



King and Queen County Public Schools

COVID-19 HEALTH MITIGATION PLAN

Phase II and III

Updated: August 17, 2020

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Introduction

The King and Queen County Public Schools (KQPS) division serves its 650 PK-12 students in three buildings: Central High School (8th-12th grade), King and Queen Elementary School (PK-7th grade), and Lawson-Marriott Elementary School (PK-7th grade).

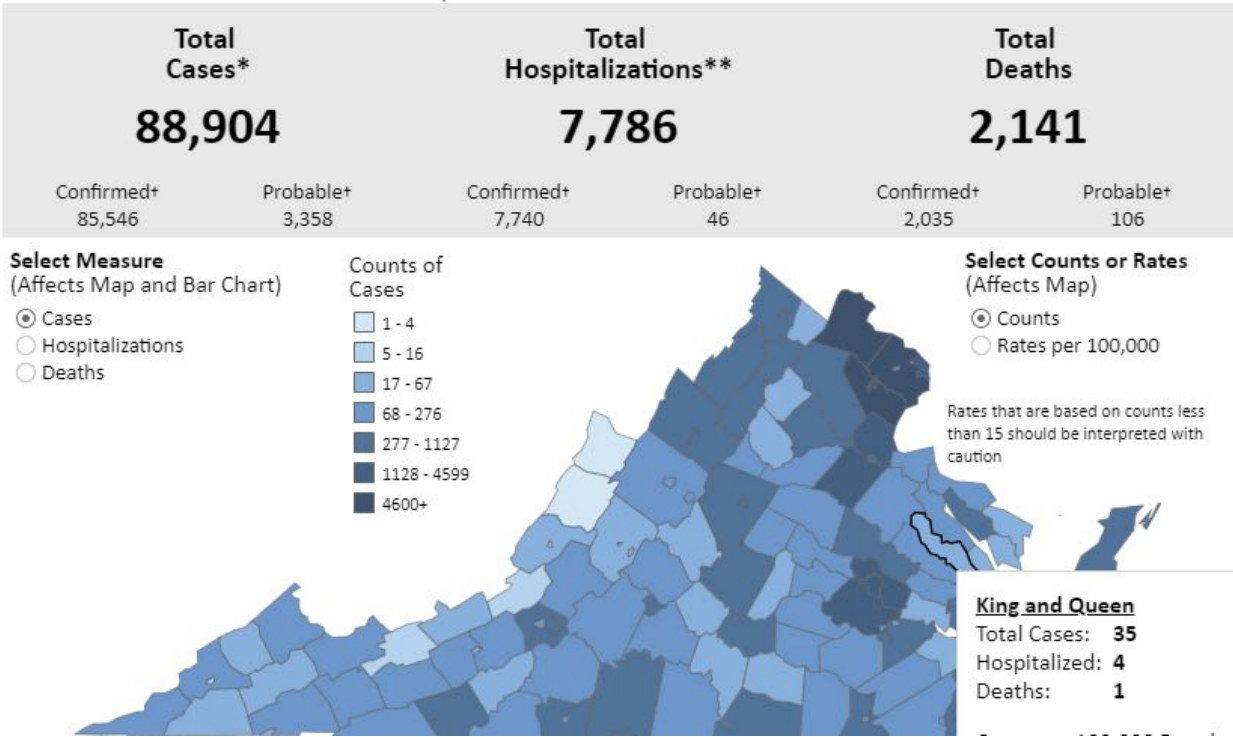
As a school division, student safety is our priority as we design mitigation strategies to allow our students to safely return to learning. An essential goal of this plan is to cultivate new norms, habits and mindsets among the student and staff population that will maximize safe behavior but also manifest patience, kindness, compassion, community-mindedness, and a sense of personal responsibility to others both within our walls and in the “outside world.”

Our programs seek to accommodate the non-curricular needs of students, ranging from internet and technology access to social-emotional well-being to special circumstances such as a family member at home who is highly vulnerable to COVID-19.

Phase I	Phase II	Phase III	Beyond Phase III
<ul style="list-style-type: none"> ● Remote learning for all students ● Teleworking options available for faculty and staff 	<ul style="list-style-type: none"> ● Face-to-face instruction for students in grades K-3, Students with Special Needs, and Students who are English Learners. ● Remote learning for 4-12 	<ul style="list-style-type: none"> ● Hybrid model of instruction ● Staggered schedules to accommodate space limitations and social distancing guidelines ● Option for students to participate 100% remotely 	<ul style="list-style-type: none"> ● Face to face instruction for all students using CDC recommendations to guide practice

LOCAL PUBLIC HEALTH CONDITIONS

The VDH COVID-19 Daily Dashboard informs the rate of transmission across our state. This information is considered as we create our Return to Learn Plan, as is input from our local Tri Rivers Health Department.



Source:
VDH COVID-19 Daily Dashboard
<https://www.vdh.virginia.gov/coronavirus/covid-19-daily-dashboard/>
Date Retrieved: July 30, 2020

PLANNING TO REOPEN

COVID-19 Task Force Leadership Teams

Dr. Carol B. Carter, Division Superintendent, ccarter@kqps.net

Dr. Alexis Swanson, Assistant Superintendent, aswanson@kqps.net
Chairperson- Elementary and Secondary Instructional Task Forces

Mr. David Copsmith, Assistant Superintendent of Operations,
dcopsmith@kqps.net
Chairperson- Safety, Hygiene, Health, and Operations Task Force

Mrs. Emma Hundley, Director of Budget and Finance, ehundley@kqps.net
Chairperson- Finance and Meal Distribution Task Force

Mrs. Stephanie Lambrecht, Director of Special Education and Student Services,
slambrecht@kqps.net
Chairperson- Special Populations Task Force

Mr. Michael Bruenig, Director of Technology, mbruenig@kqps.net
Chairperson- Technology Task Force

Mrs. Jennifer Perry, Director of Human Resources and Transportation,
jperry@kqps.net
Chairperson- Transportation Task Force

Mrs. Allison Jordan, Executive Director of Student Support, ajordan@kqps.net
Co-Chairperson- Family, Community, and Student Support

Mr. Preston McKellar, Director of Community and School Support,
pmckellar@kqps.net
Co-Chairperson- Family, Community, and Student Support

Ms. Ashley Reynolds, Assistant Principal- CHS, areynolds@kqps.net
Chairperson- Athletics and Extracurricular Activities

PLANNING TO REOPEN

Attendance Monitoring

All administrative assistants at each of the three schools will report daily attendance to the building principal. This information will be shared with the KQPS Division Superintendent and Administrative Team in order to monitor countywide attendance.

In instances where there is an increase in student absenteeism due to health-related concerns, the Superintendent and/or members of the Safety, Hygiene, Health and Operations Task Force will communicate with the Virginia Health Department for reporting purposes as well as guidance on future operations decisions.

Communication

Frequent communication between families, students, teachers, and staff is crucial during this period of reopening. Below are communication channels that will be used to maximize communication within the King and Queen community.

Health Safety Agreement

All families will be required to complete the Student Health Safety Agreement upon starting classes for the fall semester to assure they understand their obligations in maintaining a safe environment while at school. This form includes the obligation to complete a daily self-check via an instrument provided by the CDC prior to coming to campus.

FAQ on Website

A frequently asked questions document will be available for viewing on the KQPS website. This document will be updated as new information becomes available.

Superintendent Updates

The Division Superintendent will provide email and phone updates to families (through School Messenger). It is critical that parents have up-to-date contact information on file at their child's school.

PLANNING TO REOPEN

Communication of an Outbreak

As with all other communicable disease information, students and their families will be notified in writing, using the sample letter.

[Date]

Dear (School Name) Students and Families,

A potential positive case of COVID-19 has been identified at (school name). We are working with the local Health Department on their public health investigation and contact tracing efforts.

King and Queen County Public Schools will continue to follow the steps outlined in the Health Mitigation Plan, which can be found on our website: www.kqps.net. We are dedicated to maintaining a safe, healthy environment for all students and staff, and will continue to work with our schools to use the disinfecting procedures and processes recommended by the CDC and VDH.

Follow up actions will be provided as it becomes available.

Sincerely,

Carol B. Carter, Ed. D.
Division Superintendent

PLANNING TO REOPEN

Community Response Efforts

KQPS will work with the King and Queen Health Department to assist in community response efforts.

King and Queen Health Department
Kimberly Carlton, RN
Public Health Nurse Supervisor
PO Box 8, 167 Courthouse Landing Road
King and Queen Courthouse, VA 23085
(804) 785-6154

Student Health Services

School nurses will maintain their “normal” health services in schools as well as be on alert for symptoms that may indicate a COVID-19 infection. A separate room from the regular clinic will be designated at each school and will be used to separate individuals displaying COVID-19 symptoms. All isolation rooms will have ventilation that is separate from other rooms and have an exterior window for ventilation, if needed. When caring for the sick, school nurses will initiate the standard and transmission-based precautions as detailed by the CDC.

If a child is showing signs of COVID-19 (classroom, hallway, bus, etc.), the school nurse will be called and will escort the child to the isolation room. The school nurse will evaluate the child and make the necessary notifications as required by VDH guidelines - local department of health, parents, etc. The family will be encouraged to take the child to a doctor.

All medicine will be delivered in a confidential manner by the school nurse at the classroom.

Mental Health Services

While much uncertainty surrounds how and when schools will reopen, we know that social emotional learning (SEL) will be critical to re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning.

This unprecedented shift to a new type of learning experience may have a lasting and profound impact on young people's academic, social, emotional, and life outcomes.

The COVID-19 pandemic has underscored the need for social emotional learning as an essential part of a high-quality education; highlighting our relationships, resiliency, and collective problem-solving as fundamental to teaching and learning.

KQPS is dedicated to ensuring the social and emotional wellness of students and their families during this unprecedented COVID-19 school closing. We invite parents to read the information below and visit the related links as we maneuver collaboratively through the challenges and questions raised during the current COVID-19 condition.

- [Stress and Anxiety Management](#)
- [Mindfulness](#)
- [Change in Routine](#)
- [Hygiene](#)
- [Mental Health Resource Guide](#)

Teachers at each school will meet regularly to discuss students' academic performance and social-emotional needs. They will work with the School Counselor, Executive Director of Student Support, Director of Community and School Support, and our KQPS families to develop plans of support for students of concern in one or both areas. School counselors will be available for parent consultation, remote counseling, or face-to-face counseling as needed throughout the year.

PROMOTING HEALTHY BEHAVIORS

Training

All staff and students will participate in training videos that reflect information from the CDC and VDH, to include (but not limited to) the following topics:

- [Handwashing](#)
- [Social Distancing](#)
- [Face Coverings](#)
- [Cloth Face Coverings Do's and Don'ts](#)
- [Stop the Spread of Germs](#)
- [What to Do if You're Sick](#)
- [Know the Symptoms](#)
- School level specific trainings that reflect building procedures

School faculty will have opportunities to view online training modules PRIOR to the start of the school year and will submit a log demonstrating their completion of the modules.

Student Family Agreement

All KQPS families will be required to review and sign the KQPS Health Safety Agreement before participating in face-to-face learning/instruction at your child's school building. Please review the agreement on the next page.

King and Queen County Student Health Safety Agreement

The health and well-being of our students, faculty and staff is a top priority. With the current and uncertain future of the COVID-19 outbreak, it is imperative we follow very specific guidelines until such time as the pandemic ends. This document provides guidelines for keeping students safe for in-person learning during the current COVID-19 pandemic.

As a condition for your return to the on-site learning environment, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself but for others you will encounter on-site.

For my safety, KQPS will do the following:

- Maintain a commitment to the rigor of the curriculum, delivering quality instruction and keep interruptions to a minimum
- Initiate steps to mitigate the risk and transmission of COVID-19, including implementation of the KQPS Health Mitigation Plan
- Regularly provide updates to students and families
- Respond to student and family concerns and/or questions as they may arise, and;
- Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

As a parent/guardian of a KQPS student, I will commit to the following:

- Complete a daily health screening before allowing my child to load the bus or dropping them off at school
- I will not send my child to school if he/she is sick, regardless of symptoms
- I will keep my child home if his/her temperature is 100.4 degrees or higher
- I will not send my child to school if he/she has been exposed to someone with COVID-19 or traveled to an area with a high incidence of COVID-19. I will quarantine him/her per CDC guidelines.
- I will call my child's school when an absence is necessary and provide a reason for absence

As a student of KQPS, I will commit to the following:

- Wear a face mask on campus and on school-provided transportation
- Follow social distancing procedures to ensure that I maintain a six-foot distance between myself and others
- Regularly utilize hand washing and hand sanitizing protocol
- Fully participate and engage in all remote instruction and do so in a timely manner.

_____	_____	_____
Student Name	Student Signature	Date
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date

PROMOTING HEALTHY BEHAVIORS

Adequate Supplies

King & Queen County Public School has obtained or has on order a sufficient amount of personal protective equipment (PPE) for our nurses, custodial and maintenance personnel, food services personnel, transportation personnel and instructional staff members. These supplies include:

- face masks
- face shields
- disposable gloves
- disinfectant products
- hand sanitizers
- touchless, infrared thermometers

Hand sanitizer stations will be installed in each classroom and in high use areas. Students and staff will be required to use hand sanitizer each time they enter and exit the building and the classroom.

Supplies necessary for proper hand hygiene and ensuring all staff and students have the opportunity to maintain cleanliness will be maintained in each school facility.

Signs and Messaging

KQPS will post [signs](#) in highly visible locations (e.g., school entrances, restrooms, etc.) that promote everyday protective measures and describe how to stop the spread of germs (such as by [properly washing hands](#) and properly wearing a cloth face covering).

KQPS will utilize CDC print and digital resources found on the CDC's [communications resources](#) main page.

PROMOTING HEALTHY BEHAVIORS

Physical Distancing

Each school facility has been mapped to determine how classrooms and communal spaces must be prepared to ensure physical distancing recommendations. Class sizes will be reduced to promote physical distancing within classrooms in accordance with CDC, VDH and American Association of Pediatrics (AAP) recommended guidelines. For more information regarding class size, please refer to the PK-7 and 8-12 Instruction section of the KQPS plan for opening schools.

Physical distancing of 6 feet will be maintained in each building while students are transitioning from the classroom to another location (bathroom, bus, etc.). Signs will be placed at 6' intervals on the walls and on the floor to promote this behavior. When possible, staff will be present in the hallways to ensure compliance with this recommendation.

Hallways: high school students will be asked to wear a mask and walk on the right side of the hallway when transitioning; elementary students will also be asked to wear a mask during transitions and will be supervised by staff at all times. Whenever possible, only one class will be in the hallway at a given time.

Restricting the mixing of student cohort groups: students at the elementary level will not change classrooms and/or mix with other classes/groups of students. The "morning" cohort will remain intact throughout the school day. Due to the nature of high school student schedules, students at the high school will switch classes between periods and follow the guidelines for hallway social distancing and classroom cleaning procedures listed in this document.

Food/Dining Services

Lunch choices will be offered in homeroom classes in the morning and lunch requests will be sent to the cafeteria for preparation. Meals will be prepared in the cafeteria and delivered to the classrooms. Breakfast will be served at the classrooms with both a hot choice and cold choice offered. Elementary students will eat in their classrooms. High school students may be assigned a table in the cafeteria if a minimum of 6' social

distance can be maintained at all times and the number of students in the cafeteria does not exceed the limits of social distancing expectations. If social distancing cannot be maintained, high school students will eat in classrooms. Meals will be prepackaged whether delivered to classrooms or obtained from the cafeteria.

Gatherings

Outdoor activities, such as recess, will be limited to a maximum of 50 people. Physical distancing of 10 feet, no contact activities, and no shared equipment will be enforced. Student groups should not be mixed. Until Phase III has been lifted, playground equipment should not be used. The maximum number of people allowed at any one gathering is 250, whether indoors or outdoors. Communal spaces such as the cafeteria, library, gymnasium and auditorium will be closed during the first nine week period and/or until Phase III has ended. The only exception would be to use the area for instruction with a group smaller than 50 and each individual socially distanced at a minimum of 6 feet. The high school may use the cafeteria for food consumption if a minimum of 6' of distance can be maintained between students.

Face Coverings

Face coverings are highly recommended to be worn at all times, even when 6 foot of physical distancing can be maintained. Staff will be required to use face coverings when physical distancing of 6 feet cannot be maintained. Face covering will be provided as necessary to maintain this requirement. Health conditions will be taken into consideration as needed to meet this requirement.

Face coverings for students will be required at all times during the school day with the following exceptions:

- * lunch
- * recess (elementary only)
- * period of time when teacher allows removal in the classroom during instruction (while a minimum of 6 foot distancing is maintained)

If there are medical or developmental concerns that prohibit wearing a face covering, this should be documented by the student's physician. The school nurse will create a health plan appropriate to the concern, which still mitigates the spread of COVID-19.

MAINTAINING HEALTHY ENVIRONMENTS AND OPERATIONS

Daily Health Screenings for Students

Students will be screened at home using the *King and Queen County Student Health Safety Agreement*. Parents/Guardians will be responsible for signing the agreement at the beginning of the school year; the agreement explains and confirms the parent's/guardian's commitment to being responsible for screening his/her child each day before sending him or her to school. If a child is sent to school, the parent/guardian is verifying the health of his or her child.

Students' temperatures will be checked daily upon arrival to school. If the reading is 100.4 degrees Fahrenheit or higher, they will be asked a series of COVID-19 screening questions and will be referred to the school nurse for further action.

Each staff member will be on alert for students that appear ill - fever, sick stomach, altered appearance, etc.; these students will be immediately referred to the school nurse for screening.

Health Screenings for Staff

Daily Self- Screening

All staff members should monitor their temperature and look for symptoms of COVID-19 on a daily basis at home prior to reporting to work. Staff members should stay home if they are ill, and notify their supervisor as soon as possible if an absence is necessary.

Weekly Screening Questionnaire

Staff members will complete the *COVID-19 Health Screening Form for Staff* on the first workday of each week. Each staff member will place his/her screening form in a sealed container; the school nurse will review each screening form within 30 minutes of staff arrival. A more intense screening will be administered if necessary after the nurse's review of the forms. Forms will stay with the nurse and will be stored in a secure location.

MAINTAINING HEALTHY ENVIRONMENTS AND OPERATIONS

Hygiene Practices

Cleaning and Disinfection

Hand sanitizer stations will be installed in each classroom and in high use areas. Students and staff will be required to use hand sanitizer each time they enter and exit the building and the classroom. Building cleaning and disinfection will take place each day; traditional methods of cleaning as well as electrostatic sprayers will be used. All high-touch areas (door handles, railings, etc.) will be cleaned and sanitized multiple times throughout the school day.

Classroom Cleaning

Each classroom will be decluttered and desks set at a minimum spacing of six feet apart. The number of students per classroom will be dictated by the number of desks that can be distanced at 6' spacing. Teachers must wear facemasks when a distance of six feet cannot be maintained. Each high school student will wipe down his/her individual desk before leaving the classroom. Elementary and high school classrooms will be cleaned each day using traditional methods as well as electrostatic sprayers. Elementary students will stay in one room throughout the day. Teachers are responsible for clearing their desks before the end of the school day so proper cleaning may take place.

Transportation

Buses will be disinfected before and after each route has been completed; either to school or from school to home. Each bus driver will receive an electrostatic sprayer to allow him/her to disinfect the bus after each run. Bus drivers will be required to wear PPE at all times when transporting students. Buses will be unloaded one at a time upon arrival at school with social distancing emphasized as students exit the school bus and as they proceed to their classrooms. Buses will be loaded one bus at a time for afternoon dismissal to allow for social distancing and proper seating.

All vehicles transporting students will be stocked with masks for drivers, additional disposable face masks for students, spray disinfectants and hand sanitizer.

Shared Objects

KQPS will discourage sharing of items that are difficult to clean or disinfect and will ensure adequate supplies to minimize sharing of high touch materials to the greatest

extent possible (e.g., assigning each student their own equipment) or limit use of supplies and equipment to one group of students. Items used by multiple groups will be cleaned and disinfected between each use. At the elementary level, plastic storage bins will be purchased for each student to store their school supplies while they are learning remotely.

Hand washing

Students and staff should wash hands regularly throughout the day. Washing for a minimum time of 20 seconds will be encouraged and expected. Hand washing guidance will be provided to all staff and students.

Bathroom Usage

If a bathroom exists in a current classroom, the students in that room will be expected to use that particular bathroom. Handwashing will be taught and expected after each use of the restroom. When no bathroom is in the classroom, students must wear a mask and enter the room one at a time as appropriate and feasible. Bathrooms will be disinfected periodically throughout the school day using both traditional methods as well as electrostatic sprayers. As feasible, bathroom use at the high school will be discouraged during class changes; if usage is necessary, one student will be allowed in the room at a time

Ventilation Systems

KQPS will ensure ventilation systems operate properly and will increase the circulation of outdoor air as much as possible by opening windows and doors, if appropriate. KQPS Maintenance Staff will check HVAC systems and ensure filters are routinely changed according to manufacturer standards.

Water Systems

KQPS uses WaterPro to test its water and certify its suitability for drinking and other in-school uses. Water fountains will be disabled during Phase II and III, and possible usage reevaluated once further guidance has been received from the state.

Small water coolers and disposable cups will be in each classroom; teachers may serve water to a student when needed/requested.

Gatherings

Outdoor activities, such as recess, will be limited to a maximum of 50 people. Physical distancing of 10 feet, no contact activities, and no shared equipment will be enforced. Student groups should not be mixed. Until Phase III has been lifted, playground equipment should not be used. The maximum number of people allowed at any one gathering is 250, whether indoors or outdoors.

Communal spaces such as the cafeteria, library, gymnasium and auditorium will be closed during the first nine week period and/or until Phase III has ended. The only exception would be to use the area for instruction with a group smaller than 50 and each individual socially distanced at a minimum of 6 feet. The high school may use the cafeteria for food consumption if a minimum of 6' of distance can be maintained between students.

Field Trips

No field trips will be allowed during Phase II or Phase III.

Visitors

Outside visitors will only be allowed access to a school building for necessary reasons. If a visitor must enter a school building, he/she must do the following:

- Wear a face covering at all times while in the building
- Show a valid ID before entering
- Sign in and sign out according to established procedures
- Maintain a six foot distance from others at all times

Visitors will not be allowed to enter the building beyond the main entrance unless granted permission by the school principal.

Protecting Vulnerable Individuals

CDC Guidance – High-risk Existing Conditions

King and Queen County Public Schools will provide optional full-time online learning for students who are unable to return to school due to a high-risk of acquiring the virus.

Whenever possible, workplace modifications will be provided for employees who are at high-risk of acquiring the virus. Medical documentation will be required if an employee is considered high-risk.

Leave (Time Off) Policies and Excused Absence Policies

If an employee is diagnosed with COVID-19, has symptoms and is seeking medical attention, or is caring for someone that is ill with the virus, he/she may receive up to two weeks of paid leave (Families First Coronavirus Response Act - FFCRA). FFCRA leave will not be taken from their current sick leave balance.

Return to Work/Class

Students or staff with symptoms or a confirmed case of COVID-19 may return:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever - without fever-reducing medication **and**
- Your symptoms have improved

If you have been exposed to a person with a confirmed case COVID-19:

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** to the individual. This timeframe is based on the time it takes to develop the illness.

Preparing for When Someone Gets Sick

Separation and Isolation of Symptomatic Students and Staff

KQPS will ensure that the school staff, the students and their families know that they should not come to school, and that they should notify school officials (Principal or designee) if they become sick and have COVID-19 [symptoms](#), test positive for COVID-19, have been [exposed](#) to someone with COVID-19 symptoms or someone who has a confirmed or suspected case.

KQPS will immediately separate staff and [children](#) with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) to the designated school isolation room. Parents of students displaying symptoms will be notified by the school nurse and directed to arrange pick-up for their child. Staff members displaying symptoms will be sent home as well. The individual will be required to follow [CDC guidance for caring for oneself and others](#) who are sick.

Transportation

Parents/guardians will be notified and students will be required to be picked up. Students will not be permitted to ride the bus home.

Cleaning and Disinfecting

KQPS will close off areas within the school building that were visited by an individual showing symptoms of COVID-19 and/or diagnosed with COVID-19 and will not use these areas until proper [cleaning and disinfecting](#) has occurred.

Notification of Health Officials and Close Contacts

In accordance with state and local laws and regulations, the Superintendent will notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disability Act (ADA). KQPS will inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#), and to follow [CDC guidance](#) if symptoms develop.

Planning for Closure Due to Severe Conditions

KQPS will work closely with the Virginia Department of Health to determine if/when school closures are warranted. Should an outbreak occur, KQPS will transition to fully remote learning.

Individual school closures will occur independently of one another, as infection rates across the county may vary at any given time.