Taylor County Schools Re-entry Toolkit

The guidance in this document is subject to change as additional information about the spread and prevention of COVID-19 is known. New directives from Governor Jim Justice, public health officials and the West Virginia Department of Education may be forthcoming and may evolve prior to the start of the school year or during the school year. County boards of education and schools must be prepared to alter their learning plans to comply with any new directives and to best safeguard student health and learning needs.

WORKING DOCUMENT

RETURN TO SCHOOL

Taylor County Schools continues to work through outstanding issues that have yet to be determined. When we return to school, it is vital that the Taylor County re-entry plans are in place for a smooth transition back to school.

As we move closer to fall, there may be a need to implement additional safety requirements that are a departure from the guidance from the WVDE and CDC when necessary to safeguard student health. This includes the board's decision to require masks or face shields for all staff and students while in our buildings. We have developed a Tiered system to try to meet the changing conditions we may have to navigate in the upcoming school year. Please familiarize yourself with those options including the staggered start schedule so all students and families are aware of when they should be in attendance to start the year.

Our county board and board office personnel, teachers and school personnel are key to the safety and well-being of the students in our county, yet we will need to remain vigilant and flexible. We must have contingencies in place to deliver instruction in person, via a hybrid model or through a full remote delivery model. Through our combined and unifying efforts, following these requirements and recommendations of this document, we will be safer, healthier and better prepared to thrive in the midst of this pandemic.

WORKING DOCUMENT

State and local school officials are working with Governor Jim Justice to re-open schools in the safest way possible on September 8, 2020. While all efforts are being made to protect students, educators and staff, many families may not want to send their children back into actual school buildings. That is why it is very important to offer West Virginia families virtual public school opportunities and choices for the upcoming academic year.

Public School Re-entry Options for Families

Option 1 In-person/Blended Instruction Virtual Learning

This option allows in-person attendance at the school for a set number of days. Counties will decide what the school day and school week look like. Some counties will be in school five days each week while other county plans will opt for reduced days or hours for students in order to increase cleaning and sanitation and reduce exposure. On the days that students are not in school, learning will continue at home.

Option 2 Virtual Learning

Every county must offer a full-time virtual learning option for students. These students will still be considered public school students. Families who choose this option, would enroll their children in a virtual learning program and that child will remain there at least for a semester.

The available virtual learning options are not the same as what families experienced at the end of last school year. Instruction will be provided using a Taylor County teacher using Taylor County Schools Curriculum in Grades K-5 and West Virginia Virtual School in grades 6-12. Families can expect the same instructional quality and rigor for their virtual school student as would otherwise be provided in a traditional classroom setting. In the event of an ordered school closure, virtual learning will continue unaffected.

For more information about the virtual learning options available for your student, please contact Mrs. Mindi Miller, 304-265-2497 extension 1150 or melinda.miller@k12.wv.us.

Remote Learning

Remote learning will occur for students participating in the in-person/blended option if the **Governor** determines it is necessary to close a school or county temporarily due to increases in COVID-19 cases impacting the school community. **Schools cannot activate remote learning**. This instructional model requires that all students remain engaged in learning and instruction at home using a range of tools and resources from basic materials to online applications.

Staggered Re-Entry

Tuesday, September 8	Grades 2, 4, 6, 8, 10 and 12 with last names A-L report for in-classroom instruction
Wednesday, September 9	Grades 2, 4, 6, 8, 10 and 12 with last names M-Z report for in-classroom instruction.
Thursday, September 10	Grades 1, 3, 5, 7, 9, and 11 with last names A-L report for in-classroom instruction.
Friday, September 11	Grades 1, 3, 5, 7, 9, and 11 with last names M-Z report for in-classroom instruction.

Tier 3 will begin on Monday, September 14. At that time, Pre-K and K students will start school based on their last name.

Monday, September 14 And Tuesday, September 15 - Pre-K and K students with last name A-L report to school.
Thursday, September 17 and Friday, September 18 – Pre-K and K students with last name M-Z report to school.

Tier 3 - Alternating Days Schedule

- Masks Required if Social Distancing Cannot Occur
- Reduced Class Sizes
- No Visitors Beyond Foyer

- Parent/Guardian Meetings Occur Virtually
- Daily Cleaning and Disinfecting
- Deep Cleaning on Wednesdays and Saturdays

Monday	Tuesday	Wednesday	Thursday	Friday
In School Instruction A – L	In School Instruction A – L	At Home Learning A – Z	In School Instruction M – Z	In School Instruction M – Z
At Home Learning M - Z	At Home Learning M - Z	Teacher Planning	At Home Learning A - L	At Home Learning A – L

Plans are fluid and will be based on the current status of the pandemic.

Revised 8/13/20

Face Coverings and Social Distancing

According to national and local health experts, face coverings and social distancing significantly reduce the spread of COVID-19 by preventing people from contracting and transmitting the disease. It is important to note that most guidance (locally and nationally) either requires or strongly recommends the use of face coverings in public. The science continues to support the same as these items reduce air droplets produced when people speak, sing, yell, cough and sneeze. This document reinforces the importance of face coverings when it is possible and when it does not aggravate existing health conditions. Not all students can use these because of their age or developmental constraints. However, the West Virginia Department of Education has outlined requirements and recommendations for face coverings to best protect public health in our schools. This is especially important when children are in congregant settings, unable to exercise six feet of social distancing and/or when there are active cases of COVID-19 in the school community. In counties where there are and have been very few cases of COVID-19, there may be no need to implement more stringent requirements. However, counties with significant numbers of cases may choose to require additional measures to safeguard students and staff.

Further Protocols for Taylor County Schools

› › Face coverings are required of all staff when they cannot provide instruction in a socially distanced manner.

› › Unless medically waived, all students are required to wear face coverings when outside of their core classroom group or in congregant areas.

› › When face coverings are required, schools should make these available, however, students are encouraged to bring their own.

› › Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

› › Students in middle and high school are required to wear face coverings in congregant areas and in classrooms if they are not in their core groups and/or social distancing cannot be maintained.

› › If COVID-19 cases for a specific area sustain an upward trend, further analysis may be necessary to determine whether or not more restrictive guidance is required. *Due to the fluid nature of COVID-19, requirements and recommendations on all protocols are subject to change.

Taylor County Schools will:
› › Provide social distancing floor/seating markings in waiting and reception areas.
› › Mark or designate six feet of spacing to remind students and staff to always stay six feet apart in lines and at other times when they may congregate.
› › Provide marks on the floors of restrooms and locker rooms to indicate proper social distancing.
› › Ensure that students and staff are aware of the correct use of face coverings. (See Guidance for k-12 School Administrators on the Use of Cloth Face Coverings in Schools on page 19.)
› › Limit nonessential visitors and activities involving external groups or organizations.
› › Monitor arrival and dismissal of students to discourage congregating and ensure students report directly to classrooms or designated areas.

› › Develop policies and procedures to address appropriate social distancing to accommodate essential parent/ guardian meetings, such as IEPs, disciplinary action, etc.

It is recommended that Taylor County Schools:

› › Minimize opportunities for sustained exposure (15 minutes or more) by ensuring sufficient social distancing with at least six feet between people whenever possible (e.g., adequate space exists in hallways, classrooms are large enough or class sizes are small enough, students and staff utilize large outdoor spaces).

› › Provide frequent reminders for students and staff to stay at least six feet apart from one another.

› › When feasible, arrange desks or seating so that students are separated from one another by six feet. If it is not possible to arrange seating six feet apart, consider having all students sit facing the same direction (i.e., all sitting on the same side of a table).

› › Designate hallways as one-way, posting directional reminders on the walls and/or floor.

› › Designate entrance and exit doors for classrooms and restrooms to reduce people meeting face-to-face.

› › Keep students and teachers in small core groups as much as possible during the day, and from day-to-day. Limit mixing between core groups (e.g., during recess, lunch, arrival and dismissal).

› › Suspend activities that involve bringing together large groups of people or activities that do not allow for social distancing, including assemblies, large groups using playground equipment simultaneously, etc.

› › Whenever possible, conduct events such as field trips, parent/family meetings, assemblies and performances virtually.

› › Review CDC guidance on school-based testing should a county choose to implement. Staff members are not expected to directly administer tests. School-based healthcare providers may.

Best Health Practices in Taylor County Schools

Social Distancing   Wear Face Covering   Wash or Sanitize your Hands

Do Not Share Pens/Writing Utensils   Do No Touch Your Face

Do Not Come to School if Ill

Regardless of the re-entry scenario, these health and wellness issues must be addressed.

Monitoring and Handling of Presumptive, Suspected & Confirmed COVID-19 Cases Schools and counties are required to:

› › Post signage at the main entrance requiring that people who have been symptomatic with fever and/or cough not enter. Signage will be provided by the West Virginia Department of Education. (See Resources on pages 21-24)

› › Educate staff, students and their families about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.

› › Establish and enforce wellness policies to prevent the spread of disease, including:
• • Require staff to stay home if sick; and
• • Allow flexibility with leave policies as provided by the Families First Coronavirus Response Act for Paid Sick Leave and Expanded FMLA.

› › Establish a dedicated space for symptomatic individuals that will not be used for other purposes.

› › Immediately isolate symptomatic individuals to the designated area at the school and send them home to isolate.

› › Ensure symptomatic students are isolated for a short period of time, in a non-threatening manner and under the visual supervision of a staff member who is at least six feet away wearing appropriate PPE.

› › Require the symptomatic person to wear a cloth face covering or a surgical mask while waiting to leave the facility when age and health appropriate.

› › Cloth face coverings should not be placed on:
• • Anyone who has trouble breathing or is unconscious;
• • Anyone who is incapacitated or otherwise unable to remove the face covering without assistance; and/or
• • Anyone who cannot tolerate a cloth face covering because of developmental, medical or behavioral needs.
› › Conduct symptom screening of any visitors entering the building, including family members, vendors and others.

Screening may be provided at the school entrance or at the main office.
• • Individuals waiting to be screened must stand six feet apart from each other. Use tape or other markers on the floor for spacing.
• • The staff member responsible for screening temperatures must wear a cloth face covering and must stay six feet apart unless screening temperature.
• • Use a touchless thermometer if one is available.
• • If not available, use a tympanic (ear), digital axillary (under the arm), or temporal (forehead) thermometer. Use disposable thermometer covers that are changed between individuals.
• • Do not take temperatures orally (under the tongue) because of the risk of spreading COVID-19 from respiratory droplets from the mouth.
• • Staff member must wash hands or use hand sanitizer before touching the thermometer.
• • Staff member must wear gloves if available, change between direct contact with individuals, and must wash hands or use hand sanitizer after removing gloves and between direct contact with individuals.
• • Staff member must clean and sanitize the thermometer using manufacturer's instructions between each use.

› › Ensure teachers utilize the age-appropriate Symptom Screening Checklist for students.

• • For teachers of students in grades pre-k–2, the checklist should be used in conjunction with teacher observation & monitoring of student's appearance, activity and level of engagement.

› › Require school nurses or delegated school staff who provide direct patient care to wear appropriate protective gear and perform appropriate hand hygiene.

› › Once a symptomatic person is removed from the school, implement cleaning and disinfecting procedure following CDC guidelines.

› › Have a plan for how to transport an ill student or staff member home or to medical care.

› › Adhere to the following process for allowing a student or staff member to 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 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 using fever reducing medicine)? » Has it been at least three days since the individual's symptoms have improved, including cough and shortness of breath?

› › Notify local health authorities of confirmed COVID-19 cases among children and staff.

› › Ensure that if a person with COVID-19 was in the school setting while infectious, school administrators coordinate with local health officials to notify staff and families immediately while maintaining confidentiality in accordance with FERPA and all other state and federal laws.

To Protect Vulnerable Populations Taylor County Schools will:

› › Systematically review all current health plans for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk of exposure to COVID-19.

› › Create a self-referral process for students/families at high risk for COVID-19 and have a plan in place to address requests for virtual learning options (e.g., Virtual School, homebound).

› › Obtain complete health histories and current well-child checks for all students entering pre-k, kindergarten, grade 2, grade 7 and grade 12. Be alert for any conditions or chronic illnesses that may exacerbate symptoms of COVID-19.

› › Consider ways to accommodate the needs of children who are medically fragile, have underlying medical conditions and/or are prone to illnesses.

› › Ensure health records and emergency contacts for students and staff are updated.

It is recommended that Taylor County Schools:

› › Implement a remote learning option for students who have been identified by their physician as unable to be in a traditional classroom setting because of high-risk status for severe illness.

› › Inventory and provide students, school health personnel, staff and others presenting with symptoms with any necessary protective equipment and disinfecting supplies.

› › Review health policies and practices to determine requests and/or changes in practices.

Social-Emotional Wellness

Fear and anxiety about COVID-19 can be overwhelming. The precautions that continue to be in place to slow the spread of the virus and the uncertainties these precautions may create can give rise to unexpected emotions in both children and adults. County school districts and individual schools must prioritize efforts to address social-emotional learning and the mental health needs of students. Additionally, students, their families and school staff must feel their physical and mental health needs are being supported. Schools play a critical role in supporting the social-emotional wellbeing of students, their families and school staff. County school districts must ensure all policies and procedures are culturally sensitive and ensure equity and access for all.

Taylor County Schools will:
 › › Convene a crisis response planning team meeting to update and revise the West Virginia Schools Crisis Prevention and Response Plan through collaborative planning. (Refer to Crisis Response Plan Template Overview/Instructions for more information.)
 › › Develop a mental health crisis response team that is prepared to provide mental health supports in response to a crisis.
 › › Provide access to professional student support staff, including school counselors, school psychologists and school nurses.
 › › Implement a continuous advisory system that provides students with meaningful supportive relationships and maximizes each student's personalized learning experience.
 › › Provide an integrated delivery of social-emotional standards. (See West Virginia College and Career Readiness Dispositions and Standards for Student Success.)

It is recommended that Taylor County Schools:
 › › Develop a plan/protocol to ensure students feel safe, welcome and connected to at least one caring adult in the school.
 › › Engage in resource mapping to identify available resources and needs. This process should include an examination of existing school-based teams.
 › › Establish a school mental health resource team focused on the physical, social-emotional and mental health wellness of students, staff and families. School counselors, school psychologists, school nurses and social workers are trained to provide social-emotional and mental health supports to students.
 › › Develop a referral system for individuals who need targeted support as well as access to school-employed and community mental health professionals.
 › › Establish partnerships with community agencies to provide additional mental health services, as needed.
› › Develop a protocol to connect with at-risk students (those with previously identified mental health issues and/ or those most affected by COVID-19).
 › › Clearly communicate re-entry plans with students, families and school staff. Identify and address concerns related to re-entry.
 › › Ensure discipline policies utilize a trauma-informed approach and school personnel are provided with professional learning opportunities (i.e. trauma-informed schools, Youth Mental Health First Aid) so they are better equipped to support students, families and each other.
 › › Develop strategies and supports for students, families and staff members for each phase of recovery (before reopening, immediately after reopening and during long-term support).
 › › Address school staff needs:
• • Provide resources for staff self-care, compassion fatigue prevention and resiliency.
• • Provide information about employee assistance programs available through PEIA and in your community. The UnitedHealth Group provides the Optum Emotional-Support Help Line (866-342-6892) free of charge and open to all PEIA members (Available 24 hours a day, seven days a week).

WORKING DOCUMENT

Cleaning & Hygiene:

Taylor County Schools will:

› › Provide adequate supplies to support healthy hygiene behaviors (e.g., paper towels, tissues, soap and hand sanitizer with at least 60% alcohol) for safe use by staff and older children.

• • Provide hand sanitizer with at least 60% alcohol for safe use by staff and children at entrances, exits, classrooms and the cafeteria. Allow students and staff to use their own as well as hand lotion to prevent over drying of skin. Under no circumstances should these be shared.

› › Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer with at least 60% alcohol by staff and children.
• • **Before**
> » Eating or preparing food
> » Touching your face
• • **After**
> » Using the restroom
> » Coughing, sneezing or blowing nose
> » Handling cloth face covering
> » Changing a diaper
> » Caring for someone sick
> » Touching animals

› › Increase monitoring to ensure adherence to safety measures among students and staff.
• • Supervise use of hand sanitizer by students.
• • Ensure children with skin reactions to hand sanitizer use soap and water.
• • Reinforce handwashing during key times such as, before, during and after preparing food; before eating food; after using the toilet; after blowing nose, coughing, or sneezing; after using bare hands to touch objects that have been handled by other individuals.
› › Require hand cleaning when entering each classroom.

› › Systematically and frequently check and refill hand sanitizers.

› › Encourage staff and students to cough and sneeze into their elbows, or to cover with a tissue.

› › Ensure that used tissues are thrown in the trash and hands are washed immediately with soap and water for at least 20 seconds or cleaned with hand sanitizer.

› › Ensure that proper cleaning and disinfection of high-touch surfaces occurs frequently throughout the day.

› › Establish a schedule for and perform ongoing and routine environmental cleaning and disinfection of hightouch areas (e.g., door handles, stair rails, faucet handles, toilet handles, playground equipment, light switches, desks, tables, chairs, kitchen countertops, cafeteria and service tables, carts, and trays) with an EPA Approved Disinfectant for SARS-CoV-2 (the virus that causes COVID-19), and increase frequency of disinfection during highdensity times.

› › Disinfect all shared objects (e.g., gym or physical education equipment, art supplies, toys, games) between use.

› › Paper-based materials, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission and do not require additional cleaning or disinfecting procedures.

› › Ensure safe and correct use and storage of cleaning and disinfection products, including securely storing and using products away from children, and allowing adequate ventilation when staff use such products.

› › Develop processes to keep students' personal items separate and limit shared spaces (i.e., lockers).

› › Limit sharing of personal items and classroom materials to small groups and disinfect between uses or provide adequate supplies for individual student use.

It is recommended that Taylor County Schools:

› › Utilize existing cleaning products to the extent possible because of allergies/sensitivities to chemicals.

› › Avoid shared use of soft or other items that cannot be easily cleaned and disinfected (e.g., stuffed toys, clay).

› › Provide additional options for handwashing stations by maximizing the number of available sinks (e.g., classroom sinks, all restrooms, portable handwashing stations).

› › Water bottle filling stations are preferred and the use of water fountains should be limited.

› › Develop a means for students and staff to report areas of concern regarding cleanliness/sanitation of the building.

› › Ensure disinfectants are approved by manufacturers to be sprayed on surfaces (e.g., paint sprayers, backpack sprayers).

› › Eliminate use of shared art supplies, toys, games, etc. by creating student-specific groups of materials.

When a student or staff member is a suspect or positive case of COVID-19 As long as routine cleaning and disinfection has been done regularly, additional cleaning and disinfection may not be necessary. Depending on when a person with COVID-19 was last in the facility, it may be difficult to know what areas they were in and what objects or surfaces they may have touched after they became sick.

General precautions for the custodial staff after an ill student has been in your facility The risk of getting COVID-19 from cleaning is low. The following are general precautions for custodial staff, when a known case of COVID-19 has occurred:

› › Staff should not touch their face while cleaning and must wash hands after cleaning.

› › Custodial staff should wear disposable gloves when cleaning and handling trash.

› › Custodial staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.

› › Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids - blood, vomit, feces, and urine.

School Food Service

The following protocols are established for school food service consistent with statewide guidance for safely opening restaurants issued under the current State of Emergency declaration on June 2, 2020, by the West Virginia Department of Health and Human Resources, Bureau for Public Health.

Taylor County Schools will:

› › Establish lunch schedules and procedures that maintain cafeteria capacity at a 50% maximum threshold including:

• • Spaced meal serving lines (marked on floors);

• • Spaced seating; and

• • Longer meal periods for more staggered meal delivery.

› › Coordinate food service operations with teachers and administrators.

› › Ensure that all food service employees wear cloth or disposable face coverings at all times. Such coverings shall be cleaned or replaced daily. Reasonable accommodations will be made for employees who cannot wear a mask because of a specialized health condition; medical support documentation may be required by the employer to better understand what accommodation is appropriate. Local health departments can also be resources in exploring acceptable solutions.

› › Thoroughly detail, clean and sanitize the entire cafeteria facility before resuming dine-in services and continue to do so regularly. Focus such cleaning and sanitation on high-contact areas that would be touched by employees and students by always doing the following:

• • Procure and utilize cleaning products and protocols that include EPA-approved disinfectants that meet CDC requirements for use and effectiveness against viruses, bacteria and other airborne and blood-borne pathogens.

 • • Between school meal services, clean and sanitize commonly touched areas such as tables and seats.

 • • Implement procedures to increase the frequency for cleaning and sanitizing surfaces in the kitchen. Avoid all food contact surfaces when using disinfectants.

› › Discard any single-use items left in the meal service area by students.

› › Ensure food preparation and distribution models are in place that adhere to social distancing guidelines.

› › Place designated trash bins where students can dispose of items at the end of the meal service in a manner that adheres to proper social distancing guidelines.

› › Serve milk and water to students in individual bottles. If students will be reaching into a cooler to grab their own milk or water, the cooler must be cleaned and sanitized between dining groups. Beverage dispensers with buttons or leavers (such as a water cooler) should be cleaned at the same frequency.

› › Eliminate self-service food stations for food, condiments and utensils.

› › Eliminate family-style meal service (i.e., in pre-k collaborative settings within the school system). Meals will be distributed to students by a school employee following proper food safety guidelines.

› › Eliminate share tables until the State of Emergency is lifted related to the COVID-19 pandemic or otherwise directed by the Governor's Office.

› › Ensure that all students and staff wash their hands before and after the meal service.

› › Ensure that USDA Civil Rights requirements (i.e., special diets, protected classes) are followed.

› › Develop meal service contingency plans for remote learning scenarios.

› › Audit necessary supplies to ensure that schools are prepared to operate alternative serving models (i.e., serving meals in the classroom, disposable food service items).

› › Establish procedures and protocols to ensure students have access to school meals during unanticipated school closures. Counties should include, at a minimum, the following topics:
• • Procurement of food
• • Food distribution options
• • Staffing and volunteers
• • Transportation

It is recommended that Taylor County Schools:

› › Where practicable, install physical barriers such as partitions or Plexiglas in meal service and/or point-of service areas.

› › Provide handwashing stations when feasible.

› › Use disposable containers and utensils when feasible.

› › Utilize classroom dining options when practicable and adhere to cafeteria capacity limits as determined by the Bureau for Public Health (current cafeteria capacity limits are 50 percent).

› › Utilize outdoor space for meal service as practicable and appropriate.

Transportation

Taylor County Schools are required to:

› › Require bus drivers to wear face coverings/shields any time children are entering or exiting the bus.

› › Clean and disinfect frequently touched surfaces in the vehicle (e.g., 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) before all routes.

› › Fully clean and disinfect transportation vehicles regularly and/or as needed. Children must not be present when a vehicle is being cleaned.

› › Develop procedures for the proper disposal and/or laundering of cleaning supplies after use.

› › Keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

› › Clean, sanitize and disinfect equipment including items such as car seats, wheelchairs, walkers and adaptive equipment being transported to schools.

› › Ensure safe and correct use and storage of cleaning and disinfectant products, including storing products securely away from children and providing adequate ventilation when staff use such products.

› › Provide hand sanitizer (with at least 60% alcohol) to support healthy hygiene behaviors on all school transportation vehicles for safe use by staff and older children.
• • Hand sanitizer should only remain in school vehicles while they are in use as heat and direct sunlight can degrade its effectiveness.
• • Systematically and frequently check and refill hand sanitizers.

› › Require teachers and students to view Safe Bus Loading and Unloading Procedures video to address best practices related to transportation safety.
https://www.youtube.com/watch?v=Nj4G4jPj7xA&feature=youtu.be

› › Develop seating arrangements and protocols to limit the number of students to no more than two per seat. Face coverings are recommended. The school county may provide face coverings for students if they do not have one.

It is recommended that Taylor County Schools:

› › Utilize seating arrangements that require siblings and/or any students who cohabitate to sit together. Students living in the same household may be permitted to sit three to a seat, when possible. Keep bus stop groups of students together in the same section of the bus. WVBE Policy 2525 stipulations for pre-k students still apply.

› › Design appropriate bus loading and unloading procedures and/or seating charts to minimize contact between students.

› › If appropriate and safe, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation.

› › Evaluate each bus route to safely maximize occupancy and capacity to ensure bus loads are equalized.

› › Create a contingency plan for the transportation of students who may experience any COVID-19 symptoms during the course of the school day.

› › When feasible, utilize procedures for loading and unloading buses to limit the number of students entering/ exiting the building at one time.

COMMUNICATIONS

It is important that education staff, families, students and communities receive information from reputable and reliable sources. Credible information is available at wvde.us/COVID19, coronavirus.wv.gov and cdc.gov. Schools and counties are required to:

› › Develop reliable communication channels that accommodate all families regardless of technology accessibility. This should include online communications, emails, robocalls, personal phone calls, texts and newsletters (electronic and paper).

› › Survey families to learn how to best communicate with them.

› › Provide an email or phone number that is monitored regularly that families and community members may use to submit questions.

› › Provide timely updates to the community for the upcoming school year including when school begins, what the school day will look like, what safety precautions are in place, additional requirements of students and important screening protocols.

› › Be transparent and timely in updating families and communities. It is recommended that schools and counties:

› › Use age-appropriate assets such as videos, posters, flyers, social media posts, email graphics, newsletters and other resources to educate students about COVID-19 best practices and information.

› › Partner with local media outlets to provide weekly updates to the larger community.

› › Involve Local School Improvement Councils (LSICs) and parent and/or community/church organizations to share updates and information.

› › Prominently post signs provided by the WVDE to each school and classroom in West Virginia.

› › Utilize CDC signage, toolkits, public service announcements, and videos to help educate faculty, staff, students, families and community members about COVID-19 best practices.

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› › Use age-appropriate assets such as videos, posters, flyers, social media posts, email graphics, newsletters and other resources to educate students about COVID-19 best practices and information.

› › Partner with local media outlets to provide weekly updates to the larger community.

› › Involve Local School Improvement Councils (LSICs) and parent and/or community/church organizations to share updates and information.

› › Prominently post signs provided by the WVDE to each school and classroom in West Virginia.

› › Utilize CDC signage, toolkits, public service announcements, and videos to help educate faculty, staff, students, families and community members about COVID-19 best practices. (See Resources on page 19.)

<p style="color:red; text-align:center;">WORKING DOCUMENT</p>

TOPICAL RESOURCES

Resources for Protecting Vulnerable Populations:

› › Centers for Disease Control and Prevention https://www.cdc.gov/

› › COVID-19 School Re-entry Recommendations & Guidelines, West Virginia Association of School Nurses (attached PDF)

› › National Association of School Nurses Coronavirus Disease 2019 Resources https://www.nasn.org/nasn/nasnresources/practice-topics/covid19

› › West Virginia Department of Health & Human Resources (COVID-19) https://dhhr.wv.gov/COVID-19/Pages/default.aspx

Resources for Social-Emotional Wellness

› › Collaborating for Student Success: Understanding the Roles of Student Support Personnel (WVDE)

› › Social-emotional Learning for Parents (CASEL video) https://www.youtube.com/watch?v=y2d0da6BZWA&t=289s

› › West Virginia Department of Education: ReClaimWV wvde.us/reclaimwv/

› › West Virginia Positive Behavioral Interventions and Supports http://wvpbis.org/

› › West Virginia Behavior and Mental Health Technical Assistance Center https://www.marshall.edu/bmhtac/request-for-assistance/

› › West Virginia Safe Schools Toolkit https://wvde.us/leadership-system-support/safe-supportive-schools/safe-schools-toolkit/

› › West Virginia Handle With Care http://handlewithcarewv.org/

Resources for School Food Service

› › West Virginia Food Code

• • Permit holders are required to follow directives of the regulatory authority in response to public health emergencies. 8-304.11 https://www.wvdhhr.org/phs/food/index.asp

› › West Virginia Code 21-3A-1A (Article 3: Safety and Welfare of Employees)

• • http://www.wvlegislature.gov/wvcode/code.cfm?chap=21&art=3

Resources for General Public Health and Safety Protocols

› › The American Academy of Pediatrics https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/

› › The Journal of the American Medical Association https://jamanetwork.com/journals/jama/fullarticle/2766822

CENTERS FOR DISEASE CONTROL RESOURCE LINKS

The CDC provides the following resources which may be helpful to school administrators, staff, students and families. These resources serve as guidance only and are not bonding on West Virginia county school districts. Counties should assess local risk levels in accordance with WVDHHR data to determine how to best apply the WVDE Re-entry Toolkit for their 2020-21 school plan.

› › Guidance for k-12 School Administrators on the Use of Cloth Face Coverings in Schools https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/cloth-face-cover.html

› › Back to School Decision Checklist https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/back-to-school-decisionchecklist.pdf

› › Guidance for Disinfecting Your Facility https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

› › Coping with Stress https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html?CDC_AA_ refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fmanaging-stress-anxiety.html

› › Reducing Stigma https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html?CDC_AA_ refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Freducing-stigma.html

› › Helping Children Cope https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html

Posters and Messaging

› › How to Protect Yourself and Others https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf

› › Stop the Spread of Germs https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf

› › Handwashing Posters https://www.cdc.gov/handwashing/posters.html

› › Face Coverings Do's and Don'ts https://www.cdc.gov/coronavirus/2019-ncov/images/face-covering-checklist.jpg

› › COVID-19 Videos https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html?Sort=Date%3A%3Adesc

› › Sample Public Service Announcements https://www.cdc.gov/coronavirus/2019-ncov/communication/public-service-announcements.html

› › Social Media Resources https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html

ELEMENTARY SCHOOL STUDENTS

The person conducting screenings should maintain a six-foot distance while asking questions. Ask the person dropping off the child the following questions before entering the facility or school transportation vehicle. If no person accompanies the child during drop-off, use your best judgment if the child can respond on their own.

Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.

1. **Have any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?**
   - ☐ Yes › The child should not be at school. The child can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
   - ☐ No › The child can be at school if the child is not experiencing symptoms.

2. **Do any of the children you are dropping off have any of these symptoms?**
   - ☐ Fever
   - ☐ Chills
   - ☐ Shortness or breath or difficulty breathing
   - ☐ New cough
   - ☐ New loss of taste or smell

   If a child has any of these symptoms, they should go home, stay away from other people, and the family member should call the child's health care provider.

3. **Since they were last at school, have any of the children you are dropping off been diagnosed with COVID-19?**
   - ☐ Yes
   - ☐ No

   If a child is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.

Returning to School

A child can return to school when a family member can ensure that they can answer YES to ALL three questions:
- ☐ Has it been at least 10 days since the child first had symptoms?
- ☐ Has it been at least 3 days since the child had a fever (without using fever-reducing medicine)?
- ☐ Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?

If a child 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 child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a child has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

WORKING DOCUMENT

MIDDLE & HIGH SCHOOL STUDENTS OR ANY PERSON ENTERING THE BUILDING

The person conducting screenings should maintain a six-foot distance while asking questions. Ask each person entering the building the following questions prior to entering the facility or school transportation vehicle.

> **Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.**

1. **Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?**
   - ☐ Yes › The person should not be at school. The person can return 14 days after the last time they had close contact with someone with COVID-19, or as listed below.
   - ☐ No › The person can be at school if they are not experiencing symptoms.

2. **Since you were last at school, have you had any of these symptoms?**
   - ☐ Fever
   - ☐ Chills
   - ☐ Shortness or breath or difficulty breathing
   - ☐ New cough
   - ☐ New loss of taste or smell

   If a person has any of these symptoms, they should go home, stay away from other people, and call their health care provider.

3. **Since you were last at school, have you been diagnosed with COVID-19?**
   - ☐ Yes
   - ☐ No

   If a person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.

Returning to School

A person can return to school when a family member can ensure that they can answer YES to ALL three questions:
- ☐ Has it been at least 10 days since the child first had symptoms?
- ☐ Has it been at least 3 days since the child had a fever (without using fever-reducing medicine)?
- ☐ Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?

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 has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a person has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

COVID-19
SHOULD I COME TO SCHOOL?

HOW TO SCREEN FOR COVID-19

IF I HAVE:

THEN:

1 NO SYMPTOMS

✅ **Proceed to school**

2 EXPOSURE, NO SYMPTOMS

❌ **Cannot go to school**
Home for 14 days since exposure

3 DIAGNOSIS, NO SYMPTOMS

❌ **Cannot go to school**
Home for 10 days since first positive COVID-19 test

4 AT LEAST 1 SYMPTOM
. . . .
• Fever
• Chills
• Shortness of breath/
  breathing difficulty
• New cough
• New loss of taste or smell

❌ **Cannot go to school**
Home until:
• 10 days since first symptoms
• No fever for 3 days (without fever medicine)
• 3 days of symptom improvement, including
  coughing and shortness of breath

West Virginia DEPARTMENT OF EDUCATION

WEST VIRGINIA
Department of
Health & Human Resources

COVID-19
SHOULD I COME TO SCHOOL?

HOW TO SCREEN FOR COVID-19

IF I HAVE: **THEN:**

1 **NO SYMPTOMS** ✅ **Proceed to school**

2 **EXPOSURE, NO SYMPTOMS** ❌ **Cannot go to school**
Home for 14 days since exposure

3 **DIAGNOSIS, NO SYMPTOMS** ❌ **Cannot go to school**
Home for 10 days since first positive COVID-19 test

4 **AT LEAST 1 SYMPTOM**
- Fever
- Chills
- Shortness of breath/ breathing difficulty
- New cough
- New loss of taste or smell

❌ **Cannot go to school**
Home until:
- 10 days since first symptoms
- No fever for 3 days (without fever medicine)
- 3 days of symptom improvement, including coughing and shortness of breath

West Virginia DEPARTMENT OF EDUCATION

WEST VIRGINIA Department of Health & Human Resources

WORKING DOCUMENT

BEST HEALTH PRACTICES IN YOUR SCHOOL

6 ft. — **Maintain six feet of social distance**

Strongly suggest a face mask or face covering

Clean hands with soap and water or hand sanitizer

Do not share pens/writing utensils

Avoid touching your face

Cough/sneeze into your elbow or a tissue

Do not come to school if you're feeling sick

West Virginia DEPARTMENT OF EDUCATION

WEST VIRGINIA Department of Health & Human Resources

RESERVED FOR POSTER SHOULD I COME TO SCHOOL? ELEMENTARY

RESERVED FOR POSTER SHOULD I COME TO SCHOOL? OLDER STUDENTS

RESERVED FOR BEST HEALTH PRACTICES IN YOUR SCHOOL ELEMENTARY

RESERVED FOR BEST HEALTH PRACTICES IN YOUR SCHOOL OLDER STUDENTS