

Health & Safety Plan  
2020 Reopening Schools  
Protocol

Updated October 26, 2020

## OVERVIEW:

Per an order from the Virginia Public Health Commissioner, each private school and public school division must develop a plan for implementing COVID-19 mitigation strategies before reopening in accordance with the [Virginia Phase Guidance for Schools](#). Plans must be submitted to the Virginia Department of Education (VDOE).

Please note that this plan is focused on the health and safety of students and staff and to limit the risk of COVID-19 transmission as the reopening of schools begins. It is not focused on academic programs, teaching and learning, and student-support models. This information can be found in the Rockbridge County Public Schools' (RCPS) updated [November 2020 Re-Entry Plan for Schools](#). The information provided here is based on the best information we have at this time and is not exhaustive. These guidelines were created in accordance with guidance from the VDOE, Virginia Department of Health (VDH), and the Centers for Disease Control and Prevention (CDC). These guidelines may be revisited as more public health data become known and/or the Governor's guidance changes.

Referencing the *Virginia Phase III Guidance for Schools*, as well as *CDC Guidance*, schools must prepare COVID-19 mitigation plans for reopening as outlined in the VDOE [Recover, Redesign, Restart 2020](#) guidance document. It is likely that outbreaks of COVID-19 will continue. Therefore, the plans outlined in this section should consider various contingencies for continuing operations in the event of an outbreak. Schools must report cases and outbreaks to their local health department. In addition, schools will consult with their local health department regarding management of outbreaks, dismissals, or similar decisions such as shutdown of school activities. The VDH contact is Dr. Laura Kornegay, Director of Central Shenandoah Health Department (540-463-3185).

## OUTLINE OF PLAN:

- I. [School Procedures for Students / Staff / Parents-Visitors](#)
- II. [School Cleaning Protocols](#)
- III. [School Nurse Clinic: Wellness Visits Protocols](#)
- IV. [School Nurse Clinic: Sick Visits Protocols](#)
- V. [After-School Activities: Sports / Extracurricular Events](#)
- VI. [Resources/Web Links](#)
- VII. [Appendix](#)

## I. School Procedures for Students/Staff/Parents-Visitors:

### A. Arrival to School

All schools will adhere to CDC recommended guidelines for social distancing, face coverings, hand washing, cleaning/disinfection, classroom and transportation usage. All students and staff will adhere to the [RCPS School Board Policy on Cloth Face Coverings](#).

Students and staff members will have daily temperature screenings before entering the school building. If the student or staff member is febrile (fever of 100.4 degrees or higher), he or she will report to the school clinic area for a second screening. If the second screening is also febrile, a parent will be contacted for student pick-up. The student will be placed in an isolation room, while wearing a face covering until a parent pick-up occurs.

#### Transportation Protocols:

- Bus Stop: Students will practice social distancing at the bus stop area and refrain from gatherings in groups or horseplay. Students will wear face coverings when social distancing of a minimum of 6 feet cannot be maintained at the bus stop area.
- Bus Loading: Students will follow the school bus driver's directions for loading the school bus. Students will load from the back to the front of the bus. Students will remain seated until arrival to school. Students will wear facing coverings while riding the school bus. Students will sit one per seat. Siblings from the same household may sit together.
- Bus Unloading: Students will follow the school bus driver's directions for unloading the school bus upon arrival to school. Students will remain seated and dismissed by rows, working from the front to the back of the school bus. Students will continue to wear face coverings when unloading and entering the school building. Once unloaded, students will proceed to the daily screening area before entering the school building.

#### Car Drop-Off Protocols:

- Students will remain in the car until directed by a school employee to exit the car.
- Parents/Guardians will remain in the car during car drop-off procedures. If a parent or guardian needs to meet with a school administrator or a member of the school staff, please make an appointment ahead of time.
- Students will proceed to the daily screening area upon arrival to school.
- Students will practice social distancing in the car drop-off area.

- Students will wear face coverings once they exit the car and remain on while in the school building.

## **B. Daily Health Screenings**

- Screening, monitoring, and testing are essential components of limiting the spread of COVID-19 or any other illness. Daily health screenings of students and staff for COVID-19 symptoms will be assessed at home each school day (Appendix VII, p. 13) during Virginia's Phased protocols and temperature screenings completed upon arrival to school.
- Daily health screenings for students, staff, parents, or visitors will be conducted to measure temperatures and/or symptoms (Appendix VII, p. 13) each school day. If a fever of 100.4 degrees or higher is reported during the screening upon arrival to school, the student or staff member will be sent to an isolation room for further evaluation. Parents and visitors will be turned away from the school if they have a fever and/or symptoms. Parents will be contacted to pick up their student and the student will remain in the isolation room until the parent arrives. Students will be required to be fever free without the assistance of a fever-reducing medication for 24 hours (1 day) before returning to school.

## **C. Navigation Through the School Buildings**

- Hallways: Students will travel on the right side of the hallways while wearing a face covering. Students should go directly to their classroom/destination and not stand or mingle in the hallways.
- Lockers: Students may utilize lockers while practicing social distancing measures while wearing a face covering to get their classroom materials. Some schools will not use lockers.
- Bathrooms: Social distancing will be required when entering and using the restroom facilities at each school. Students must practice social distancing of 6 feet while in the bathroom, and wear a face covering the entire time. Bathroom capacity will be limited during Virginia's Phased protocol to two or fewer at a time.
- Classrooms: Students will be required to wear a face covering in the classroom until directed by the classroom teacher to take a mask break. Desks and/or tables will be placed at appropriate social distancing measures of 6 feet.
- Cafeteria: Students will practice social distancing of 6 feet at all times while in the cafeteria. Students will follow hallway procedures to arrive and depart from the cafeteria. Most schools will be eating in classrooms instead of the cafeteria.

- Water Fountains: Water fountain spouts will be closed, however, water bottle filling stations will be available. Water bottles brought from home are highly recommended for classroom/ school usage.
- Stairs /Elevator: When using stairs, students and staff will stay to the right side of the steps going up and down. Students will follow school procedures for going up or down. Depending on school site, there may be one way stair usage. Elevator usage is for medical needs only. Whenever possible, elevator use will be limited to one person at a time.

#### **D. School Dismissal**

##### **Transportation Protocols:**

- Bus Loading: Students will follow the school bus driver's directions for loading the school bus. Students will load from the back to the front of the bus. Students will remain seated until arrival at the bus stop. Students will wear facing coverings while riding the school bus. Students will sit one per seat. Siblings from the same household may sit together.
- Bus Unloading: Students will follow the school bus driver's directions for unloading the school bus. Students will remain seated and dismissed by rows working from front to back of the school bus whenever possible. Once unloaded, students will proceed from the bus stop to their home.

##### **Car Pick-Up:**

- Parents/Guardians will remain in the car during car pick-up procedures. If a parent or guardian needs to meet with a school administrator or a member of the school staff, please make an appointment ahead of time.
- Students will practice social distancing in the car pick-up area.
- Students will wear face coverings until instructed by a member of the school staff to approach their car and be seated in the car.

## **II. School Cleaning Protocols**

The School Division has established procedures for more frequent cleaning, disinfecting, and sanitizing of buildings, especially bathrooms and frequently touched surfaces. Staff will use cleaning products from the Environmental Protection Agency's (EPA) list of approved products that are effective against COVID-19.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables
- doorknobs
- light switches
- countertops
- handles
- desks
- phones
- keyboards
- toilets
- faucets and sinks
- touch screens
- bathrooms
- school buses

In addition, our school system will provide supplies necessary to adhere to recommended infection prevention and control practices. This includes providing hygiene supplies in each school building and classroom. Specifically for classrooms, there will be alcohol-based hand sanitizer (60-95% alcohol) in every classroom. Sinks will be well-stocked with soap and paper towels for handwashing. Garbage cans will be placed in each classroom just inside the door for students and staff members to easily discard items. In addition, tissues will be available in all classrooms for students and staff use.

If a staff member or student becomes ill for any reason during the school day (COVID or non-COVID), the area will be cleaned and disinfected accordingly. Also, all areas used by the ill staff member or student will be cleaned and disinfected. These areas include classrooms, share areas, common areas, etc.

## **III. School Nurse Clinic: Wellness Visit Protocols**

First aid situations, to the degree possible, should be handled by the classroom teacher to prevent office congregation and possible exposure to illness. The goal is to keep healthy students out of the clinic where they can be exposed to illness. Schools will provide for classroom teachers the following items to assist with health situations:

- enhanced first-aid training, to support students with minor toothaches/loss of tooth, small paper cuts, bug bites from the playground area, minor headache/stomach ache, and minor bumps and bruises;
- supplies of gloves, band-aids, etc.;
- instructions for students to provide self-care under the direction of a staff member to maintain social distancing and avoid skin-to-skin contact;
- guidance on when to send students to the nurse's clinic or keep in the classroom that include procedures for how to contact the nurse if needed; and
- protocols for the nursing staff to administer student medications, identify symptoms of COVID19, assist with severe bleeding or nosebleeds, and support in situations where students or staff members are having difficulty breathing, vision loss/impairment, seizures, rashes, vomiting/diarrhea, concussions/fainting/head injury, and any specialized physical health-care procedures such as diabetic care, tube feedings, etc.

#### **IV. School Nurse Clinic: Sick Visit Protocols**

If it is determined that students need additional medical assistance beyond basic first aid, the school nurse will be dispatched to the classroom. The school nurse will assess the student and determine next steps.

In general, the school clinic will need to establish the following three areas:

General Waiting, Wellness Student, and Isolation for students presenting symptoms of COVID-19.

##### **A. General Waiting Area:**

- Students with non-COVID-19
- Physical Symptoms (e.g., injury, assessments)
- Physical distancing marked off
- Students sanitize/wash hands
- Clean area after students leave

##### **B. Wellness Student Area:**

- Students with nonCOVID-19
- Students with health care needs that cannot be addressed in the classroom (e.g. diabetic and other noncontagious health care needs).
- Physical distancing marked off
- Students sanitize/wash hands
- Clean area after students leave

##### **C. Isolation Room:**

- Students demonstrating symptoms of COVID19
- Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, call parent/send home.
- Physical distancing marked off or in separate rooms
- Students sanitize/wash hands
- Students put on face coverings
- Non-contact thermometer used to monitor symptoms
- Isolate student from others
- Establish procedures for safely transporting anyone sick home or to a healthcare facility
- Notify school principal, will contact Virginia Department of Health
- Thoroughly sanitize area after use



# COVID-19 Screening Flowchart

This flowchart will be used for health staff to provide guidance on students who may present to the health office with COVID-19 like symptoms. This does not replace judgement based on identified findings.

**Student Presents to Health Office with Symptoms (mask student)**

- Pediatric patients with COVID-19 may experience the following signs or symptoms over the course of the disease:
- Fever or chills
  - Cough
  - Nasal congestion or runny nose
  - Sore throat
  - Shortness of breath
  - Diarrhea
  - Nausea or vomiting
  - Fatigue
  - Headache
  - Muscle or body aches
  - Poor feeding or poor appetite
- Other: rash, red eyes, cracked/swollen lips, red/swollen tongue, swelling hands/feet, stomach pain



Verbal, Visual, Physical Concerns or Out of Range

- CALL EMS**
- Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion
  - Inability to wake or stay awake
  - Bluish lips or face

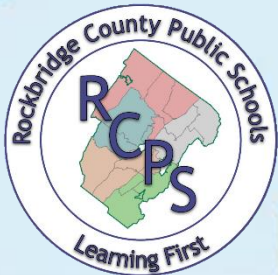
Allow to rest for 10 minutes

Isolate. Send Home, Advise to call Provider

Improving

Follow-up with student/family, notify Director, Health Services for Suspected COVID-19 cases

Back to Class



<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-children.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## COVID-19 Screening Questions

Students and staff should assess themselves for symptoms of COVID-19 before reporting to school using the self-assessment checklist (Appendix, p.13). If a student or staff member arrives at school with a temperature to 100.4 degrees or higher, the following screening questions will be asked:

“YES or NO since my last day in the building, have I had any of the following:”

- A new cough that cannot be attributed to another health condition?
- New shortness of breath that cannot be attributed to another health condition?
- New chills that cannot be attributed to another health condition?
- A new sore throat that cannot be attributed to another health condition?
- New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?

## COVID-19 Situations:

### **If a student presents symptoms:**

The student would be kept in the Isolation Room until parents pick up. The student would stay home until fever free for 24 hours without fever-reducing medications. If symptoms increase, stay home for 10 days and have been fever free for 24 hours without any fever-reducing medications.

### **If a student tests positive:**

The individual student would need to stay home for 10 days and in order to return to school, must have been fever free for 24 hours without any fever-reducing medications. This will allow for proper collaboration with the VDH, contact tracing and sanitizing of the school building areas. Any positive COVID test will be immediately reported to the Virginia Department of Health as well as to families as we collaborate with VDH to ensure proper protocols are followed.

### **If a staff member presents symptoms:**

The staff member would go home and would stay home until fever free for 24 hours without any fever-reducing medications. If symptoms increase, stay home for 10 days and have been fever free for 24 hours without any fever-reducing medications.

### **If a staff member tests positive:**

The staff member would need to stay home for 10 days and have been fever free for 24 hours without any fever reducing medications. This will allow for proper collaboration with the VDH, contact tracing and sanitizing of the school building areas. Any positive COVID test will be immediately reported to the Virginia Department of Health as well as to families as we collaborate with VDH to ensure proper protocols are followed.

### **If a family member of student or staff member tests positive:**

If a student or staff member has a family member in the same household that tests positive, they would be considered close contacts and would need to stay home and quarantine for 14 days. If no symptoms occur, return to school/work. If symptoms occur in another family member in the same household, then quarantine for 14 days would begin when that family member becomes symptomatic.

### **A shutdown of classroom, school, school division:**

Shutdown would depend on several things including community prevalence of the disease, number of student's symptomatic, number of staff members symptomatic, and other areas of school operations.

### **Quarantine vs. Isolation**

#### **Quarantine:**

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. Stay home for 14 days after your last contact with a person with COVID-19. Watch for fever and other symptoms of COVID-19.

#### **Isolation:**

Isolation is used to keep someone who is sick or tested positive for COVID-19 separated from others, even in their own home. Isolation helps prevent the spread of the disease. People in isolation should stay home for 10 days and be fever free without fever-reducing medicine for 24 hours. Stay in a specific sick room, or area away from other people. Use a separate bedroom/bathroom if available.

### **V: After School Activities: Sports / Extracurricular**

Rockbridge County High School's Athletic Department works closely with the Virginia High School League (VHSL) to determine the [Return-to-Athletics](#) action plan. The VHSL continues to monitor COVID-19 and is in regular communication with the RCHS Athletic Department, as well as, public health officials to provide a healthy and safe environment for those participating in athletics.

## **VI: Resources / Web Links**

[VDOE Recovery, Redesign, Restart](#)

[CDC Guidelines](#)

[VDH Guidelines](#)

[VASN COVID-19 Health Services Recovery Plan](#)

### **Rockbridge County Public Schools COVID-19 Team:**

Dr. Phillip Thompson, Superintendent 540-463-7386

Mr. Haywood Hand, Assistant Superintendent 540-463-7386

Dr. Matt Crossman, Director of School Services 540-463-7386

Mr. Randy Walters, Director of Facilities and Transportation 540-463-7386

Mr. Tim Martino, Director of Instruction 540-463-7386

Ms. Christine Wood, Director of Special Education 540-463-7386

Mr. Jason Kirby, Director of Personnel & Technology 540-463-7386

Mr. David Daniels, Director of Finance 540-463-7386

Mr. Paige Owens, Supervisor of Career & Technical Education 540-463-5555

Mrs. Penni Allen RN, Coordinator of School Nurses 540-463-3129

### Rockbridge County Public Schools School Principals:

Dr. Mike Craft, Rockbridge County High School 540-463-5555

Mr. Billy Thomas, Maury River Middle School 540-463-3129

Mrs. Robin Parker, Central Elementary 540-463-4500

Mrs. Diane Secord, Fairfield Elementary 540-348-5202

Mrs. Lori Teague, Mountain View Elementary 540-261-2418

Mr. Ricky Bain, Natural Bridge Elementary 540-291-2292

## VII: Appendix

### RCPS COVID-19 Self-Check Screening Questions for Student/Staff Members

#### Rockbridge County Public Schools

#### COVID-19 Self-Check Screening Questions for Students/Staff Members

Students/Employees should screen themselves daily BEFORE reporting to school/work:

1. Are you experiencing any of the following symptoms that cannot be attributed to another health condition?
  - A fever of 100.4° F or higher
  - A new cough
  - Shortness of breath
  - Chills
  - A new sore throat
  - A change in senses of smell and/or taste
  - A headache
  - Muscle or body aches
  - Nausea, vomiting, or diarrhea
  
2. Have you taken medication to lower your temperature in the last 72 hours?
  
3. Have you been in close contact with a person with COVID-19 within the last 14 days? Close contact includes:
  - Living in the same household as a person sick with COVID-19.
  - Caring for a sick person with COVID-19.
  - Being within 6 feet of a sick person with COVID-19 for about 15 minutes; or
  - Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed or sneezed on, sharing utensils, etc.).

If you answer YES to any of the above questions, DO NOT REPORT TO SCHOOL/WORK. STAY HOME and call your school to let them know.