

# HCPS 2020-21: *Mission Forward*

## Henrico County Public Schools COVID-19 Health Plan

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Henrico County Public Schools is committed to the academic success of all students while providing a safe and healthy learning environment. In accordance with Gov. Northam's Phased Reopening for Schools Plan, Henrico County Public Schools is required to submit a health plan outlining the strategies to be implemented to mitigate the public health risk of COVID-19. The Phase III Health Plan herein outlined was developed in collaboration with school division and school-based administrators, school health personnel, the Henrico Health Department and the members of the HCPS School Health Advisory Board.

## Local public health conditions

- A. Virginia is still considered to have widespread community transmission.**
- B. The HCPS Health Plan aligns with the Phase Guidance provided and will not waver from the given recommendations.**
- C. The HCPS Health Plan aligns with §16 VAC 25-220, Emergency Temporary Standard Infectious Disease Prevention: SARS-CoVV-2 Virus That Causes COVID-19, and will not waver from the given mandates.**

## Planning to reopen

- A. HCPS has established a COVID-19 team within the school division and will have a point person at each school facility.**

1. HCPS COVID-19 Task Force:

- Dr. Beth Teigen, Chief of Staff | 804-652-3720
- Dr. Ingrid Grant, Chief of School Leadership | 804-652-3676
- Dr. Lesley Hughes, Chief of Learning | 804-652-3754
- Lenny Pritchard, Chief of Operations | 804-652-3620
- Francine Bouldin, Chief of Human Resources | 804-652-3656
- Susan Moore, Director of Facilities | 804-652-3899
- Robin Gilbert, Supervisor of School Health Services | 804-343-6504
- Cortney Berry, HCPS Emergency Manager | 804-652-3511

2. School-Based Liaison to HCPS COVID-19 Task Force:

- Principal or designee will serve as the School-Based Liaison. This information is included in the school Crisis Plan.

- B. Virginia Department of Health-Henrico Health District contacts:**

- Dr. Danny Avula, Medical Director, Virginia Department of Health-Henrico Health District | 804-205-4656
- Karen Carle, Public Health Nurse, Virginia Department of Health-Henrico Health District | 804-482-5492
- Rebecca Lewis, Epidemiologist, Virginia Department of Health-Henrico Health District | 804-501-5216

- C. HCPS will assess the workplace for hazards and assign a risk classification status for each individual role as very high, high, medium or lower and determine the required training and personal protective equipment (PPE) for each.** “Very high” and “high” exposure classified positions will be provided with gloves, a gown, face shield/goggles and mask when working within 6 feet of anyone known or suspected to be infected with SARS-CoV-2. HCPS will document the hazard assessment with a written certification. An Infectious Disease Preparedness and Response (IDPR) Plan will be developed and the required training implemented and documented with written certification, which must be retained centrally, of the required training. Retraining will be required when:
- Changes are made to the workplace or job tasks;
  - Changes are made to the IDPR Plan; or
  - Employees display a need for retraining.

- D. HCPS will notify the Virginia Department of Health (VDH) and the Department of Labor and Industry if there are three (3) positive cases of COVID-19 at a given worksite within a 14-day period.**

**E. HCPS will track health and absenteeism data with the following monitoring methods/approaches:**

1. Student absenteeism will be monitored daily by the school nurse and designated school office staff using the pre-identified coding in PowerSchool.
2. A designated office staff member or the school nurse will contact the parent/guardian of a student without a scheduled absence to determine the reason.
3. Any confirmed case of COVID-19 or isolation due to COVID-19 exposure will be communicated directly to the Supervisor of School Health Services (or designee) at 804-343-6504 for follow up and collaboration with the local health department.

**F. Communication Strategies:**

1. Orientation and training for staff and students specific to new COVID-19 mitigation strategies will be as follows:
  - Protocols and training videos will be developed and shared with students and their families prior to the first day of school for review of new procedures and expectations related to COVID-19, which will include training in the following areas:
    - o Hand hygiene and respiratory etiquette.
    - o Use of cloth face coverings.
    - o Screening and staying home when sick.
    - o Physical distancing.
2. Communicating with staff, parents and students on new policies:
  - Information will be shared with staff and families from our Division of Communications and Community Engagement in various ways, including the school division’s website, social media platforms, email and text messages.
  - Information will be reviewed with staff by the principal during Teacher Work Week.
3. Communicating an outbreak or positive cases detected at the school:
  - The Supervisor of School Health Services (or designee) will communicate all

confirmed COVID-19 cases to the Virginia Department of Health-Henrico Health District and will coordinate/assist with contact tracing as needed.

- The Virginia Department of Health and anyone who was in the building and may have been exposed to the confirmed positive person within the previous 14 days will be notified within 24 hours of receiving a positive report.
- Subcontractors will be made aware of HCPS safety and reporting rules. They will be treated as an employee in terms of suspected and known cases of COVID-19. They will also be required to notify HCPS when they have a suspected and/or known case of COVID-19.
- For properties leased by HCPS, the property owner will be notified when there is a confirmed case of COVID-19 in the leased space.

4. The Supervisor of School Health Services, or designee, will communicate with the administrative staff, HCPS Department of Facilities and division leadership for:

- o Class rosters.
- o In-depth cleaning.
- o School community notifications.

**G. The school division will assist in the community response efforts by ensuring that all confirmed COVID-19 cases specific to HCPS are reported to the Virginia Department of Health-Henrico Health District and will coordinate/assist with contact tracing as needed.**

**H. HCPS will ensure that HCPS Health Services personnel have the following support:**

1. HCPS will provide personal protective equipment, including medical-grade if appropriate, for health services staff and staff required to assist with toileting, feeding tubes and any other medical treatments or procedures that have a potential exposure to body fluids, including:
  - Disposable face masks.
  - Cloth face coverings (two per staff member).
  - N-95 masks.
  - Gloves.
  - Disposable gowns.
  - Disinfectant products.
  - Face shields.
2. HCPS Contact Tracing:
  - Identified school nurses will collaborate and facilitate contact tracing with the Virginia Department of Health and other public health partners.
  - Ten school nurses, including the Supervisor, the Coordinator and Itinerant Roles nurses, will be trained in contact tracing through a virtual course at Johns Hopkins University (<https://coronavirus.jhu.edu/contact-tracing>).
3. HCPS will assure and maintain typical (non-COVID-19) health services.
  - School nurses are prepared to continue to support and maintain care for typical (non-COVID-19) health services.
  - A designated health isolation room will be identified within each school building, with care provided by trained personnel. The health isolation room will be used to

separate individuals who have symptoms of COVID-19 from those seeking other services, such as medication administration, wound care, etc.

- School nurses and staff will use universal precautions and droplet precautions when caring for individuals who are sick.
4. HCPS will continue to assure the maintenance of routine mental health services for students and staff:
- Students will continue to have access to mental health services during the school day through the school counseling department, the school psychologist and/or the school social worker.
  - Staff will continue to have access to the Employee Assistance Program (EAP).

## Promoting behaviors that reduce the spread of COVID-19

### **A. Online training will be provided to staff, students and families on effective COVID-19 and illness prevention strategies, including training in:**

- Hand hygiene and respiratory etiquette.
- Use of cloth face coverings.
- Screening and staying home when sick.
- Physical distancing.

### **B. Supplies to support and promote healthy hygiene will be maintained at each school and at a school division facility.**

### **C. Signage and posters promoting healthy hygiene habits, symptoms of COVID-19, and social distancing will be displayed inside and/or outside of each school and administration building. Signs downloaded from the CDC website will be used and will be consistent throughout all HCPS schools.**

- Entries used by staff, students and visitors will have the following CDC signage posted:
  - o “Symptoms” sign.
  - o “Stop the Spread” sign.
  - o “Face Covering Required” sign.
- At bathrooms, the following CDC signage will be posted:
  - o Elementary Schools – “Wash Hands” sign with instructional graphics.
  - o Middle and High Schools – “Keep Calm - Wash Hands” sign.
  - o Graphics appropriate to the elementary level will be placed on the hallway walls of the elementary schools at strategic points which will demonstrate appropriate social distancing.
  - o HCPS will also have one custom sign (poster or banner size) which will give visitors an idea of what to expect in an HCPS school. This will be posted at the front office or in the entry foyer.

**D. The following is recommended with regard to face coverings for students, staff and visitors:**

1. Staff:

- Staff will be required to use cloth face coverings or face shields with a cloth face covering, as medically appropriate.
- Staff working with the hearing impaired will use a clear mask or face shield, as medically appropriate.

2. Students:

- Secondary and Adult Education students will be required to use a cloth face covering. Exceptions will be reviewed and granted in compliance with the Americans with Disabilities Act.
- Elementary students will be required to use a cloth face covering. Exceptions will be reviewed and granted in compliance with the Americans with Disabilities Act.

3. Visitors:

- Visitors to the building/campus will be required to use a cloth face covering, as medically appropriate.

**E. Promotion on physical distancing will be carried out as followed:**

1. HCPS will modify layouts of classrooms, communal areas and buses to ensure that social distancing is maintained. Classrooms will be limited in occupancy to support the physical distancing of at least 3 feet to the greatest extent possible.

**F. Food/dining services strategies are as follows:**

- Meals will be available for students through School Nutrition Services.
- Communal spaces, like the cafeteria or commons area, will not be open to large groups of students at elementary schools.
- Elementary students will select meal choices on the prior school day, enabling breakfasts and lunches to be delivered to classrooms.
- Secondary students will be allowed to enter the cafeteria to pick up meals in closed containers or bags. Students will then return to the classroom to eat. This process will allow for meal choices: hot and a la carte choices.
- Cafeteria areas will implement physical distancing and floors will be marked in 3-foot intervals to support this intervention.
- Cafeteria workers preparing food containers or bags will use appropriate personal protective equipment.
- The process will also allow for continued monitoring of allergies, special needs and account balances.
- Prepayment of student meal accounts will be encouraged to minimize the exchange of currency.

**G. Communal spaces for staff (i.e. teacher lounges and combined office spaces) will require staff to maintain 6 feet of social distancing, and capacity limits will be noted outside the entry point(s) of the space. Communal spaces such as teacher lounges, lunchrooms and break rooms will not be open for socialization.**

**H. HCPS will limit the size of gatherings, as consistent with Executive Orders, and impose strict physical distancing guidance during gatherings by ensuring that extracurricular activities will only be offered if physical distancing and use of face coverings can be implemented.**

**I. HCPS will follow relevant Virginia Phase Guidance for Schools and [CDC](#) Considerations for Youth Sports for school-related sports and other recreational activities by ensuring that:**

1. Athletics will be limited to individual or team-based practice, skill-building drills, or conditioning activities that provide for physical distancing.
  - Competition involving contact with other athletes will be avoided.
  - If competitions that provide for physical distancing are taking place, the following intervention will be met:
    - o Outdoor recreational sports are allowable if 10 feet of physical distancing is maintained by all participants at all times. Any shared items will be disinfected between users. The total number of attendees (participants, referees, coaches and spectators) cannot exceed 250 persons for sports played on a field.
    - o Indoor recreational sports (both practice and classes) may occur with the physical distancing of 10 feet being maintained at all times. All shared items will be disinfected between users. The total number of attendees, including participants, referees, coaches and spectators, cannot exceed the lesser of 50% of the occupancy load of the room or 250 persons. Face coverings will be required due to behaviors which may bring greater risk (e.g. cheering). Physical distancing of those nonparticipants will be implemented at 10 feet.
  - Coaches and sponsors must abide by division precautions and approval must be obtained by submitting the Transition Form to the COVID-19 Task Force prior to the start of any activity or club.

**J. Other physical distancing measures:**

1. Field trips will be prohibited.
2. Restrictions of volunteers and visitors in the building:
  - There will be no volunteers permitted in buildings.
  - Visitors will be limited to only parents and guardians.
  - In-person meetings with school staff and parents or guardians will be by appointment only.
  - Parents and guardians coming to pick up a student for early dismissal will be asked to wait outside the building, and student(s) and necessary paperwork will be brought to them.
  - Parents and guardians needing to drop off any items that do not require face-to-face discussion with school personnel will be asked to leave items outside the building to be collected by a staff member.

## K. Transportation:

1. Physical distancing will be created between students on school buses, limiting capacity (e.g. one student per bench seat in a manner that allows for 3-foot social distancing on buses). Siblings would be allowed to sit together on one bench seat without the need for social distancing.
2. While on buses, all students will be required to wear a cloth face covering, as medically and developmentally appropriate.
3. Bus drivers and other drivers of county vehicles transporting students will be required to wear cloth face coverings while transporting students, as medically appropriate. If medically prohibited, a face shield can be worn by drivers.
4. Bus drivers and other drivers of county vehicles having multiple employees occupying a single vehicle will be required to wear cloth face coverings.
5. Cleaning and disinfecting of buses and county vehicles will be conducted after each route.
6. Materials will be maintained in all vehicles transporting students including:
  - Cloth face coverings for drivers and assistants.
  - Face shields for drivers and assistants.
  - Disposable masks for students who do not have their face covering.
  - Gloves.
  - Disinfectant for cleaning.
  - Hand sanitizer.

## Maintaining healthy environments and operations

### A. Health Assessments

1. Staff Health Assessments
  - Staff will perform and follow the [Survey for Employee Self-Administration](#) before reporting to work.
  - There will be random temperature checks during the work day.
2. Student Health Assessments
  - Divisionwide communication designed to educate families on the signs and symptoms of COVID-19 will be disseminated to families prior to schools reopening.
  - Families will be expected to monitor their child(ren)'s health and keep any child(ren) at home if symptoms of potential COVID-19 infection are present, including a fever over 100.4 F, or if someone in their household is under quarantine/self-isolation.
  - There will be random temperature checks during the school day.
  - If a student shows signs of illness while at school, school nurses will conduct health assessments in the health isolation area. Parents will be required to immediately pick up students who are sick.
3. Visitor Health Assessments
  - Any visitor entering the school building/campus will be required to complete a health screening, including a temperature check, before being allowed entry.



## **B. Hygiene Practices**

1. Cleaning and disinfecting protocols will be implemented consistent with CDC recommendations, and include expectations of frequent cleaning of high-touch surfaces in all buildings and on all buses and county vehicles.
2. Cleaning and disinfection procedures will be increased above the division's prepandemic protocols.
3. Additional hand sanitizer/dispensers will be incorporated into schools and administration buildings, including in each classroom, office, workroom and high traffic area.
4. Each school will store an adequate amount of PPE and cleaning supplies in a secure location within the school. Facilities personnel will deliver additional supplies throughout the school year as needed.
5. Staff will be trained in the proper use of PPE and cleaning supplies using video training.
6. HCPS has adequate supplies to minimize sharing, including providing electronic devices to all students. Additional supplies necessary for student use will abide by the above guidelines to the greatest extent possible.

## **C. HCPS will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by ensuring that:**

1. Ventilation operations will be reviewed prior to the start of school for overall operation and determinations for adjustments. Systems will then be monitored through the building automation system for day-to-day operation. Filters will be reviewed to determine if higher grade filters can be installed without compromising system performance.
2. All Heating, Ventilation and Air Conditioning (HVAC) systems in schools will be reviewed to maximize the integration of fresh air with the existing system's design.
3. Buildings will be air-flushed for a minimum of one week prior to staff and students reentering the buildings.

## **D. To the extent feasible, HCPS will install barriers such as sneeze guards when such barriers will reduce the spread of SAR-CoV-2.**

## **E. HCPS will ensure that water systems are safe to use after the prolonged facility shutdown by:**

1. Flushing the domestic water system regularly during the summer months to ensure adequate flow through the piping and elimination of stagnant water sources.
2. Blocking water fountains from use during reopening. However, the units will remain operational so that the Facilities staff will be able to regularly flush the water supply to maintain a healthy water system within the building.

## **F. HCPS has trained backup staff to ensure continuity of operations.**

## **G. HCPS will provide employees with access to the Employee Assistance Program to ensure that psychological and behavioral support is available to address employee stress at no cost to employees.**

## Protecting vulnerable individuals (e.g. 65+, underlying health conditions)

- A. When an employee presents documentation from a medical provider confirming that the employee is at a higher risk for severe illness from COVID-19, the division will consider the following options to support the employee:**
- Modified job duties (where possible).
  - Remote instruction opportunities (virtual teaching).
  - Teleworking (where possible).
  - Upon request, exploration of reasonable accommodations in conjunction with the Americans with Disabilities Act (ADA).
- B. Using flexible sick leave policies and practices that enable faculty and staff to stay home or self-isolate when they are sick or have been exposed, including:**
1. Collaboration to provide telework opportunities for staff who may be precluded from onsite work.
  2. Options that include up to 80 hours of paid Emergency Leave and the paid expanded Family and Medical Leave Act (FMLA):
    - P4-08-009 **Personal, Emergency, and/or FFCRA Leave.**
    - R4-08-009 **REGULATIONS GOVERNING PERSONAL AND/OR EMERGENCY LEAVE.**
  3. Upon request, exploration of reasonable accommodations in conjunction with the Americans with Disabilities Act (ADA).
- C. Flexible sick leave practices that enable students to stay home or self-isolate when they are sick or have been exposed, including:**
1. Students shifting to the fully virtual parallel pathway to ensure synchronous learning during extended absences due to self-isolation.
  2. Students transitioning to homebound services during extended illness to allow for targeted support.
- D. Policies for return to class/work after COVID-19 illness:**
1. Return to work will be based on the recommendations of the Henrico Health Department and the guidelines set forth by the Centers for Disease Control and Prevention and the Virginia Department of Health.

## Preparing for When Someone Gets Sick

- A. Students or staff presenting with COVID-19 symptoms will be assessed and treated in a health isolation room, which is a separate space from the school clinic.**
- B. Cleaning and disinfection of the health isolation area as well as the clinic area will be conducted frequently. HCPS will have custodial teams trained to perform disinfection in the event of a confirmed positive case. In addition to wiping down designated areas, sanitizing products will be applied via foggers or misting.**

- C. The school division and School Health Services will communicate with the local health department to initiate a public health investigation, contact tracing and collaboration on next steps for any positive cases of COVID-19 or exposures to a positive case.**
- D. Parents will be required to immediately pick up children who are sick, including children who exhibit:**
- A temperature greater than 100.4 F
  - Cough or shortness of breath, not associated with a documented medical condition.
  - Loss of smell or taste.
  - Other COVID-19-like symptoms not associated with a documented medical condition.
- E. The division maintains a close, collaborative relationship with Henrico County first-responder partners. Any medical emergency will initiate a 911 call.**
- F. Work spaces within schools and central offices will be assessed to confirm that each employee can maintain 6 feet of social distancing in their assigned work space. Flexible work spaces and hours, including staggered shifts, will be employed as needed.**
- G. HCPS will develop and implement procedures for employees known or suspected to be infected with the SARS-CoV-2 virus to return to work.**
1. For employees known or suspected to be infected with the SARS-CoV-2 virus, the symptom-based strategy excludes an employee from returning to work until at least three days (72 hours) have passed since recovery. Recovery is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) and the passage of at least 10 days since symptoms first appeared.
  2. The test-based strategy excludes an employee from returning to work until resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms (e.g., cough, shortness of breath), and negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARSCoV-2 RNA from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (a total of two negative specimens). The employer shall not require the employee to pay for the cost of COVID-19 testing for determinations of return to work.
  3. HCPS will inform the employee whether the division will use a symptom-based or test-based strategy. This determination will be made based on local health care and testing circumstances.

## Planning to close down if necessary, due to severe conditions

- A. Any decision to close schools or reduce the size of in-person classes due to COVID-19 will be made in collaboration with the local health department.**

**B. Factors that may trigger a reduction in in-person classes:**

1. A regression of phases designated by the Governor.
2. An increase in confirmed cases of COVID-19 in Henrico County and/or the region.

**C. Factors that may trigger a transition to fully virtual instruction for all students and staff:**

1. The number of students diagnosed with COVID-19 within a school or across the school division.
2. The number of staff members diagnosed with COVID-19 within a school or across the school division.
3. A regression of phases designated by the Governor.
4. Recommendation of the local health department.

**D. Factors that may trigger a full school division closure and a transition to fully virtual instruction for all students and staff:**

1. The number of students diagnosed with COVID-19 across the school division.
2. The number of staff members diagnosed with COVID-19 across the school division.
3. A regression of phases designated by the Governor.
4. Recommendation of the local health department.

**Questions about the Henrico County Public Schools COVID-19 Health Plan should be directed to:  
Robin Gilbert, Supervisor of School Health Services | 804-343-6504 | [healthplan@henrico.k12.va.us](mailto:healthplan@henrico.k12.va.us)**