



**Prince William County**

**PUBLIC SCHOOLS**

*Providing A World-Class Education*

®

**Phase III Health Plan  
for  
Return to New Learning  
July 2020**

Dr. Steven L. Walts  
Superintendent of Schools

**PRINCE WILLIAM COUNTY PUBLIC SCHOOLS  
HEALTH PLAN FOR RETURN TO NEW LEARNING  
SUPERINTENDENT’S WORKING DOCUMENT – EXEMPT FROM FOIA**

An initial **PWCS Phase II Health Plan for Return to New Learning** was developed based upon the June 26, 2020 *Phase Guidance for Virginia Schools* and a proposed hybrid/combined 25% capacity in-person and distance learning model. It was subsequently updated and renamed the **PWCS Phase III Health Plan for Return to New Learning** to reflect the July 6, 2020 *Updated Phase Guidance for Virginia Schools*, and to accommodate the hybrid/combined 50% capacity in-person and distance learning model approved by the Prince William County School Board on July 15, 2020.

This plan has been developed by members of the Prince William County Schools (PWCS) Pandemic Team and Health Services Team in consultation with PWCS Division Counsel and the Prince William County Health District.

<b>LOCAL PUBLIC HEALTH CONDITIONS</b>	
<p>Do you consider your community to be one with no or minimal case transmission? If so, what public health metrics or considerations informed your assessment?</p>	<p>Using the Virginia Department of Health (VDH) key measures system, student health services staff will closely monitor the case data for both Northern Virginia and Prince William County. Currently, Prince William County is in the high range of cases per 100,000 residents. We plan to monitor the percent of positive test results within each zip code of our school attendance area with close attention paid to the age distribution of positive cases. Finally, we will monitor the hospitalization rate and the use of ICU beds in our locality. While the number of cases continues to decrease in the locality, constant monitoring and cooperation with the Prince William Health District will be necessary.</p>
<p>Will your health mitigation strategies vary from the Phase Guidance in any major ways? If so, how? (e.g. no physical distancing on buses; athletic competitions; etc.)</p>	<p><i>Divisions should notify VDOE of their intent to deviate from the recommended health mitigation strategies in this phase through the Phase III health plan submission form.</i></p> <p>Our health mitigation strategies vary from the June 26, 2020 <i>Phase Guidance for Virginia Schools</i> as follows:</p> <ol style="list-style-type: none"> <li>1. Gathering Limits - Large school gatherings are not encouraged and limited to 250 people, per the large group gathering limitation in Phase III of Forward Virginia.</li> <li>2. Physical Distancing – While six feet of physical distancing continues to be our goal in all situations, this will not be possible in some cases with 50% of the student body occupying any of our buildings or school buses at a given time.</li> <li>3. CDC Guidance – With schools at 50% capacity, we will not be in a position to strictly follow the below guidance issued from the Centers for Disease Control (CDC): <ul style="list-style-type: none"> <li>• To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.</li> <li>• Allow other people 6 feet of space when you pass by them in both indoor and outdoor settings.</li> <li>• It is safest to avoid crowded places and gatherings where it may be difficult to stay at least 6 feet away from others who are not from your household.</li> <li>• During travel, try to keep at least 6 feet (2 meters) from people who are not in your household — for example, when you are waiting at a bus station or selecting seats on a train.</li> </ul> </li> </ol> <p>Our health mitigation strategies will comply with the July 6, 2020 <i>Updated Phase Guidance for Virginia Schools</i> as follows:</p> <ol style="list-style-type: none"> <li>1. The World Health Organization (WHO) advises that schools maintain a distance of at least one meter (approx. three feet) between everyone present at school and is monitoring ongoing research. Additionally, the American Academy of Pediatrics (AAP) says spacing as close as three feet may have similar benefits if students wear cloth face coverings and do not have symptoms of illness. Physical distancing is not limited to distance between children; physical distancing between adults is a key mitigation measure.</li> <li>2. We will enforce this guidance by setting forth procedures ensuring a minimum of three feet physical distancing in buildings, offices, and school buses.</li> <li>3. We will require face coverings for students and staff, subject to medical and disability related exemptions, and self-certification of daily health screenings.</li> </ol>

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	4. When six feet of physical distancing is not possible, face coverings will be required.
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<p>Establish a COVID-19 team within the School Division and a point person at each school facility.</p> <p>Provide names of staff and contact information.</p>	<p>The Prince William County Schools (PWCS) Pandemic Team, under the leadership of Denise Huebner, will oversee the Division level response for health considerations as students return to school. Each school will have a Student Health Response Team (SHRT) comprised of the school nurse, an administrator, and one other staff member of the school principal’s choosing. This team will meet monthly with the Student Health Services Leadership Team for updates about student health and wellness.</p> <p>Denise Huebner, Associate Superintendent for Special Education and Student Services – 571-330-2543 Rebekah Schlatter, Director of Student Services – 703-855-8214 Teresa Polk, Supervisor of Student Health Services – 571-989-8284 Gina Bellamy, Administrative Coordinator for Student Health Services – 571-242-8230</p>
<p>Know the contact information and procedures for reaching the local health department.</p> <p>Provide the name of a specific point of contact and direct contact information for that person.</p>	<p>The supervisor of Student Health Services, Teresa Polk, RN, serves as the liaison between the Prince William Health District (PWHD) and PWCS. In this role, she has immediate access to critical members of the PWHD team. Each school nurse will complete the COVID-19 virus surveillance form and this data will be sent directly to the Student Health Services Leadership Team. The team will forward all pertinent information to the PWHD.</p> <p>Primary - Teresa Polk, Supervisor of Student Health Services – 571-989-8284 Back-Up – Gina Bellamy, Administrative Coordinator for Student Health Services – 571-242-8230</p>
<p>Plan for health and absenteeism monitoring/approaches.</p> <p>Provide the mechanism/program/process for tracking attendance and interventions, when necessary.</p>	<p><b>Students:</b> School nurses will submit <i>real time</i> surveillance data to the Student Health Services Leadership Team. The analysis of this data will allow the Division to track health data and correlate with school absenteeism provided by the Office of Accountability and the Office of Information Technology.</p> <p><a href="#">CLICK HERE</a> to access a draft of the student COVID-19 virus surveillance form. Please note that this form has conditional questioning so one will need to navigate through the form to see all questions.</p> <p>When a school staff member completes the surveillance form the following will immediately occur:</p> <ol style="list-style-type: none"> <li>1. An email will be generated to the Student Health Services Leadership Team and the Director of Student Services.</li> <li>2. A copy of the responses will be copied into an encrypted, secure, Excel file for data dissemination and tracking.</li> </ol> <p><b>Staff:</b> The Office of Benefits and Retirement Services will collect real-time surveillance data from supervisors and school leaders. The analysis of this data will allow the Division to track health data for employee absences.</p> <p><a href="#">CLICK HERE</a> to access a draft of the staff COVID-19 virus surveillance form. Please note that this form has conditional questioning so one will need to navigate through the form to see all questions.</p> <p>When a supervisor completes the surveillance form, the following will immediately occur:</p> <ol style="list-style-type: none"> <li>1. An email will be generated to the Office of Benefits and Retirement Services Team.</li> <li>2. A copy of the responses will be copied into an encrypted, secure, Excel file for data dissemination and tracking.</li> </ol> <p>Student attendance will be tracked in accordance with PWCS Regulation 724-1 and guidelines set forth by the Virginia Department of Education. School staff will receive guidance on the parameters for taking attendance for students both in person and virtually. Attendance Officers will work with school staff to track student attendance and intervene as outlines in the aforementioned regulation. Interventions that will be employed by school staff may include;</p> <ul style="list-style-type: none"> <li>• Verification of reason for absences by student health services representatives and school staff;</li> <li>• Intervention at three and five consecutive absences intended to stress the importance of school attendance whether it be virtual or in-person; and</li> <li>• Attendance officer intervention at 10 consecutive unexcused absences with referrals made for court involvement as needed.</li> </ul>

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<p>Develop and describe a communications strategy that includes:</p> <ul style="list-style-type: none"> <li>• Orientation and training for staff and students specific to new COVID-19 mitigation strategies;</li> <li>• Plans for communication with staff, parents, and students of new policies; and</li> <li>• Plans for how to communicate an outbreak or positive cases detected at the school.</li> </ul>	<p>The Student Health Services Leadership Team will:</p> <ul style="list-style-type: none"> <li>• Collaborate with the Office of Communications Services to make a back-to-school safety and wellness video for students titled “Return to School Safely”;</li> <li>• Create written correspondence to send to all parents/guardians;</li> <li>• Meet with the SHRT of each school on a monthly basis to provide important health updates;</li> <li>• Provide the SHRT with training resources for building level staff members to include;             <ul style="list-style-type: none"> <li>○ Safe and effective use of PPE;</li> <li>○ Recognizing COVID-19 symptoms in staff members and students; and</li> <li>○ Working with and supporting an ill student.</li> </ul> </li> <li>• Collaborate with the PWHD to determine notification procedures for families and community members;</li> <li>• Coordinate messaging on the PWCS webpage;</li> <li>• Utilize the Division-wide auto-dialer to send out communications as needed; and</li> <li>• Utilize the “Confirmed with COVID-19” process.</li> </ul> <p>The Department of Human Resources will:</p> <ul style="list-style-type: none"> <li>• Collaborate with the Office of Communications Services to make a back-to-school safety and wellness video for staff titled “Return to School Safely”;</li> <li>• Create written correspondence to send to all employees and provide a “Return to Work Guide for Supervisors,” with guidance to PWCS administrators/supervisors on best practices for returning employees to work during the COVID-19 virus pandemic;</li> <li>• Provide important health updates periodically on an as-needed basis to employees;</li> <li>• Collaborate with the PWHD to determine notification procedures for staff;</li> <li>• Coordinate messaging on the PWCS webpage;</li> <li>• Utilize the Division-wide auto-dialer to send out communications as needed; and</li> <li>• Utilize the “Confirmed with COVID-19” process.</li> </ul> <p>Mitigation Strategies for PWCS will include:</p> <table border="1" data-bbox="451 1087 1386 1921"> <tr> <td data-bbox="451 1087 643 1921">Physical Distancing</td> <td data-bbox="643 1087 1386 1921"> <p>PWCS will make every effort to follow CDC guidelines and ensure that students and staff maintain six feet of physical distancing when possible. However, the presence of 50% of the student body may create a situation in which this is not always possible. As provided by the July 6, 2020 <i>Updated Phase Guidance for Virginia Schools</i>, three feet of physical distance accompanied by the wearing of a face covering will be achieved as follows:</p> <p>In classrooms by:</p> <ul style="list-style-type: none"> <li>• Desks/tables set up with, at a minimum, three feet of physical distance between students and all desks facing in the same direction with both teachers and students wearing face coverings;</li> <li>• Utilizing the classroom space for meal consumption when possible and employ considerations for consistent staffing with students when possible; and</li> <li>• Students will be assigned to a specific lunch according to their schedule.</li> </ul> <p>In hallways and common areas by:</p> <ul style="list-style-type: none"> <li>• Staggering release schedules to limit students in the hallways; and</li> <li>• Allowing students to conduct activities normally conducted in large spaces in smaller spaces with small groups (lunch, physical education, recess).</li> </ul> <p>On school buses by:</p> <ul style="list-style-type: none"> <li>• Seating only one student per seat, with the exception of students who live in the same home in which case they will be permitted to sit in a seat together.</li> </ul> </td> </tr> </table>	Physical Distancing	<p>PWCS will make every effort to follow CDC guidelines and ensure that students and staff maintain six feet of physical distancing when possible. 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Physical Distancing	<p>PWCS will make every effort to follow CDC guidelines and ensure that students and staff maintain six feet of physical distancing when possible. However, the presence of 50% of the student body may create a situation in which this is not always possible. As provided by the July 6, 2020 <i>Updated Phase Guidance for Virginia Schools</i>, three feet of physical distance accompanied by the wearing of a face covering will be achieved as follows:</p> <p>In classrooms by:</p> <ul style="list-style-type: none"> <li>• Desks/tables set up with, at a minimum, three feet of physical distance between students and all desks facing in the same direction with both teachers and students wearing face coverings;</li> <li>• Utilizing the classroom space for meal consumption when possible and employ considerations for consistent staffing with students when possible; and</li> <li>• Students will be assigned to a specific lunch according to their schedule.</li> </ul> <p>In hallways and common areas by:</p> <ul style="list-style-type: none"> <li>• Staggering release schedules to limit students in the hallways; and</li> <li>• Allowing students to conduct activities normally conducted in large spaces in smaller spaces with small groups (lunch, physical education, recess).</li> </ul> <p>On school buses by:</p> <ul style="list-style-type: none"> <li>• Seating only one student per seat, with the exception of students who live in the same home in which case they will be permitted to sit in a seat together.</li> </ul>		

CONFIDENTIAL DRAFT

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	<p>Gatherings, events, and extracurricular activities where six feet of physical distancing is not possible are discouraged without the use of a face covering.</p> <p>At all times, proper hand hygiene and physical distancing will be actively promoted and encouraged.</p>
Face Coverings	<p><i>It is required that all students and staff wear face coverings in those situations in which six feet of physical distance is not possible while in any PWCS school, school bus, or office.</i></p> <p>Face coverings will be required for all staff and students when six feet of physical distancing is not possible to include:</p> <ul style="list-style-type: none"> <li>• When entering the school or office building;</li> <li>• In hallways between classes;</li> <li>• In common areas;</li> <li>• In classrooms when six feet of physical distancing is not possible; and</li> <li>• On school buses.</li> </ul> <p>Students who choose not to wear a face covering and who do not have a qualifying medical condition will be offered a virtual only option for school attendance.</p> <p><i>Students and staff with qualifying medical conditions or disabilities that limit or prevent the use of face coverings will not be required to use face coverings and additional measures will be taken to provide supports for students, to include alternative classrooms, distance learning and the use of a physical barrier.</i></p> <p>Provisions for face coverings:</p> <ul style="list-style-type: none"> <li>• Staff members are asked to supply their own face covering; however, a mask will be provided by the school if needed.</li> <li>• Students are asked to supply their own face covering; however, a mask will be provided by the school if needed.</li> </ul> <p>Provisions for Medical Grade PPE:</p> <ul style="list-style-type: none"> <li>• Student Health Services staff will be equipped with medical grade PPE as required throughout the school year. This equipment is only for use by our Student Health Services professionals and their designees and must be purchased in the school-based budget;</li> <li>• Other staff members, such as those interacting with special populations, will be equipped with medical grade PPE as needed based on the tasks they are required to complete;</li> <li>• Staff members who use medical grade PPE will be fit tested by trained school nurses and redone as needed; and</li> <li>• Custodians will be provided appropriate PPE for frequent cleaning and disinfecting.</li> </ul>
Health Screenings	<p>Parents/students will be asked to complete a daily health assessment questionnaire, including a temperature check <i>prior to</i> reporting to school and are encouraged to stay home when they are sick.</p> <p>Staff will be asked to complete a daily health self-assessment questionnaire, including a temperature check prior to reporting to work.</p>

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	<p>If a student or staff member answers yes to any question on the daily health assessment questionnaire, or if the temperature is at or above 100.4, the student or staff member should not report to school or work.</p> <p>Results of the self-assessment questionnaire and the self-temperature check will not be reported to or monitored by Student Health Services staff.</p> <p><a href="#">CLICK HERE</a> to access a visual representation of mitigation strategies and the health screening questionnaire.</p>
Describe the division or school's participation community response efforts	Many school nurses are part of the Prince William County Medical Reserve Corps and will continue to support the community as needed. The Office of Risk Management and Security Services continues to represent PWCS on the Emergency Operations Center Team. Facilities have been used to support our county's efforts to test and provide community support.
Prepare your Division's student health services to do the following:	<p>August 17 Student Health Services Orientation</p> <ol style="list-style-type: none"> <li>1. COVID-19 REVIEW</li> <li>2. ANNUAL REQUIRED TRAININGS</li> <li>3. Support staff (clinic aides/staff support) COVID-19 TRAINING</li> </ol>
Assure provision of medical-grade PPE for health services staff;	The Division has procured the necessary PPE equipment for school nurses to manage any situation in which a student or staff members shows symptoms of the COVID-19 virus. In collaboration with our Student Health Services Team and Facilities, our Supply Services has placed an initial order for PPE and cleaning supplies for our health services staff. Mask, face shields, bouffant bonnets, paper gowns, goggles, and gloves have been ordered and will be available before the start of the school. A system for schools to purchase PPE via our supply services has been established and school orders will be monitored to ensure all health services staff have access to supplies. In addition, staff will be trained on proper waste disposal of PPE.
Assure and maintain typical (non-COVID-19) health services;	Each school clinic will ensure that well and unwell students can be separated within the recommended six feet physical distancing requirements when possible. Isolation rooms will be set up for students or staff with COVID-19 symptoms as needed to separate them from the rest of the student population. School staff and health services staff will continue to provide support on health treatment plans, medication distribution, and attending to medical needs.
Describe how the division will assure the maintenance of routine mental health services.	<p>School-based mental health professionals are prepared to handle student mental health issues which may arise when schools re-open. Through the implementation of classroom lessons, small group counseling and individual counseling, student needs will be met in a variety of ways. Referrals will be made to outside community partners as needed.</p> <p>In order to best equip all staff members for the possible mental health issues which may arise with our students, we will require the following training modules are completed:</p> <ul style="list-style-type: none"> <li>• Interactive mental health training for each level of schooling;</li> <li>• Mental health awareness training designed to help staff members understand the supports available in each school building; and</li> <li>• Bullying prevention training designed to help staff members identify and address peer-to-peer bullying concerns.</li> </ul> <p>In addition, several optional training sessions will be offered to school staff as follows:</p> <ul style="list-style-type: none"> <li>• Understanding adverse childhood experiences (ACES) and the impact of trauma on student learning; and</li> <li>• Youth Mental Health First Aid.</li> </ul> <p>A tiered intervention model will be employed to ensure that student's mental health needs are met. This model will include:</p> <p><b>Tier 1 (All Students)</b></p> <ul style="list-style-type: none"> <li>• Classroom lessons taught by school counselors;</li> </ul>

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	<ul style="list-style-type: none"> <li>Lesson resources for teachers to embed as needed; and</li> <li>Social/emotional well-being needs assessment upon return to learning.</li> </ul> <p><b>Tier 2 (Some Students)</b></p> <ul style="list-style-type: none"> <li>Small group counseling to support social/emotional needs; and</li> <li>Individual counseling to support social/emotional needs.</li> </ul> <p><b>Tier 3 (Few Students)</b></p> <ul style="list-style-type: none"> <li>Referral to outside mental health professional; and</li> <li>Connections with community based mental health organizations (e.g. Youth for Tomorrow).</li> </ul>

<b>PROMOTING BEHAVIORS THAT REDUCE SPREAD OF COVID-19</b>	
<p>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"> <li>Hand hygiene and respiratory etiquette;</li> <li>Use of cloth face coverings;</li> <li>Staying home when sick; and</li> <li>Encouraging physical distancing.</li> </ul>	<p>A “Return to Work Guide for Supervisors” has been created to provide guidance to PWCS administrators/supervisors on best practices for returning employees to work during the COVID-19 Pandemic. This document provides guidance on work locations and schedules, considerations before employees return to work onsite, communicating expectations to employees about returning onsite, guidelines for employees while at work, reporting and communication requirements when a supervisor receives a COVID-19 notification from an employee, and guidance on employees’ absences and pay.</p> <p><a href="#">CLICK HERE</a> to review the “Return to Work Guide for Supervisors.”</p> <p>Employees will receive communications regarding expectations for return to work onsite, inclusive of notification requirements and a Frequently Asked Questions (FAQs). In addition, all employees will complete required training and understand their responsibilities for daily health checks and self-reporting of symptoms consistent with the COVID-19 virus.</p> <p>The PWCS “Return to School Safely” video will be available to view online prior to the start of school for all community members, students, and staff. The video will have captioning available in multiple languages. It will be shared widely across the School Division with the intent of serving as the main education tool for all who enter our school buildings and offices.</p>
<p>Maintain adequate supplies to promote healthy hygiene.</p>	<p>PWCS maintains supplies to promote a safe and clean learning environment. These supplies are available to schools through our central supply warehouse. The disinfectants that PWCS uses are on the EPA-approved list for use against the COVID-19 virus and are listed on the Centers for Disease Control and Prevention (CDC) “Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.” We use this CDC resource, <a href="http://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html">www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html</a> as a guide for not only our supplies, but also for additional guidance on our cleaning protocols within our Division's custodial handbook. While the situation with COVID-19 is fluid, PWCS will constantly monitor resources such as this to ensure we are using the most up-to-date products to maintain healthy hygiene for all students, staff, and occupants. In addition to the proper disinfectants, we also ensure that proper PPE for staff is available. Items such as masks, gloves, hand sanitizer, paper towels, cloths, and anti-bacterial soap are all constantly being monitored to make sure adequate supplies are on hand. As additional products are deemed necessary, items will be ordered and stocked in our warehouse for use by our schools.</p>
<p>Provide signs and messaging to promote healthy hygiene.</p>	<p>Transmission of the COVID-19 virus is most likely to occur before the onset of symptoms; therefore, it is critical to take preventative and effective control when possible. PWCS will create a culture of good hygiene by posting age-appropriate signs throughout our facilities, specifically in hallways and restrooms, promoting good hygiene and physical distancing. For example, handwashing sign reminders will encourage students and staff to do their part to slow the spread of the virus. Physical distancing signage will be posted in hallways and entrances to our facilities. It is possible to protect yourself with everyday preventive action. Signs provide reminders of these actions, the most important and simple of which is to thoroughly wash your hands. Proper signage will help to make sure that students and staff in the schools are all doing as much as they can to remain safe. Signs from the CDC websites below are examples of what PWCS is producing to be placed strategically around the School Division.</p> <ul style="list-style-type: none"> <li><a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf</a></li> <li><a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf</a></li> </ul>

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	The selection of signage was developed in conjunction with our Student Health Services Department to ensure alignment with CDC guidance. PWCS will make the signage available in the Imaging Center/Print Shop for schools to order as needed.
Promote physical distancing:	
<ul style="list-style-type: none"> <li>Modify layouts of classrooms, communal areas and buses to ensure physical distancing is maintained.</li> </ul>	<p>Each individual school, in collaboration with the Office of Facilities Services (OFS) and under the oversight of level associate superintendents, will conduct an assessment of all classroom and communal spaces/areas to ensure furniture placement and space use that maintains a minimum of three feet of physical distancing space with a goal of six to 10 feet of physical distancing space in classes such as Physical Education, Chorus, and Band to the best of the Division’s ability. We will make every effort to meet the CDC guidelines and maintain six feet of physical distance between all students and adults however, at 50% building capacity there will be many situations wherein this is not possible.</p> <p>School Transportation will be placing students one to a seat to maintain as much physical distance as possible during transportation to and from school.</p>
<ul style="list-style-type: none"> <li>Develop strategies for food/dining services; these should be consistent with plans to optimize physical distancing.</li> </ul>	<p>PWCS School Food and Nutrition Services will work in conjunction with guidance provided by the United States Department of Agriculture (USDA), VDH, PWHD, and the Virginia Department of Education (VDOE).</p> <p>As a result, PWCS School Food and Nutrition Services will be modifying and implementing new strategies that promote the safe and healthy serving of meals to students and staff, to include but not limited to:</p> <ul style="list-style-type: none"> <li>All menus will be a modified, fixed menu, including two hot entrees (one vegetarian option) and two cold entrees. Distribution will be based on standing orders, or orders placed the night before/the morning of the same day;</li> <li>Per CDC guidelines, all components of the meal will be served to the guest, no buffet style self-service;</li> <li>No pin pads will be used. To reduce common touch points, guests will be identified utilizing rosters;</li> <li>All school cafeteria sites will be supervised by a ServSafe certified food manager;</li> <li>Per the VDH food employee reporting agreement, all staff will conduct a personal health screening survey each day prior to coming to work. If an employee is not feeling well or symptomatic, they will not report to work or will be sent home by their supervisor. All appropriate notifications to School Division supervisory staff will occur;</li> <li>All staff will be provided and will use all appropriate PPE as recommended by CDC guidelines; and</li> <li>Students and staff will maintain six-foot physical distancing requirements when receiving meals when possible. With 50% of students present in a building, at least three feet of physical distancing will be monitored and enforced when possible. Use of floor tape or cones will be used to ensure proper physical distancing with students and staff.</li> </ul> <p>Food deployment will vary based upon student age, school design, and student enrollment:</p> <ul style="list-style-type: none"> <li>Elementary - Delivered to the classroom utilizing touchless service in each room (staff member lays completed meal on cleanable surface which is picked up by student or school staff).</li> <li>Middle - Either elementary or high school service style, depending on instruction style.</li> <li>High (one of three options)-             <ul style="list-style-type: none"> <li>Option One - Students walk to cafeteria (while maintaining six feet physical distancing, when possible) and are served “grab and go” style meals to be taken back to the classroom. This will require a broader classroom transition with designated lines for students based on either alphabetical order or classroom number.</li> <li>Option Two - Stations strategically located in hallways where students grab meals and take back to the classroom. This will require staff to monitor physical distancing amongst students while in the hallways.</li> <li>Option Three - Classroom delivery by School Food and Nutrition Services staff. This option will require the greatest amount of time needed for the student lunch period and be dependent upon the number of students eating meals each day.</li> </ul> </li> </ul>



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<b>PROMOTING BEHAVIORS THAT REDUCE SPREAD OF COVID-19</b>	
	<p>In addition, PWCS School Food and Nutrition Services will be working with the VDOE and USDA to determine:</p> <ul style="list-style-type: none"> <li>• If additional meals can be provided to students when the Division’s schedule precludes students from physically attending school five-days a week (i.e., if a student only attends school on a Monday, the student could be provided meals for other days not in school that week).</li> <li>• Whether food can continue to be distributed to parents/guardians (in school parking lot) as completed during the pandemic of spring/summer 2020.</li> </ul>
<ul style="list-style-type: none"> <li>• Limit size of gatherings consistent with Executive Orders and impose strict physical distancing place during gatherings.</li> </ul>	<p>Phase II – gatherings in communal spaces will not exceed 50 persons and will utilize six feet of physical distancing when possible.</p> <p>Phase III – gatherings in indoor communal spaces in schools will not exceed 250 persons. Any gathering will utilize six feet of physical distancing between students and/or adults when possible.</p> <p>Meeting, event, or gathering hosts will ensure that a space assessment is completed to determine the maximum number of individuals a space can hold while maintaining six feet of physical distancing between all individuals.</p>
<ul style="list-style-type: none"> <li>• Follow relevant Virginia Phase Guidance[1] for Schools and <u>CDC guidance</u> for recreational sports for school-related sports and other recreational activities.</li> </ul>	<p>Phase II</p> <p>Indoor practices/activities may occur if at least 10 feet of physical distance can be maintained by all persons (including participants, coaches, etc.) at all times. The total number of attendees (including participants, coaches, etc.) cannot exceed the lesser of 30 percent of the occupancy load of the room in which the activity is being held or 50 persons. No spectators allowed during practices.</p> <p>Outdoor practices/activities are allowable if at least 10 feet of physical distance can be maintained by all persons (including participants, coaches, etc.) at all times. The total number of attendees (including participants, coaches, etc.) cannot exceed the lesser of 50 percent of the occupancy load of the venue or 50 persons.</p> <p>Workouts should be conducted in “pods” of students/coaches with the same five-10 students/coaches working out together weekly to limit overall exposure. Smaller pods of two-five be utilized for weight training.</p> <p><a href="#">CLICK HERE</a> to access the PWCS Guidelines for Reopening Sports/Activities.</p> <p>Phase III guidance will be provided when that is provided by the state and VHSL later this month.</p>

<b>MAINTAINING HEALTHY ENVIRONMENTS AND OPERATIONS</b>	
<p>Plan for health monitoring of staff and students.</p> <p>The Division’s plan should address the following: (1) Will health screenings of students or staff take place? (2) If so, when, where, and by whom?</p>	<p>The Student Health Services Leadership Team will use the COVID-19 screening flowchart provided by the CDC.</p> <p>All staff and students, supported by their parents/guardians, will be asked to complete the daily self-assessment health questionnaire as outlined in the “Return to School Protocols” document. <a href="#">CLICK HERE</a> to access the document.</p>
<p>Hygiene Practices:</p> <ul style="list-style-type: none"> <li>• Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.</li> </ul>	<p>PWCS follows the guidelines issued by the CDC and uses the Environmental Protection Agency (EPA) approved disinfectants. Special attention has been given to ensure that updated guidelines are followed, and the CDC website is closely monitored for changing information. Guidance on best cleaning practices and frequency has been updated in the Division’s Custodial Handbook and has been distributed to the custodial managers and school principals. The custodial manager will receive specific training on the COVID-19 virus cleaning protocols/PPE’s by central custodial support staff. Afterward, the custodial manager will be training all custodians under their supervision at their respective schools prior to the start of school following all guidance from training and Custodial Handbook. In addition, the custodial manager will provide training to school staff, as determined by its principal, on how to properly use spray disinfectants daily in spaces occupied by students to ensure the frequent cleaning of student spaces. School administrators and custodial staff will work together in determining any additional needs for their building, and staff will consult with central</p>

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<b>MAINTAINING HEALTHY ENVIRONMENTS AND OPERATIONS</b>	
<ul style="list-style-type: none"> <li>• Provide additional hand sanitizer/handwashing stations.</li> <li>• Ensure adequate supplies to minimize sharing to the extent possible (e.g., dedicated student supplies, lab equipment, computers, etc.).</li> </ul>	<p>custodial support staff as needed. The specific cleaning/disinfecting guidelines provided in the Custodial Handbook is available to all staff on the PWCS employee intranet website.</p> <p>In accordance with CDC guidance, PWCS will be placing a combination of hand sanitizer stations/pump bottles, containing a minimum of 60 percent ethanol alcohol, throughout the schools and administrative centers. Hand sanitizer will be strategically placed in high traffic/public areas as determined by the school principal and school custodial staff. All products will be ordered from the central supply warehouse.</p> <p>PWCS will minimize sharing of supplies as much as possible with individualized supplies, or single-use disposable supplies, as appropriate. Commonly touched areas of any classroom or other location throughout the school building will be cleaned and sanitized by school staff throughout the school day.</p>
<p>Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.</p>	<p>PWCS recognizes the importance of proper air systems within its facilities and operates all of its Heating, Ventilation, Air Conditioning (HVAC) systems in accordance with the American National Standards Institute (ANSI) and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). Accordingly, PWCS abides by the ventilation standards (ASHRAE 62.1 and 62.2) adopted by and enforced in the International Mechanical Code (Chapter 4, tables listed in section 403). In addition, all HVAC systems are operated in accordance with the manufacturer’s instructions and operations as determined by the engineer of record who designed the system. PWCS employs the use of computer building controls and actively monitors its HVAC for use and performance and conducts preventative maintenance as required by the unit’s manufacturer.</p> <p>As a result of the COVID-19 pandemic, PWCS OFS will conduct the following adjustment, as allowable, to ensure the greatest amount of ventilation and air filtering within its facilities:</p> <ul style="list-style-type: none"> <li>• Conduct site evaluations of all current equipment to ensure the system is bringing in the significant amount of outside air already required by Code.</li> <li>• PWCS will increase the amount of outside air into buildings prior to occupancy, and post occupancy, to flush our facilities.</li> <li>• With an engineer’s consultation, PWCS will investigate the ability to increase air ventilation (above Code requirements), as long as temperatures and humidity can be maintained at a comfortable level for its occupants. Balance between increased ventilation and humidity must be taken into consideration (especially in warmer climates) to prevent elevated mold counts (greater than outdoors) in our buildings.</li> <li>• PWCS will explore feasibility of higher filter performance by consulting with engineers. PWCS currently utilizes air filters that range from MERV eight to 12 and where possible, will upgrade to a higher filter performance as determined allowable by consulting with engineers and staff. Airflow is drastically affected by filter selection and proper airflow must be maintained to achieve proper comfort levels and to prevent mechanical failure with units designed for a specific airflow/MERV filter rating.</li> <li>• PWCS will explore the use and feasibility of installing UV-C lighting systems on the coils of mechanical systems. Consultation with a mechanical engineer will be necessary to determine the level design and retrofits on existing equipment. The necessary intensity and power requirements of these lights would need to be engineered into the mechanical system to assure effectiveness.</li> </ul>
<p>Ensure that water systems and features are safe to use after a prolonged facility shutdown.</p> <p>Please include water fountains as part of your considerations.</p>	<p>In accordance with guidance from the EPA, CDC, Environmental Science, Policy and Research Institute (ESPRI), and the Prince William County Sewer Authority (PWCSA), the OFS is responsible for maintaining drinking water devices at all facilities and ensuring the water supplied from those devices meets federal and state standards.</p> <p>Upon the return of occupants, PWCS began and continues to actively flush its water distribution systems (all faucets and water fountains) in all of its buildings throughout the Division. Specifically, OFS recently performed a big flush (all fixtures for approximately 10 minutes) of water distribution systems to clear stagnant/non-disinfected water; and will subsequently continue this process weekly during maintenance checks until the buildings resume regular occupancy.</p> <p>OFS has implemented a comprehensive water management protocol which will meet, or exceed, the requirements of the above-mentioned mandates, including:</p> <ul style="list-style-type: none"> <li>• Lead-in-water testing;</li> <li>• Protocol for low to no use buildings during COVID-19;</li> </ul>

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**MAINTAINING HEALTHY ENVIRONMENTS AND OPERATIONS**

	<ul style="list-style-type: none"> <li>• Water system flushing;</li> <li>• Water sampling;</li> <li>• Rural sites (Nokesville K-8, Brentsville District High School);</li> <li>• Bacteriological sampling;</li> <li>• Total coliform sample results;</li> <li>• Best Management Practices (BMPs); and</li> <li>• Flushing water tanks.</li> </ul>
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**MAINTAINING HEALTHY ENVIRONMENTS AND OPERATIONS**

Align plans for gatherings, field trips, and volunteer restrictions consistent with any Executive Order in effect.	<p>During Phase III only virtual field trips will be implemented due to the health restrictions and additional demands on transportation given physical distancing requirements.</p> <p>To reduce likelihood of exposure, volunteers at schools will be limited to only volunteers deemed essential to the curricular, co-curricular, or extra-curricular program. All essential volunteers will wear face coverings and adhere to the six feet physical distancing requirements when possible.</p>
Train back-up staff to ensure continuity of operations. Please consider both instructional and support positions.	After an analysis of the Return to Work Employee Survey which will be deployed the week of July 13, supervisors will submit a plan to their associate superintendent outlining how they will address employees who can work virtually and those whose essential responsibilities require them to report on site in compliance with CDC guidelines. It is the expectation that directors will provide adequate cross-training opportunities to ensure continuity of operations. Essential training on matters related to COVID-19 will also be available for substitute teachers and student teachers.

**PROTECTING VULNERABLE INDIVIDUALS  
(E.G. 65+, UNDERLYING HEALTH CONDITIONS)**

Describe 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>Staff will be surveyed to determine those who are at higher risk for severe illness from the COVID-19 virus and will be directed to the Office of Benefits and Retirement Services to determine any needed accommodations, alternative work arrangements, or leave options.</p> <p>Employee’s individual and family medical needs will be considered when determining telework placement. Frequently Asked Questions related to the Family First Coronavirus Response Act, Americans with Disabilities Act, and Family Medical Leave will be placed on the PWCS website.</p>
Describe 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>“Return to Work Guide for Supervisors” and the “COVID-19 Employee Notification Requirements” all require an employee that has been diagnosed as presumptive or confirmed with the COVID-19 virus to contact the Office of Benefits and Retirement Services who will discuss leave options available inclusive of the Families First Coronavirus Response Act leave.</p> <p>A number of factors affect whether or not employees will be required to use their PWCS accrued leave. In the event an employee has exhausted their EPSL and they are mandated by PWCS to quarantine due to a work-related exposure, the employee will not be required to utilize their accrued leave. In addition, the COVID-19 Employee Notification Requirements require employees to contact the Office of Benefits and Retirement Services in the event that they have been exposed to an individual suspected to have the COVID-19 virus or have tested positive for COVID-19, or if they have recently traveled to an area with widespread community transmission of COVID-19. The Office of Benefits and Retirement Services will discuss leave options available inclusive of the Families First Coronavirus Response Act leave.</p>
Describe your policies for return to class/work after COVID-19 illness.	<p><b>Return to Class:</b> Student Health Services staff will coordinate with school nurses to ascertain written documentation from a health professional that a student is safe to return to school.</p> <p>In accordance with PWCS Regulation 724-1 and subsequent updates, students will be offered multiple learning options if symptoms of COVID-19 illness develop. CDC guidelines will be used to guide procedures for the return to school of those students who show symptoms of COVID-19</p>

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	<p>as monitored by the daily health questionnaire. The guidelines for return to school will align with the following situations:</p> <ul style="list-style-type: none"> <li>• I think or know I had COVID-19, and I had symptoms;</li> <li>• I tested positive for COVID-19 but had no symptoms;</li> <li>• I have a weakened immune system (immunocompromised) due to a health condition or medication; and</li> <li>• I have been around a person with COVID-19.</li> </ul> <p>Return to Work:</p> <p>The employee is expected to work with a healthcare provider for specific medical guidance and testing referral, if appropriate. The Department of Labor has suggested that employers provide flexibility with Return to Work documentation during the pandemic. Therefore, we will request that employees follow the guidelines established by the CDC for returning to work after a diagnosis of COVID-19 and request documentation from a physician. The Office of Benefits and Retirement Services will provide employees with requirements for safe return following a diagnosis of presumptive or confirmed diagnosis of the COVID-19 virus.</p>
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<b>PREPARING FOR WHEN SOMEONE GETS SICK</b>	
<p>Separate and isolate those who present with symptoms.</p>	<p>Each school has designated a location in the building which may serve as an isolation room as needed. School principals will receive guidance about preparing to set up and staff this room. Supplies for the isolation room will be provided by the Student Health Services Office.</p> <p>The SHRT will:</p> <ul style="list-style-type: none"> <li>• Designate an isolation room;</li> <li>• Ensure that standard supplies are available for this room; and</li> <li>• Train designated staff and deploy them as needed.</li> </ul>
<p>Facilitate safe transportation of those of who are sick to home or health care facility.</p>	<p>The school nurse, in consultation with the school administration, will contact a parent/guardian, or appropriate emergency contact, for pick-up of sick students, or call 911 for emergency situations.</p>
<p>Implement cleansing and disinfection procedures of areas used by sick individuals.</p>	<p>The OFS has established a protocol outlining enhanced cleaning and disinfection guidelines for areas when a known or suspected COVID-19 exposure has been introduced by a student, employee, or visitor. These guidelines will be trained to the custodial managers and provided in the Custodial Handbook that is available to all staff on the PWCS Intranet. This protocol will include direction to close off/demarcate areas with a known or suspected exposure; open outside doors and windows (as allowable) to increase air circulation in the area; and wait 24 hours, if possible, after a known or suspected exposure prior to cleaning and disinfection.</p>
<p>Develop a communications plan with local health department to initiate public health investigation, contact tracing and consultation on next steps.</p>	<p>The Supervisor of Student Health Services, Teresa Polk, will serve as the main communicator with the PWHD. Gina Bellamy, Administrative Coordinator for Student Health Services will serve as a back-up. Working with the PWHD leadership, they will determine benchmarks to initiate contact tracing and any public health investigation.</p>

<b>PLANNING TO CLOSE DOWN IF NECESSARY, DUE TO SEVERE CONDITIONS</b>	
<p>Describe which conditions will trigger a reduction in in-person classes.</p>	<p>The Pandemic Team will closely monitor surveillance and school attendance data and measure such against set benchmarks to determine when there must be a reduction to the number of students receiving in-person instruction. The final recommendation of the Pandemic Team will be shared with the Superintendent of Schools who will make the final decision. The VDH and the PWHD would be consulted as well. Such conditions may include:</p> <ul style="list-style-type: none"> <li>• Sporadic outbreaks within the community;</li> <li>• Clustered outbreak isolated to one school;</li> <li>• Significant increase of cases in the locality; and</li> </ul>

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Describe which conditions will trigger complete school closure.	<ul style="list-style-type: none"> <li>• Increase in hospitalizations and ICU bed use.</li> </ul> <p>The Pandemic Team will closely monitor surveillance and school attendance data and measure such against set benchmarks to determine when there must be a complete school closure. The final recommendation of the Pandemic Team will be shared with the Superintendent of Schools who will make the final decision in collaboration with the School Board. The VDH and the PWHD will be notified as needed. Such conditions may include:</p> <ul style="list-style-type: none"> <li>• Moderate outbreaks within the local school community;</li> <li>• Clustered outbreaks involving both staff and students in one school;</li> <li>• Significant increase of cases in the locality; and</li> <li>• Increase in hospitalizations and ICU bed use.</li> </ul>
Describe which conditions will trigger a complete division closure.	<p>The Pandemic Team will closely monitor surveillance and school attendance data and measure such against set benchmarks to determine when there must be a complete division closure. The final recommendation of the Pandemic Team will be shared with the Superintendent of Schools who will make the final decision in collaboration with the School Board. The VDH and the PWHD will be notified as needed. Such conditions may include:</p> <ul style="list-style-type: none"> <li>• Widespread outbreaks within the community;</li> <li>• Moderate outbreaks affecting multiple schools in different geographic areas of PWCS;</li> </ul>

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