

**Winchester Public Schools Health Plan
Summer School & Phase II**

Question	Answer
<p>1. Planning to reopen</p>	
<p>A. Establish a COVID-19 team within the school division and a point person at each school facility</p>	<p>Judy McKiernan,, Dir. of Student Services Doug Joyner, Dir.of Human Resources Chris Matthias, Operations Coord. Sherry Whittington, Transportation Coord. Covid Nurse, To Be Determined</p> <p>School Nurse is Point Person at each school.</p>
<p>B. Know the contact information and procedures for reaching the local health department.</p>	<p>Meredith Davis, Regional VDH Chief Epidemiologist 540.771.3725 Judy McKiernan has her cell.</p>
<p>C. Plan for health and absenteeism monitoring/approaches.</p>	<p>Summer School Only:</p> <ul style="list-style-type: none"> ● Alert local health officials about large increases in student and staff absenteeism. ● Review attendance and sick leave policies. ● Encourage students and staff to stay home when sick, even without documentation from doctors. ● Discourage the use of perfect attendance awards and incentives. <p>Phase III:</p> <ul style="list-style-type: none"> ● Review the usual absenteeism patterns at each school among both students and staff. ● Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to COVID-19). ● Review attendance and sick leave policies. ● Encourage students and staff to stay home when sick, even without documentation from doctors. Use flexibility, when possible, to allow staff to stay home to care for sick family members. ● Discourage the use of perfect attendance awards and incentives. ● Identify critical job functions and positions, and plan for alternative coverage by cross-training staff. ● Determine what level of absenteeism will disrupt continuity of teaching and learning.

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<p>D. Develop a communications strategy that includes: Orientation and training for staff and students specific to new COVID-19 mitigation strategies;</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● Orientation & Training for Staff: Bring staff in 1 day early to provide training on: <ul style="list-style-type: none"> ○ Attestation protocol including “When to miss work” ○ Transportation plan ○ Mitigation Steps <ul style="list-style-type: none"> ■ Social Distancing Plan ■ Hand Washing/Sanitizing stations ■ <10 ■ Use of face masks/coverings ● Orientation for Families: <ul style="list-style-type: none"> ○ Phone calls will be made to each family participating in Summer School to describe mitigation steps and answer questions. ○ Use recent survey of families to modify communication plans. ○ Special attention will be given to the diversity of stakeholder groups and their ability to access and assimilate messages. (R3, pg. 39). ○ Establish appropriate methods of communication (website, email, newsletter, social media) for each constituent group (parents, students, faculty, building staff, administrative staff) (R3, pg. 39). ● Visual Communications <ul style="list-style-type: none"> ○ Use CDC workplace resources such as posters with messages for staff about staying home when sick pdf icon and how to avoid spreading germs at work pdf icon. ○ For students: use CDC Hand washing Posters. ○ Explore other health and education professional organizations that also have helpful resources. For example, the American Academy of Pediatrics provides information on germ prevention strategies external icon and reducing the spread of illness in child care settings external icon ○ Other Resources: <ul style="list-style-type: none"> ■ Communicate with families during COVID-19 K-12 Research ■ The Coronavirus Communications Crisis for Public Schools ● Office of Student Services to compile materials and use Winchester Printers for production of posters and other signage.
<p>Plans for communication with staff, parents, and students of new policies.</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● Communicate every 1-3 days with families. ● Create prior to starting Summer School an Instant Alert distribution group just for Summer School participants.
<p>Plans for how to communicate an outbreak or positive cases detected at the school.</p>	<p>Summer School <u>Only</u>:</p> <ul style="list-style-type: none"> ● COVID 19 Team will meet after gaining input from VDH on next steps.

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	<ul style="list-style-type: none"> ● Communicate through Instant Alert accurate and timely information. ● Summarize the steps being taken to create a safe environment for the return to in-building education.
<p>E. Participate in community response efforts</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● Continue participation with Covid 19 City Team. <ul style="list-style-type: none"> ○ This group has been meeting twice a month since March 2020 and includes the Regional VDH Director, Chief Epidemiologist, Chief of Police, Chief of Fire/EMT, Director of Emergency Management for the City of Winchester and WPS administrators.
<p>F. Prepare your division's student health services:</p>	<p>Summer School <u>Only</u>:</p> <ul style="list-style-type: none"> ● Hold weekly meetings with school nurses. ● Identify 1 nurse to take "lead" for the summer in order to coordinate health services across the system. ● School nurses will complete online training (i.e. contact tracing). ● Inventory current supplies, place order with Office of Student Services.
<p>G. Assure provision of medical-grade PPE for health services staff;</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● Inventory current supplies, place order with Office of Student Services. ● Covid Nurse will ensure timely ordering of materials. ● Coordinate with WPS Operations dept. and City of Winchester Emergency Management Services for PPE acquisition.
<p>H. Assure and maintain typical (non-COVID-19) health services;</p>	<p>Summer School : N/A</p> <p>Phase II:</p> <ul style="list-style-type: none"> ● Immunizations & Physicals: <ul style="list-style-type: none"> ○ Letters to be mailed week of 6.22.20 ○ Contact made with VDH (6.10.20); letter to Pediatricians (6.22.20) ○ VASN COVID 19 Resource pg. 37 ○ VDOE School Enrollment Requirements for Reentry ● Medication Administration <ul style="list-style-type: none"> ○ Train additional staff in administration ○ Determine who will distribute to classrooms. ○ VASN COVID 19 Resource pg. 37 ● First Aid & Minor Ailments <ul style="list-style-type: none"> ○ Provide training to teachers on appropriate referrals to office and issues to be handled in the classroom. ○ VASN COVID 19 Resource pg. 15

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	<ul style="list-style-type: none"> ○ Provide First Aid kits to all classrooms, libraries, media centers... ● All annual staff Training: Do online. <ul style="list-style-type: none"> ○ Coordinate with the Office of Human Resources for placement of training onto the online professional learning platform. ● Specialized Nursing Care: <ul style="list-style-type: none"> ○ VASN COVID 19 Resource pg. 38-43 ● Hearing & Vision Screenings <ul style="list-style-type: none"> ○ Screening will be done with a cohort system calling only students from a particular classroom at a time, in small groups (3 to 5 students) to another room or location that allows for physical/social distancing (VASN Doc). ○ Equipment will be cleaned after each use. ○ VASN COVID 19 Resource pg. 44
<p>I. For the provision of mental health services.</p>	<p>Summer School & Phase III:</p> <p>WPS Health Plan: MH for Students</p> <ul style="list-style-type: none"> ● School Psychologists, School Counselors and School Social Workers will dedicate time in July 2020 to develop mental health supports for students and staff upon return in the fall.

2. Promoting Behaviors That Reduce Spread of COVID-19

<p>A. Create an education/training plan for staff, students and families. Consider COVID-19 prevention education (hand washing, staying home if ill, etc.). Education should be part of staff and student orientations and to be sent to all parties before reopening schools and include:</p> <ul style="list-style-type: none"> ● Hand hygiene and respiratory etiquette, ● Use of cloth face coverings, ● Staying home when sick, ● Encouraging physical distancing. 	<p>Summer School Only:</p> <ul style="list-style-type: none"> ● Bring staff in 1 day early to provide training on: <ul style="list-style-type: none"> ○ Attestation protocol including “When to miss work” ○ Transportation plan ○ Mitigation Steps <ul style="list-style-type: none"> ■ Social Distancing Plan ■ Hand Washing/Sanitizing stations ■ <10 ■ Use of face masks/coverings ○ Classroom First Aid plan and supplies ○ Hallway movement and bathroom breaks. ● Provide families with mitigation information upon invitation to Summer School and directly prior to attending Summer School through postal letters, phone calls and social media. ● Use CDC workplace resources such as posters with messages for staff about staying home when sick pdf icon and how to avoid spreading germs at work pdf icon ● Access other health and education professional organizations for resources. For example, the American Academy of Pediatrics provides information on germ prevention strategies external icon and reducing the spread of illness in child care settings external icon.
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<p>B. Maintain adequate supplies to promote healthy hygiene.</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none">● Frequent checks throughout day of:<ul style="list-style-type: none">○ Hand sanitizer dispensers○ Hand soap dispensers and paper towels○ Removal of trash in bathrooms● Explore availability of portable hand washing stations for playgrounds, practice fields.
<p>C. Provide signs and messaging to promote healthy hygiene.</p>	<p>Summer School & Phase III:</p> <p>Place signage throughout building.</p> <ul style="list-style-type: none">● CDC has workplace resources such as posters with messages for staff about staying home when sick pdf icon and how to avoid spreading germs at work pdf icon● For students: CDC Hand washing Posters● Grades K-3 (Summer School) will provide daily instruction on hygiene.

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<p>D.i. Promote physical distancing Modify layouts of classrooms, communal areas and buses to ensure social distancing is maintained.</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● Communication prior to opening to include social distancing protocol. Will encourage parents to support distancing at bus stops. ● Bus riders will sit on every other seat. For summer school, driver and aid on each bus. ● Class desks will be arranged to allow for 6 ft space between students. ● Plexiglass partitions for office staff, bus drivers. ● Summer School: No use of cafeteria for food distribution ● Upon arrival at school: Grades 1-3 <ul style="list-style-type: none"> ○ Markers are placed 6 ft apart from bus/car loop, to class line-up ○ Teachers will gather students and walk to class. ○ Markers placed on route to bathrooms. ○ Markers placed on the hallway near the nurse's clinic. ○ The principal will confer with the teacher the need for masks when the space between teacher and student is >6 ft. within the classroom. ○ Staff will monitor halls throughout the day to ensure distancing. ○ Upon dismissal, teachers will walk with students to the bus/car loop. ● Upon arrival at school: Grades 5-7 <ul style="list-style-type: none"> ○ Markers are placed 6 ft apart from bus/car loop to class line-up ○ Teachers will gather students and walk to class. ○ The principal will confer with the teacher the need for masks when the space between teacher and student is >6 ft. within the classroom. ○ Staff will monitor halls throughout the day to ensure distancing. ● Upon arrival at school: Grades 8-12 <ul style="list-style-type: none"> ○ Students will walk through the high school to one of four specific locations. ○ Signage will encourage social distancing ○ The principal will confer with the teacher the need for masks when the space between teacher and student is >6 ft. within the classroom. ○ Staff will have a strong presence at entry and dismissal to ensure distancing. ● There will be no use of communal spaces during Summer School.
<p>D.ii. Develop strategies for food/dining services; these should be consistent with plans to optimize physical distancing.</p>	<p>Summer School Only:</p> <ul style="list-style-type: none"> ● Snacks will be delivered to classrooms in self contained portions. ● Teachers will allow 1 student at a time to pick up their portion.
<p>D. iii. Limit size of gatherings consistent with Executive Orders and impose strict physical distancing places during gatherings.</p>	<p>Summer School Only:</p> <ul style="list-style-type: none"> ● No other large gatherings or assemblies will be scheduled during the summer.
<p>D. iv. Follow relevant Virginia Phase Guidance[1] for Schools and CDC guidance for recreational sports for</p>	<p>Summer School Only: Summer Conditioning</p> <ul style="list-style-type: none"> ● Only athletes for fall sports will be allowed to condition.

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<p>school-related sports and other recreational activities.</p>	<ul style="list-style-type: none"> ● 10 ft. distancing will be ensured. ● Staggered use of spaces to ensure distancing ● Frequent cleaning of equipment will occur. ● Use of shared equipment will be limited.
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3. Maintaining Healthy Environments

<p>A. Plan for daily health screening questions of staff and students.</p>	<p>Summer School Only: Messaging to students and staff prior to opening will stress the importance of daily home screening. Staff: Daily use of attestation form.</p> <p>Bus Riding Students:</p> <ul style="list-style-type: none"> ● For K-3, guardians or older siblings will be required to stay with the child at the bus stop. ● Screened by Aid on the bus prior to entering the bus. <ul style="list-style-type: none"> ○ Temperature will be taken. Fever is 100.4> ○ Screening questions will be asked of the parent (K-3) and of the student in grades 5 -12. <ul style="list-style-type: none"> ■ Tool from VASN document..VASN COVID 19 Resource, Appendix C ■ Spanish interpreter will be available ● If any answer is “Yes”, the student will not attend school. ● Students will be offered a mask if they do not have one. <p>Car Riders or Walking Students:</p> <ul style="list-style-type: none"> ● Screening will occur upon arrival to campus. ● Screening questions will be asked of the parent (K-3) <ul style="list-style-type: none"> ○ Tool from VASN document.VASN COVID 19 Resource, Appendix C ○ Spanish interpreter will be available ● If any answer is “Yes”, students will not attend school. ● Students will be offered a mask if they do not have one.
<p>B. Hygiene Practices:</p> <p>a. Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection;</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● Protocols by Operations department will align w/CDC and industry standards.CDC: Cleaning of Community Spaces. ● Disinfectant and paper towels will be available in classrooms, meetings spaces and general use rooms (library, media rooms). ● Additional hand sanitizing stations will be added and handwashing stations will be explored.

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<p>ensuring adequate cleaning supplies and correct use/storage.</p> <p>b. Provide additional hand sanitizer/handwashing stations.</p> <p>c. Ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc).</p>	<ul style="list-style-type: none"> • Water fountains will be assessed for safety prior to opening. • Each student’s belongings will be separated from others’ and individually labeled containers, cubbies, or areas. • There will be adequate supplies to minimize the sharing of high-touch materials to the extent possible (e.g., art supplies), assign supplies to a single student, or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use. <p>VASN COVID 19 Resource pg.14</p>
<p>C. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.</p>	<p>Summer School Only:</p> <ul style="list-style-type: none"> • While unable to open windows, Replacement of air filters will align with manufacturer’s guidelines. • Classrooms with doors to fenced playgrounds will open the door when appropriate.
<p>D. Ensure that water systems and features are safe to use after a prolonged facility shutdown.</p>	<p>Summer School & Phase III: Facilities Coordinator will ensure water systems are adequately maintained.</p>

4. Maintaining Healthy Operations

<p>A. Implement protections for staff and children at higher risk for severe illness from COVID-19.</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> • CDC: Higher Risk will be used as guidance. • We will honor requests of parents who may have concerns about their children attending school due to underlying medical conditions of their children or others in their home. • Processes for Homebound/Home Based instruction will be explained and expedited for high risk students. <ul style="list-style-type: none"> ○ Explore a blended learning environment under Home-Based • Options for tele-working will be explored for staff at higher risk.
<p>B. Align plans for gatherings, field trips and volunteer restrictions consistent with any Executive Order in place.</p>	<p>Summer School Only:</p> <ul style="list-style-type: none"> • No other large gatherings will be scheduled during the summer. • Stress to principals/Activities Directors there are no gatherings/assemblies. • There will be no rentals of our property at this time.
<p>C. Implement sick leave policies and practices that enable faculty, staff and students to stay</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> • Students and staff will use the COVID 19 Screening Flowchart. VASN COVID 19 Resource pg.19.

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<p>home or self-isolate when they are sick or have been exposed.</p>	<ul style="list-style-type: none"> ● We will honor requests of parents who may have concerns about their children attending school due to underlying medical conditions of their children or others in their home.
<p>D. Train back-up staff to ensure continuity of operations.</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● Additional substitute nurses will be recruited. ● Current staff will be trained in medication administration. ● Support from the HR department in identifying possible recruitment sources.

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

<p>A. 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).</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● CDC: Higher Risk will be used as guidance. ● We will honor requests of parents who may have concerns about their children attending school due to underlying medical conditions of their children or others in their home. ● Processes for Homebound instruction will be explained and expedited for high risk students. ● Options for tele-working will be implemented for staff at higher risk. ● Implement flexible sick leave and family policies. ● Offer vulnerable employees duties that minimize their contact with students, parents and other employees. ● Employees will complete daily self-screenings and attestations. ● Employees are encouraged to self-identify and steps are being taken to reduce their risk of exposure, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations.
<p>B. 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</p>	<p>Summer School & Phase III:</p> <p>Staff:</p> <ul style="list-style-type: none"> ● Options for tele-working will be implemented for staff in need of self-isolation. ● Implement flexible sick leave and family policies. ● Employees are encouraged to self-identify and steps are being taken to reduce their risk of exposure, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations. <p>Students:</p> <ul style="list-style-type: none"> ● Current schoolwork extensions will be applied and/or supported through homebound and home based services if appropriate. ● We will honor requests of parents who may have concerns about their children attending school due to underlying medical conditions of their children or others in their home. ● Processes for Homebound instruction will be explained and expedited for high risk students.

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<p>C. Develop policies for return to class/work after COVID-19 illness.</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● Staff and Students return to work processes will follow: <ul style="list-style-type: none"> ● Confirmed with Covid 19 Process, VASN COVID 19 Resource pg.20 ● VDH WHEN IT IS SAFE TO BE AROUND OTHERS: ENDING ISOLATION IN NON-HEALTHCARE SETTING ● Further guidance will be sought through regional VDH staff.
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6. Preparing for When Someone Gets Sick

<p>A. Separate and isolate those who present with symptoms.</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● There will be a separate room (Isolation Room) for students with possible COVID-19 symptoms. Physical distancing will be marked off in the Isolation Room when more than one person needs to be in the room. ● Additional non-health compromised staff will be secured to monitor students in areas not visible by the school nurse or health technician. Staff will wear gloves and masks. ● Restroom facilities will be nearby for sick students. ● Students will sanitize/wash hands . ● Students will put on masks. ● Non-contact thermometers will be used. ● A separate phone will be used and regularly disinfected. ● Procedures for safely transporting anyone sick home or to a healthcare facility will be established.. If 9-1-1 is called, the dispatcher will be told the individual has signs or symptoms of COVID19. Public Health/contact-tracing teams will be notified. ● The room will be ventilated to outside air if possible after the student leaves and cleaned 24 hours after.
<p>B. Facilitate safe transportation of those who are sick to home or healthcare facilities.</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● Communication to parents/guardians will stress the requirement to provide emergency numbers and need to quickly pick up a sick child. ● Explore placement of plexiglass barriers in each school car. ● If 9-1-1 is called, the dispatcher will be told the individual has signs or symptoms of COVID19. Public Health/contact-tracing teams will be notified.
<p>C. Implement cleansing and disinfection procedures of areas used by sick individuals.</p>	<p>Summer School & Phase III:</p> <p>The Department of Operations will follow CDC protocol for cleansing after exposure.</p> <ul style="list-style-type: none"> ● CDC: Cleaning and Disinfecting your Facility

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<p>D. Develop a communications plan with local health department to initiate public health investigation, contact tracing and consultation on next steps.</p>	<p>Summer School & Phase III:</p> <ul style="list-style-type: none"> ● Continue bi-weekly meetings with COVID 19 City Team including VDH, city administrators and school. ● A strong line of communication has been established with the Director of Student Services and the Chief Epidemiologist since onset of COVID 19. This has included guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community.
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7. Planning to close down if necessary, due to severe conditions.

<p>A. Determine which conditions will trigger a reduction in in-person classes.</p>	<p>Summer School & Phase III: The following conditions will impact a reduction in in-person classes:</p> <ul style="list-style-type: none"> ● Executive Order ● Recommendation of local Health Department ● Inadequate staffing
<p>B. Determine which conditions will trigger complete school closure.</p>	<p>Summer School & Phase III: The following conditions will impact a decision to close school:</p> <ul style="list-style-type: none"> ● Executive Order ● Inadequate staffing ● Recommendation of local Health Department