

NICHOLAS COUNTY

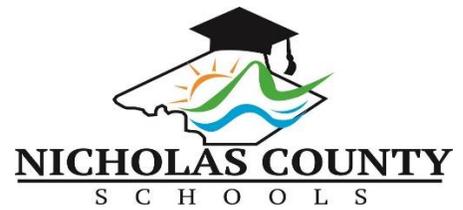
2020-21

COVID-19 Guidance for Staff

(Refer to <https://wvde.us/school-system-re-entry/> for additional guidance from the West Virginia Department of Education)

Due to the unpredictable nature of COVID-19, requirements and recommendations on all protocols are subject to change.

Amended September 28, 2020



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Superintendent

Dr. Donna Burge-Tetrick

Dear Employees:

I hope this letter finds you healthy and safe. School is set to begin on September 8, with staff returning on August 25, 2020. This is not your typical welcome back to school letter. Since March 13, 2020, the “normal” school environment to which we were accustomed has drastically changed.

First, I would like to personally thank each of you. When we were unexpectedly shut down in March, you rose to the nearly impossible challenge. Each of you went above and beyond the call of duty to see that the needs of our students were met. What you accomplished was truly remarkable. You made me proud to be your Superintendent.

I wish I could say that the start of the 2020-2021 school year would have us returning to normal. However, that is not the case. Because the coronavirus is still on the rise in our area and resulting orders from Governor Jim Justice, our school year will look different than it has in the past.

The following document represents hours of work with input from medical personnel as well as professional and service employees. It is our best attempt to keep our students and staff safe as we return to school this fall.

I want to thank you in advance for your continued cooperation and dedication to our students as we undertake this new school year. Please understand that the situation continues to be fluid and will likely change, especially if our area sees a spike in COVID-19 cases.

My door is always open to each of you. If you have any questions or concerns, please feel free to reach out to me.

Thank you once again for all you do for our students. They are fortunate to have such caring and dedicated staff.

Sincerely,

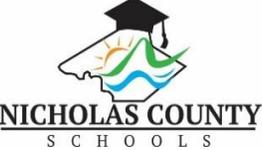
Dr. Donna Burge-Tetrick, Superintendent
Nicholas County Schools

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AMENDED 2020-2021 PLAN FOR RE-ENTRY

			
Students	All Students on Campus	ALL K-12 STUDENTS On Campus: M T TH F Distance Learning: Wednesday Only	All Students Remote Learning
Breakfast Lunch	All students on Campus	M: on campus T: on campus W: take home T TH: on campus F: on campus	A pre-ordering system will be utilized for parents to request meals for their child to be picked up by the parent at the school
Face Covering	Grades PreK-2: Not required but suggested Grades 3-12: Must be worn when social distancing cannot be maintained.	Grades PreK-2: Not required but suggested Grades 3-12: Must be worn when social distancing cannot be maintained.	Campuses Closed
Teaching and Learning	All Students Regular Schedule	Curriculum Focus: Elementary: ELA/Math Priority – other subjects integrated Secondary: Regular Content	All instructional delivery: Apple Schoolwork and TEAMS
Transportation	2 students/seat unless they are from same bus stop or family then 3/seat Face coverings required grades 3-12 Grades PreK-2: Not required but suggested	2 students/seat unless they are from same bus stop or family then 3/seat Face coverings required grades 3-12 Grades PreK-2: Not required but suggested	N/A
Health & Safety	The following precautions are being utilized: Students starting ½ hour later/temperature checks/symptom screening checklist/hand sanitizer/extra cleaning equipment and personnel/directional signs/cups at water fountains/	The following precautions are being utilized: Students starting ½ hour later/temperature checks/symptom screening checklist/hand sanitizer/extra cleaning equipment and personnel/directional signs/cups at water fountains/	Campuses Closed
Visitors	Must be screened before entering schools. Permitted in office and conference areas only Face coverings must be worn at all times	Must be screened before entering schools. Permitted in office and conference areas only Face coverings must be worn at all times	Visitors are prohibited from entering the school building unless an appointment has been made with the Principal.

****PLEASE NOTE: At any time, plan “Green”, “Yellow”, or “Red” could be implemented****

Schools, Teachers, Principals and Families are commended on the hard work put forth in order to complete the re-entry plan thus far. This will provide a timeframe for the next steps.

The NCBOE and WVDE approved a plan that states, after three weeks, families may change their current plan and the re-entry plan will be re-evaluated. Based on information received and the capacity of Nicholas County Schools, as of September 28, 2020, students and families will have the following options:

- Pre-K will be on a custom schedule per school
- 4-day in person attendance (M, T, Th, F) (Kindergarten-12, including Nicholas County Career Technical Center)
- 5-day Distance Learning (Internet required and may be accessed at any school parking lot)
- WV Virtual School (middle and high school) (Internet required and may be accessed at any school parking lot)

*****Wednesdays will continue to be used for deep cleaning and for teachers to contact 5-day distant learners.**

Please work toward the below timeline:

Immediately proceed with the school's current plan to accommodate requested 4-day attendees thus far.

Week of September 28-October 2: Parents may request schedule changes for students who want to move from distance or virtual learning to in school learning and vice versa. Principals will modify and adjust schedules, teaching assignments, and school protocol to accommodate the 4-day plan for students and families.

Week of October 5-9, 2020: Begin the process of all students to attend 4-day instruction unless they have selected 5-day distant learning or virtual school (middle and high school).

Students currently doing distant or virtual schools will be assessed on productivity. If students are behind or not performing, the option will be revoked, and students will return to school on the 4-day plan.

* Parents need to ensure their child comes to school each day with a clean mask. We have been provided enough cloth masks to distribute one to each student if they do not have their own.

*In the event that we are notified that a student or staff member has tested positive for COVID-19, the Health Department will immediately be notified. They will direct us on what protocol we need to follow based on the current recommended guidelines.

*Water fountains will have disposable one-time use cups to be used at the fountain and immediately disposed.

*Encourage your student to bring their own filled water bottles from home – no refilling will be allowed per state health regulations.

*Custodians will spray playground equipment, as necessary, before or after each recess period.

*The schools and buses will undergo thorough cleaning daily.

*Sneeze guards have been installed in office areas and serving lines in cafeterias.

GENERAL GUIDANCE FOR ALL EMPLOYEES

- Face coverings are required of all staff when they cannot provide instruction in a socially distanced manner. Each employee will be provided with one cloth face mask and two face shields.
- Staff need to refer to <https://tinyurl.com/facecovering> for guidance on correct use of face coverings.
- All staff will undergo daily screening to check for symptoms.
- If you have any of the following symptoms of COVID-19 you are required to stay home and seek medical attention. These symptoms include:
 - Fever above 100.4
 - Chills
 - Shortness of breath/breathing difficulty
 - New cough
 - New loss of taste or smell
- In the event that we are notified that a student or staff member has tested positive for COVID-19, the Health Department will immediately be notified. They will direct us on what protocol we need to follow based on the current recommended guidelines.
- A student or staff member can return to school:
 - If a person has had a negative COVID-19 test, they can return to school once there is no fever (without the use of fever reducing medicines) and they have felt well for 24 hours
 - If a person is diagnosed with COVID-19 by a medical professional based on a test or symptoms or does not seek medical attention and has symptoms, he or she should not be at school and should stay at home until he or she (or a family member if a younger child) can answer YES to the following questions:
 - Has it been at least 10 days since the individual first had symptoms?
 - Has it been at least three days since the individual had a fever (without fever reducing medicines)?
 - Has it been at least three days since the individual's symptoms have improved, including cough and shortness of breath?

- Please see page 5 for Employee Guidance on Leave during COVID-19 Pandemic
- All employees should frequently remind students of the importance of social distancing.
- All staff should monitor students in the hallways, classrooms, at hand sanitizer, restrooms, cafeteria, water fountains, etc., to ensure they are maintaining social distancing.
 - “Stay 6 ft. Apart” decals have been placed on floor to keep students spaced in lines and at other times they may congregate.
 - Directional signs have been placed on the floor of hallways to direct students to keep social distancing.
 - Cup dispensers with disposable cups have been placed beside all water fountains. The cups are to be used one time and disposed.
 - Hand sanitizer has been placed at all vending machines and signs posted asking students/staff to use the sanitizer before making their selection.
- Additional protocols may need to be put in place based on the changing COVID-19 scenario.

Employee Guidance on Leave during COVID-19 Pandemic. *

Under the Families First Coronavirus Response Act, employees are entitled to paid leave under certain circumstances. Employees should submit leave requests electronically using the form found on the NCBOE website (On the “Staff” tab, select “Employee,” then “Employee Leave Request.”)

When: Employees eligible for leave may claim Cares Act leave until December 31, 2020.

Who: Paid Leave available to employees who are unable to work because they:

1. are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. have been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
3. are experiencing symptoms of COVID-19 **and** are seeking medical diagnosis; or
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

What:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

**COVID-19 related leave taken under Families First Coronavirus Response Act is in addition to any accumulated personal leave. Due to the fluidity of the COVID-19, Federal, State, or local regulations may alter this guidance and is subject to change without notice.*

Bus Driver Guidance

- Face coverings are required of all staff. Each employee will be provided with one cloth face mask and two face shields.
- Clean, sanitize, disinfect and spray with electrostatic sprayer entire bus paying particular attention to frequently touched surfaces including, surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles at the conclusion of all routes. Goggles are required when using sprayer.
- Freshly laundered or disposable rags are to be used for cleaning.
- Windows are to be down as much as possible.
- Students are to use hand sanitizer as they enter the bus.
- 2 students per seat unless students are related or from the same bus stop – then 3 per seat
- Face masks or coverings are required for students in 3rd grade and up.
- DO NOT unload your bus until the previous bus's students are un-loaded AND in the school building.
- All drivers are required to view the "Safe Bus Loading & Unloading Procedures" video to address best practices related to transportation safety – This video can be accessed on the county website at <http://ncboe.ss8.sharpschool.com/>
- Additional protocols may need to be put in place based on the changing COVID-19 scenario.

Cook Guidance

- Face coverings are required of all staff. Each employee will be provided with one cloth face mask and two face shields.
- Plexi-glass has been installed the length of the serving line to provide an additional barrier between the cooks/food and the students.
- Maintain 6-ft social distance as much as possible when preparing/serving food.
- Prior to school starting, thoroughly detail, clean and sanitize the entire kitchen/cafeteria facility and continue to do so regularly.
- Increase the frequency for cleaning and sanitizing surfaces in the kitchen.
- Cooks must place all food, milk, utensils, napkins, and condiments on tray for students/staff.
- Discard any single-use items left in the meal service area by students.
- Share Tables, Salad Bars and any self-service areas are to be eliminated until further notice.
- Breakfast will be solely grab-n-go this year.
- Between meal settings, clean and sanitize commonly touched areas such as tables and seats as you normally do and then spray with ALPHA HP before the next setting – allow 4 minutes for drying time. Goggles are required when using electrostatic sprayer.
- Tables have been spaced out and chairs clearly marked where students are to sit to maintain social distancing.
- “Stay 6 ft. Apart” decals have been placed on the floor to keep students spaced in serving lines.
- Staff should wear disposable gloves when cleaning and handling trash.
- Staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Remind students frequently to practice social distancing.
- Staff will be preparing meals to be sent home for attending students for days they are distance, virtual and remote learning.
- Additional protocols may need to be put in place based on the changing COVID-19 scenario.

Custodian Guidance

- Face coverings are required of all staff. Each employee will be provided with one cloth face mask and two face shields.
- The risk of getting COVID-19 from cleaning is low when following recommended guidelines.
- Staff should not touch their face while cleaning and must wash hands after cleaning.
- Staff should wear disposable gloves when cleaning and handling trash.
- Staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Cleaning and disinfection of high-touch surfaces (door handles, stair rails, faucet handles, toilet handles, light switches, desks, tables, chairs, etc.) should be done frequently throughout the day using the electrostatic sprayer. Goggles are required when using sprayer.
- Cafeteria tables are to be sprayed with Alpha HP between each meal setting - allow 4 minutes for drying time. Goggles are required when using electrostatic sprayer.
- Frequently check and refill hand sanitizers.
- Frequently check and refill disposable water dispensers and empty trash cans beside water fountains.
- Monitor halls to ensure social distancing is being practice and directional signs are being followed.
- Remind students frequently to practice social distancing.
- Custodians will not be asked to mow grass or do general maintenance at their school. They should be focused solely on cleaning and sanitation.
- Custodians will receive professional development prior to August 25th concerning enhanced cleaning methods.
- Custodians will use electrostatic sprayer on playground equipment, as necessary, before or after each recess period.
- Additional protocols may need to be put in place based on the changing COVID-19 scenario.

Teacher/Aide Guidance

- Face coverings are required of all staff when they cannot provide instruction in a socially distanced manner. Each employee will be provided with one cloth face mask and two face shields.
 - Students grades 3 and above are required to wear face coverings unless medically waived when outside of their core classroom group or in congregant areas. Not required, but recommended, for Pre-K through 2.
 - Middle and High school students are required to wear face coverings in congregant areas and in classrooms if they are not in their core group and/or social distancing cannot be maintained.
- Teachers/Aides should instruct students on the proper use of face coverings utilizing the guidance from the CDC available at <https://tinyurl.com/facecovering>
- Teacher/Aide will ensure that each student has been assessed according to the Symptom Screen Checklist for Classrooms upon arrival. This checklist should be used in conjunction with teacher observation and monitoring of student’s appearance, activity and level of engagement throughout the school day.
- All teachers/aides and students are required to view the “Safe Bus Loading & Unloading Procedures” video to address best practices related to transportation safety – This video can be accessed on the county website at <http://ncboe.ss8.sharpschool.com/>
- Hand Sanitizer must be utilized by all staff/students when entering or re-entering the classroom or if leaving the classroom to go to the bathroom, water fountain, or cafeteria.
- Encourage students to cough and sneeze into their elbows, or to cover with a tissue. Tissues should be disposed of in the trash and hands washed.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer. Monitor/instruct students to always wash their hands after:
 - Going to the restroom
 - Before eating
 - After blowing their nose, coughing, or sneezing
 - After using items (pencils, pens, crayons, etc.) that have been used by others

- Monitor arrival and dismissal of students to school and between classes to discourage congregating. Ensure that students report directly to classrooms or designated area.
- When feasible, arrange desks or seating so students are six feet apart. If not feasible, have all students facing the same direction.
- Monitor halls to ensure social distancing is being practiced and directional signs are being followed.
- Water fountains will have disposable one-time use cups to be used at the fountain and immediately disposed. They are not to be re-used.
- Encourage students to bring their own filled water bottles from home – no refilling will be allowed per state health regulations.
- Remind students frequently not to touch their face and to practice social distancing.
- Cleaning and disinfection of high-touch surfaces (door handles, desks, tables, chairs, etc.) should be done frequently.
- Disinfect all shared objects (gym or physical education equipment, art supplies, toys, games, etc.) between use. If at all possible, eliminate shared use of objects.
- Limit sharing of personal items and classroom materials to small groups and disinfect between use.
- Additional protocols may need to be put in place based on the changing COVID-19 scenario.

Principal and Administrative Office Staff Guidance

- Face coverings are required of all staff. Each employee will be provided with one cloth face mask and two face shields.
- All staff members should be screened DAILY upon entering the school using guidance from WV Department of Health & Human Resources.
- Limit nonessential visitors access to the school. ALL visitors, this includes family members, vendors, and all others, must be screened upon entering the school using the guidance from the WV Department of Health & Human Resources.
- Establish a designated space for symptomatic individuals to isolate until sent home. This space should not be used for other purposes.
- Symptomatic students will need to remain under visual supervision of a designated staff member. Consult with your school nurse to determine who should be trained to provide the supervision when the school nurse is not available.
- We will be utilizing circle point of service sheets for recording meals. This will not require numbers to be entered as students are entering the serving line. The sheets will be required to be filled out for each meal setting. Breakfast will be solely grab-n-go. The adult recording meals will be required to circle a number for each student as they leave the serving area with a bag/tray. These numbers will be entered as a Summary Sale in Primero every day for each meal service. The sheets must be signed and dated by the recording adult and kept on file for backup documentation.
- The secretary will be responsible for entering pre-order meal information for parents who do not have internet access for virtual/total distance learning students or in the event we go to “red” guidelines.
- Sneeze guards have been added to the secretary’s desk at each school.
- Fire Drills will still be conducted, as well as other drills, as normal.
- For signage and additional information from the CDC refer to the WV Schools Re-Entry Toolkit at <https://wvde.us/school-system-re-entry/>
- Additional protocols may need to be put in place based on the changing COVID-19 scenario.

Guidance Counselors and Social Workers Guidance

- Face coverings are required of all staff. Each employee will be provided with one cloth face mask and two face shields.
- Nicholas County has a Crisis/Advisory Team which consists of the School Psychologist, counselors, social workers, the New River Health Association and the Camden Medical Center. The County Crisis/Advisory Team will meet at the beginning of the school year to establish more concrete goals and support plans.
- There is an Advisory System in place for the high schools.
 - Advisor/Advisee time is currently set in the schedule. This time allows students to connect and report to one teacher throughout their high school career. We also use this day as a Flex Day for additional tutoring and support for the academic classes.
- The School Counselors, Social Workers, Truancy Diversion Specialist, and the Graduation Coaches work in conjunction with each other to provide supports for student success and well-being.
- Referral System – Teachers, parents and students make referral requests to the counselors. If further in-depth intervention is needed – the school counselors refer to the School Based Wellness Center (New River Health/Camden Medical Center).
- Additional protocols may need to be put in place based on the changing COVID-19 scenario.