



# Charles City Public Schools

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## COVID-19 Mitigation Health Plan



Governor Northam's Phased Reopening for Schools Plan requires Virginia school divisions to submit a health plan delineating the strategies being utilized to mitigate the spread of COVID-19. In accordance with this requirement, this plan has been developed. The plan is being submitted during Phase III of the Governor's Forward Virginia Plan. However, the division's COVID-19 team will review and amend this phased plan regularly and make revisions in response to phase changes and specific circumstances within the schools.

This plan considers various contingencies for continuing operations in the event of an outbreak. Charles City County Public Schools (CCPS) will report cases and outbreaks to the Chickahominy Health District which serves Charles City County [804-365-4313 or COVID-19 Hotline: 804-365-3340] and consult with the local health department regarding management of outbreaks, quarantining, dismissals or similar decisions such as a shutdown of school activities.

The school division will promote behaviors that reduce the spread of COVID-19, maintaining healthy environments and operations and, preparing for and acting when someone gets sick and/or presents with symptoms. The school division will begin the school year with a distance learning approach for most students (remote learning). The division is dedicated to preparing all facilities (mitigating the spread of COVID-19) for in-person attendance.

### Considerations for Reopening



#### [CCPS has established a COVID-19 team.](#)

A division-wide COVID-19 team has been established to include central office administrators, school leaders, educators, and community members.

#### **CCPS COVID-19 Team**

- Superintendent – Dr. Dalphine Joppy
- Elementary School Principal Dr. Ed VanDyke ([Contact for Elementary School](#)) 804-829-9256
- High School Principal – Mr. Marcus Petty ([Contact for High School](#)) 804-829-9249
- Division Assistant Principal – Dr. Susan Denby
- Director of Human Resources
- Director of Finance and Federal Programs – Mrs. Sue Salg
- Director of Teaching, Learning and Accountability – Dr. Todd Perelli
- Director of Operations Mr. Jerome Tyler ([Transportation & School Board Office](#)) 804-652-4514
- Special Education Supervisor – Mrs. Kristina Williams
- School Nurse – Mrs. Wooden
- School Social Worker/Homeless Education Liaison – Mrs. Stephanie Leek
- Athletic Director – Mr. Andre Jones
- Population Health Manager – Caitlin Hodge, MPH Chickahominy Health District Representative  
Office: 804-365-4316 Cell: 804-382-6592

**CCPS will know the contact information and procedures for reaching the local health department.**

Contact information for the **Chickahominy Health District** which serves Charles City County has been disseminated to COVID-19 team members and is posted in all school division locations.

**Chickahominy Health District**  
**12312 Washington Hwy, Ashland, VA 23005**  
**804-365-4313 or COVID-19 Hotline: 804-365-3340**

**CCPS has established a plan for health and absenteeism to included monitoring/approaches.**

The CCPS Department of Human Resources (HR) has communicated attendance guidance to all CCPS personnel (as it relates to COVID-19). Each division department will take employee attendance daily and monitor attendance closely. Attendance will be submitted to the superintendent, the director of operations, and the school nurse. For school locations, the division K-12 assistant principal will provide a daily attendance report using Frontline to communicate employee absences.

All employees have been asked (via HR memorandum) to monitor their health, stay home, and take care of themselves if they are not feeling well. Staff should self-monitor for symptoms daily and/or complete the symptom check upon arrival. Additionally, they have been asked to seek medical care as appropriate. Centers for Disease Control and Prevention (CDC) recommendations have been shared with employees. Employees have been made aware that employees or family member living in the same home as the employee, who have symptoms consistent with COVID-19, or other respiratory illnesses such as the Flu, should remain at home and not come to work. Symptoms to monitor (any of the following alone or in combination may indicate COVID-19 if unexplained by other diagnosed medical conditions) please contact a healthcare provider:

- Fever or chills (CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F or greater, or gives a history of feeling feverish)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees exhibiting symptoms or who have had close contact with a known positive COVID-19 case should also stay home and follow quarantine instructions. Employees should follow their school/departamental process for notifying their supervisor of illness/unscheduled absence and entering that information into *Frontline*, the absence management system. Additional Employee specific information can be found on the division website under Employee Information.

**Communications Strategy**



**CCPS has developed a communications strategy that includes:**

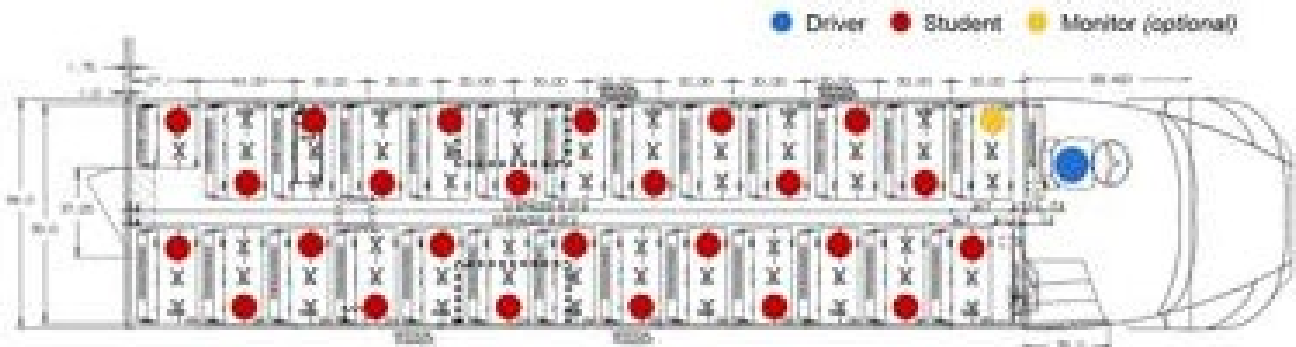
- 1.) Orientation and training for staff and students specific to new COVID-19 mitigation strategies**
- 2.) Plans for communication with staff, parents, and students of new policies**
- 3.) Plans for how to communicate an outbreak or positive cases detected at the school.**

- All staff members will complete the COVID-19 related modules via the SafeSchools online training platform. Modules include:
  - *Coronavirus Awareness*
  - *Coronavirus: Preparing Your Household*
  - *Coronavirus: Managing Stress & Anxiety*
  - *Coronavirus: Transitioning to a Remote Workforce*
  - *Coronavirus: CDC Guidelines for Making and Using Cloth Face Coverings*
  - *Coronavirus: Cleaning and Disinfecting Your Workspace*
- Employees will submit certificates to their respective supervisors verifying completion of each module.
- New COVID-19 mitigation strategies and recommended required precautionary practices and procedures before returning to work will be shared with all employees (via links to recorded messages to be shared via email and messages sent via the Parent Alert System (PAS) to employee groups).
- Likewise, COVID-19 mitigation strategies and recommended required precautionary practices and procedures before returning to school will be shared with all students and families [via messages sent via the Parent Alert System (PAS) and letters sent via the US mail]. Information will also be shared with local community groups/agencies and faith-based organizations to ensure it reaches students and families.
- The division will also train back-up staff to ensure continuity of operations (e.g., substitute teachers, substitute food service workers, substitute drivers).
- Students will watch the YouTube video [What Is Coronavirus \(COVID-19\)](#) produced by John Hopkins Health System. The video covers:
  - What is Coronavirus?
  - Why is this one getting so much attention?
  - How does this virus spread?
  - Is the coronavirus disease dangerous?
  - Is it safe to travel while the coronavirus disease is spreading?
  - How can I avoid getting the coronavirus disease?
- Additionally, information from the CDC regarding [Talking with Children About the Coronavirus Disease](#) will be shared with students (and parents).
- The division will communicate an outbreak or positive cases of COVID-19 detected at the school/division locations. The communication will:
  - Tell people what they can do to protect their health.
  - Provide specific advice to employees, families, community members about prevention efforts being implemented to prevent the spread of COVID-19.
  - Explain how the division is working collaboratively with the Chickahominy Health District and follow guidance from the CDC.
  - The superintendent or designee will communicate all confirmed or suspected COVID-19 cases to the health department, who will then initiate public health investigation, contact tracing, and consultation on next steps.
  - School nurses will collaborate with the Director of Operations for cleaning procedures, provide the class roster to the superintendent or designee, and assist with contact tracing if needed.
- The division has prepared its student health services by:
  - Assuring provision of medical-grade PPE for health services staff (e.g., fit-tested N95 masks and gowns, face shields/goggles, disposable gloves, disinfectant products).

- Providing training regarding contact tracing. The school nurse and the nurse assistant will be trained regarding contact tracing. CCPS will utilize the training video provided by the Association of State and Territorial Health Officials and the National Coalition of STD Directors - [Making Contact: A Training for COVID-19 Contact Tracers](#)). Likewise, the Virginia Department of Health has established [specific guidance](#) for collaborating with schools in contact tracing and outbreak investigations. School nurses and nurse assistants will be familiar with this guidance.
- Assuring and maintaining typical (non-COVID-19) health services - Designated locations/rooms (in each division facility) will be used to isolate/separate individuals who have symptoms of COVID-19. School nurses, nurse assistants, or a designee will use [Standard and Transmission-Based Precautions](#) when caring for individuals who are sick.
- Providing mental health services and support – Support will be provided via the school social worker, guidance counselors, school psychologist, and via external agencies (sharing information with students, staff, families, community members).

**CCPS will continue to promote behaviors that reduce spread of COVID-19.**

- An education/training plan for staff, students and families on COVID-19 prevention will be developed and implemented before the reopening of school and will include information regarding:
  - Hand hygiene and respiratory etiquette
  - Requiring the use of face coverings
  - Staying home when sick
  - Encouraging physical distancing (Signage posted in hallways and bathrooms will remind individuals to stay at least 6 feet apart.)
- Signs and messaging to promote healthy hygiene (hand washing and covering coughs/sneezes) are posted throughout each building. Specifically, signage is posted in:
  - Foyers
  - Bathrooms
  - Classrooms
  - Offices
- Post CDC Germs Are Everywhere and Wash, Your Hands Posters in all District Cafeterias and Restrooms and other high traffic areas. [CDC Germs are Everywhere](#) [CDC Wash Your Hands](#) [Translated Posters](#)
- The division is promoting physical distancing.
  - Classroom layouts have been modified (desks/at least chair 6ft apart).
  - Communal areas have been closed.
  - Spacing on buses have been modified to ensure social distancing is maintained. Students will be seated on buses one to a seat alternating between the window seat and aisle seat positions to maintain at least 3 ft social distancing while wearing a face covering. See example below. Siblings will be seated together.



- Teachers will contact the school nurse before sending students to the clinic so they can be triaged and prevent groups of students from waiting in clinic office.
- Staff and students will have access to soap, water, hand sanitizer, paper towels. These items will be replenished as needed.
- Visitors will be limited and must complete the health screening before moving about division facilities and must wear a face covering.
- No external organizations will be permitted to utilize school division facilities.
- Guidance for the return to school related sports/activities will be aligned with the Virginia Return to Learn plan and coordinated by the CCPS Athletic Director. CCPS will follow relevant Virginia Phase Guidance[1] for Schools and [CDC guidance](#) for recreational sports for school-related sports and other recreational activities.

### **CCPS has developed strategies for food/dining services consistent with plans to optimize physical distancing.**

- Food Services will limit the size of gatherings consistent with Executive Orders and will impose strict physical distancing during gatherings. Grab-and-Go bag/box meals (for breakfast and lunch) will be provided to students. Students will eat in classrooms and maintain proper physical distancing.
- Parents/guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.
- Meal condiments will be limited and provided to students on the serving trays.
- Steps will be taken to limit the use of communal drinking fountains and provide safe alternatives for providing water. Water bottle filling stations have been installed and more will be installed soon.

### **Maintaining Healthy Environments**

- Daily health screenings will take place daily. The daily temperature and symptom screening questions of staff and students include:
  - What is your name?
  - Exposure to COVID-19 in the past 10 days?
  - Are you feeling ill?
  - Record temperature. If 100.4 or higher, recheck x1
  - Do you have the following: cough, shortness of breath, difficulty breathing, chills, fatigue, muscle ache, congestion/runny nose, sore throat, headache, new loss of taste or smell, nausea, vomiting, diarrhea, and/or sense of fever?
- Visitors will be limited and must complete the health screening before moving about division facilities and wear a face covering.
- Parents and caregivers should monitor children for symptoms daily. All students will be required to have temperature and symptom screening when they first arrive at school via non-contact temperature checkers.
- Students will receive instruction on and be reminded about hand washing with soap and water (for at least 20 seconds) and this information will be reinforced during key times such as:
  - Before, during, and after eating food
  - After using the restroom
  - After blowing nose, coughing, and sneezing
  - After touching objects with bare hands which have been handled by others
- Student will be reminded that if soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol-  
 CDC - handwashing resources that include [health promotion materials](#), information on [proper handwashing technique](#), and [tips for families to help children develop good handwashing habits](#).

### **Cleaning and disinfection protocols have been established.**

- Periodic cleaning of all facilities will take place throughout the day. We will provide deep cleaning of facilities (i.e., schools) on Mondays.



- Custodial team members and other staff members will clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, sink handles, and water bottle filling stations.
- The division will ensure adequate school/classroom supplies to minimize sharing to the extent possible. There will be dedicated individual student supplies (no sharing).
- Science lab equipment and computers (in labs) will be sanitized after every use.
- Staff and students will have access to soap, water, hand sanitizer, paper towels. These items will be replenished as needed.
- There will be weekly use of XPOWER Disinfectant Fogger in classrooms and common areas will be ventilated with additional circulation of outdoor air when possible and/or via fans. The disinfectants that will be used to disinfect areas are EPA certified to kill the COVID-19 virus.
- The Director of Operations will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Additionally, he will ensure that water systems and features are safe to use after a prolonged facility shutdown.
- Regarding ventilation and water quality -- This will be checked by using our BACnet control system to monitor that both ventilation supply fans and exhaust fans are operational daily. In addition, cold plasma bi-polar ionization devices will be installed in these fans. Cold plasma bi-polar ionization devices take oxygen molecules from the air and convert them into charged atoms that then cluster around microparticles, surrounding and deactivating harmful substances like airborne mold, bacteria, allergens, and viruses. Additionally, the director of operations will ensure that water systems and features are safe to use after a prolonged facility shutdown. This will be done by monitoring our chlorine flow daily and continuing our monthly submission of water samples to the Virginia Department of Health for testing.

### **Maintaining Healthy Operations**

- CCPS will implement protections for staff and children at higher risk for severe illness from COVID-19.
  - Minimizing interactions with large groups (e.g., attending faculty meetings virtually, having meals brought to the student and not requiring him/her to travel to lunchroom to pick-up lunch)
  - More frequent cleaning/disinfecting in spaces where at risk individuals are
  - Extend social distancing from at least 6 ft to at least 8 ft or provide barriers
- Teachers/staff who are higher risk and who have underlying health conditions should talk with their healthcare provider to assess their risk and then they should follow-up with the director of human resources.
- The school nurse will follow-up with parents/guardians of students who have underlying health conditions and follow their care/action plans (e.g., Asthma Action Plan).
- Parents/Guardians of medically fragile children should get guidance from their child's health care provider regarding the risk of sending their child back to school physically. Case managers will communicate with parents to determine if distance learning will be a preference.
- Parents/guardians and staff will be provided a copy of protocol for return to school/work after COVID-19 illness.
- CCPS will align plans for gatherings, field trips and volunteer restrictions consistent with any Executive Order in place. Field trips will not be permitted at this time (unless virtual).
- The division 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.
- Back-up staff will also receive all noted training to ensure continuity of operations.
- Regarding sports, CCPS will train teachers, coaches, officials, and staff on all safety protocols [CDC Considerations for Youth Sports](#).

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

The Human Resources Department will create policy options to support those at higher risk for severe illness to limit their exposure risk (e.g., telework, modified job duties, virtual learning opportunities).

Additionally, 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 will be implemented.

CCPS will develop policies for return to class/work after COVID-19 illness. These policies will be communicated to employees, students and parents.

#### When someone gets sick, we will:

- Separate and isolate those who present with symptoms.
- Facilitate safe transportation of those of who are sick to home or healthcare facility [e.g., contact a parent/guardian, family member, emergency contact, or EMS (if needed)].
- Implement cleansing and disinfection procedures of areas used by sick individuals.
- The school division will contact the local health department to initiate public health investigation, contact tracing and consultation on next steps.
  
- Additionally, students will be triaged before going to the clinic. Teachers will contact the school nurse prior to sending the student.
- Each clinic will be divided as follows - *Waiting for an examination and Being examined*
  
- Each classroom will have supplies for minor first aid (e.g., gloves, Band-Aides).
- Each school will designate an isolation room where students/staff will be sent if they have any symptoms of COVID-19. Isolation rooms will be used to separate students, staff, visitors with COVID-19 symptoms.
- These rooms will be cleaned and disinfected after individuals leave the area.
  
- Parents and guardians will provide the school with updated contact information.

#### Planning for Intermittent Closures

- In collaboration with and via guidance from the local health department, CCPS will make decisions about closing schools or reducing the size of in-person class sizes. CCPS has considered aspects that may trigger a reduction in in-person classes. These aspects include:
  - A regression of phases designated by the governor (i.e., Virginia regresses from a Phase III to a Phase II or Phase I) and
  - An increase in confirmed COVID-19 cases in Charles City County or neighboring school divisions.
- Additionally, the division has considered factors that may trigger school closures. These factors include:
  - A student diagnosed with COVID-19
  - A staff member diagnosed with COVID-19
  - A regression of phases designated by the governor, and
  - Recommendation of the local health department.

Public health officials will be notified about large increases in student or staff absenteeism, particularly if absences appear to be due to respiratory illnesses.