained by Henry County Public Schools. The most recent training records will be maintained.

The following training record is to be used to document any training related to this plan that cannot be documented in SafeSchools:

Date:		Trainer:	
Employee Name (Printed)	Employee Name (Signature)	Work Area	COVID-19 Risk Level

Industry Specific Guidelines

Office Regulations

- a) Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b) Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c) Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule where only half of employees are in the office at a particular time).
- d) Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e) Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f) Water fountains - HCPS is providing water bottle fillers. Students and staff are encouraged to use the water bottle filling feature.
- g) Prohibit social gatherings and meetings that do not allow for physical distancing or that create unnecessary movement through any school facility.
- h) Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.

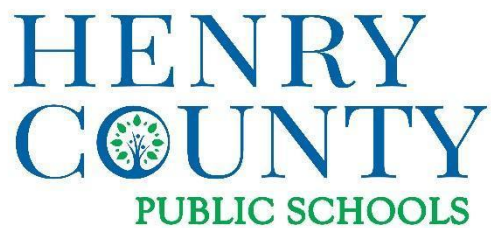
- i) Post signs about the importance of personal hygiene.
- j) Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles), and minimize shared items when possible (e.g., pens, remotes, and whiteboards).
- k) Institute cleaning and communications protocols when employees are sent home with symptoms.
- l) Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- m) Suspend all nonessential visitors.
- n) Restrict all non-essential travel, including in-person conference events.

Outdoor

Any school operations in which education or activity is primarily and traditionally performed outdoors must:

- a) Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.
- b) Limit in-person interaction with outside public and coworkers to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.
- c) Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
- d) Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.

Henry County Public Schools'
Pandemic Virus Quarantine and Return-to-Work
Standard Operating Procedures



Pandemic Virus Quarantine and Return-to-Work Standard Operating Procedures

The health and safety of Henry County Public Schools' students, employees, and families is a top priority. Our school division has developed a [Health Plan](#) that has been approved by the School Board of Henry County, the VDOE and the Virginia Department of Health (VDH). Our school division will follow the Health Plan's COVID-19 mitigation strategies based on the recommendations of the VDOE, VDH, and CDC guidelines.

These standard operating procedures provide specific guidance to employees and supervisors regarding Employee Self Screening, the requirement to notify Henry County Schools of potential exposure and/or positive test results, need to quarantine or isolate for pandemic diseases such as COVID-19, and guidance for when an employee may return to work under these circumstances. Some information contained in this guidance comes from the CDC and may change as new information related to COVID-19 is developed.

Daily Employee Self Screening

Screening, monitoring and testing are essential components of limiting the spread of SARS-CoV-2. All staff members should self-screen on a daily basis and report to work only if no new symptoms are present.

The Daily Employee Symptom Checker includes the following daily screening:

- Have you been exposed to COVID-19 in the past 10 days?
- Are you feeling ill?
- Do you have a temperature of 100.4 degrees or higher?
- Do you have any of the following new symptoms?
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Chills
 - Fatigue
 - Muscle or body aches
 - Congestion or runny nose
 - Sore throat
 - Headache

- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

Employees who must answer yes to any of the above questions or who are experiencing other symptoms consistent with COVID-19 or other respiratory illnesses such as Influenza, should remain at home and not come to work. An employee exhibiting any new symptoms of illness should follow the appropriate school/departmental process for notifying his or her supervisor of both the illness and unscheduled absence, as well as for entering that information into Frontline (formerly Aesop), the absence management system.

Employees who check in using the Ident-A-Kid system each morning or scan in through the system at their workplace are verifying that they are symptom free and have not knowingly been exposed to COVID-19.

Definitions – as defined by the U.S. Department of Health & Human Services

Isolation separates sick people with a contagious disease from people who are not sick.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms.

Employee Absence Notification Requirement

Because of the highly contagious nature of COVID-19, we are requiring employees who fall into one of the following categories below to notify Henry County Public Schools so immediate steps can be taken to mitigate the potential risk of spread to students, co-workers, and others in the workplace. Each category includes the steps employees will be required to follow.

Symptomatic or Positive Test Result

Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis, has received a positive diagnosis, or has received a positive SARS-CoV-2, but is asymptomatic.

Seeking a medical diagnosis may or may not mean the employee is seeking to be tested for SARS-CoV-2. Seeking a medical diagnosis means the staff member should consult a physician who will assess symptoms and make the medical determination on whether or not he or she should be tested for COVID-19. If the employee tests positive for SARS-CoV-2, the employee must follow the steps outlined below. Return to work from a negative test will be at the discretion of the medical professional.

Steps the Employee Must Take

Employees experiencing COVID-19 symptoms and seeking a medical diagnosis are to contact

their supervisor and remain away from the workplace. The employee should contact their healthcare provider for specific medical guidance and testing referral if appropriate.

How the Employee Will Be Paid

Employees who meet this criteria are eligible to request compensation under emergency paid sick leave until March 31, 2021 if the benefit has not been previously exhausted under the Families First Coronavirus Response Act (FFCRA). After March 31, 2021, employees should follow the standard absence request process under [HCPS Regulation GCBD-R](#).

Return to Work Requirement

Symptomatic employees known or suspected to be infected with SARS-CoV-2 virus are excluded from returning to work until all three of the following conditions have been met:

- The employee is fever-free (below 100.0° F) for at least 24 hours, without the use of fever-reducing medication.
- Respiratory symptoms, such as cough and shortness of breath have improved, and
- At least 10 days have passed since symptoms first appeared.

Asymptomatic employees known or suspected to be infected with the SARS-CoV-2 virus are excluded from returning to work until a minimum of 10 days has passed since their first positive RT-PCR test for SAR-CoV-2 RNA.

However, a limited number of employees with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation for up to 20 days after symptom onset. Employees who are severely immunocompromised may require testing to determine when they can return to work, and HCPS will consider consultation with infection control experts. VOSH will consult with VDH when identifying severe employee illnesses that may warrant extended duration of isolation or severely immunocompromised employees required to undergo testing.

Employees are typically required to submit a release to return to work from a healthcare provider. Given the current stressors on the healthcare system, Henry County Public Schools may accept written statements from employees confirming all the factors supporting their release.

COVID-19 Exposure (identified through Contact Tracing)

Employee has been exposed to an individual who has tested positive for SARS-CoV-2 and has been identified through contact tracing.

Steps the Employee Must Take

Employees who believe they have been exposed to another person with COVID-19 are to contact their supervisor to inform Henry County Schools of their potential exposure and remain away from the workplace.

How the Employee Will Be Paid

Employees who meet this criteria are eligible to request compensation under emergency paid sick leave until March 31, 2021 if the benefit has not been previously exhausted under the Families First Coronavirus Response Act (FFCRA). After March 31, 2021, employees should follow the standard absence request process under [HCPS Regulation GCBD-R](#).

Return to Work Requirement

Employees are to remain away from the workplace and quarantine themselves for a minimum of 10 days since last close contact with the diagnosed and/or symptomatic individual. At the conclusion of the ten-day quarantine, employees should watch for symptoms until 14 days after exposure and immediately self-isolate and contact their healthcare provider if they begin exhibiting symptoms.

Exception: If the employee has had COVID-19 within the past three months or the employee has been fully vaccinated, quarantine is not required unless they begin exhibiting symptoms.

Employees who undergo routine COVID testing (for example, testing required prior to participating in college courses or prior to surgery or an outpatient procedure) are not required to quarantine, unless directed by their physician to do so.

Please note that COVID-19 testing is free to employees who are covered by HCPS health insurance coverage.

Absences and Compensation

Henry County Schools intends to honor contracts and notices of employment for employees. The mandatory component of the Families First Coronavirus Response Act expired on December 31, 2020. HCPS voluntarily extended emergency paid sick leave to employees meeting eligibility criteria through March 31, 2021. Employees may contact Kim Roher, Leave Specialist at kroher@henry.k12.va.us to discuss available leave options. Employees are required to follow all School Board leave policies and enter their leave into Frontline, the absence management system.

Steps Henry County Public Schools Will Take

- Every precaution will be taken to protect the identity of the employee who reports symptoms consistent with COVID-19.
- The employee's name will not be disclosed to coworkers or others as having been potentially exposed to or contracted the virus
- An administrator/supervisor receiving notification from an employee will inform the School Nurse Coordinator or the Director of Human Resources immediately.
- The administrator/supervisor will work with the School Nurse Coordinator to gather information from the employee including the date COVID-19 symptoms began or the date the positive COVID-19 test result was received.
- If an employee confirms testing positive for COVID-19, the School Nurse Coordinator and/or

her designee, who have been trained by the Virginia Department of Health (VDH) in contact tracing, will conduct contact tracing and work with the VDH to determine who should be notified of possible exposure.

- If an employee tests positive, the administrator/supervisor will send a letter to all staff members in that building as soon as possible within 24 hours to inform them that a staff member has tested positive.
- Any individual identified through contact tracing as having been within six feet of the positive employee for a total of fifteen minutes within a 24-hour period will be contacted to determine whether quarantine for 10 days from the last date of contact with the employee testing positive is necessary.
- Employees required to quarantine as a result of contact with someone testing positive for COVID-19 must remain in quarantine for 10 days, regardless of whether or not they test negative for the virus. They may cease quarantine at the end of the 10th day and return to work in the building (and/or resume) other activities on the 11th day, but should continue to monitor for symptoms for 14 days from exposure. The School Nurse Coordinator or her designee will consult with the VDH and notify the employee of the exact date quarantine may end, as well as the date the employee may return to work in the building.
- Because every situation will be different, the School Nurse Coordinator and/or her designee and Human Resources will work with the administrator or supervisor, on a case-by-case basis, to determine additional steps that may be required based on exposure risks and continuity of services.
- If an employee tests positive for COVID-19, and it is suspected to have been contracted in the workplace, the employee and his or her supervisor should report the illness to CompanyNurse at (888) 770-0925 and provide Search Code V046B.
- If an employee tests positive for COVID-19 or is quarantined for COVID-19, the administrator/supervisor will immediately notify the Director of Facilities Maintenance, who will direct thorough cleaning of affected areas.
- A case-by-case evaluation will also be conducted to determine if the entire building will be closed for thorough cleaning or a portion of the building will be closed. Standard procedure will allow for the affected area(s) to be closed for 24 hours prior to cleaning and allow for a second 24-hour period for thorough cleaning to occur. If all required cleaning can be achieved during this two-day timeframe, the affected area(s) or building will then be cleared to re-open on the third day. This timeframe meets best practices recommended by the CDC.
- Reporting to Virginia Department of Health and Virginia Department of Labor & Industry will be completed as required.

Stop the Spread!

- Practice recommended social distancing in all settings outside the home.
- Maintain at least 6 feet from other individuals.
- Avoid social gatherings in groups of more than 10 people.
- Wear a face covering in a school/work location.

- Avoid contact with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds, or use hand sanitizer with an alcohol content of 60% or greater.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash, and wash your hands or use hand sanitizer.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid touching your eyes, nose, and mouth

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