

**Henrico County Public Schools**  
**HEALTH COMMITTEE Meeting Minutes**  
**9/8/2020**

**1. Welcome & Introductions-**

Attending: Dr. Danny Avula, Dr. Beth Teigen, Cortney Berry, Susan Moore, Christina Vitek, Mark Bradenburger, John Reaves, Karen Criswell, Francine Bouldin, Karen Carle, Ms. Alicia Atkins

**2. Review of Data**

Karen Carle reported that new data would be forthcoming today for our previous week.

Henrico has seen 3 weeks of an index of 16.

Dr. Avula reported that our Region: Substantial community spread, high burden, fluctuating trend and an index of 16. Henrico reports: a decreasing trend for case rate over the last 9 days, a decrease in positivity for 12 days, and a decrease in outbreak for 17 days.

Recommends that the group be considering a move towards a hybrid model for students and face to face.

Dr Teigen provide update on current instructional status:

8/24 – Behind the Wheel

8/31 – Athletics – 1:10 ratio for non-contact work-outs

9/8 - ISAP and adult education return

9/14 – PreK and K scheduled, individual teacher meetings

9/28 – Return of student with identified learning challenges or needs (IEP) for face to face small group based on instructional availability

10/5 - CTE return

Next steps: this would be our recommendation to the School Board for the second nine weeks to be provided on October 22<sup>nd</sup> meeting. This would include a phased move to all hybrid learning: alternate days or weeks for all students or an increased section of our student body as transition.

**Staffing**

Dr. Teigen provided an update on how staffing would be handled in a move to increase face to face in the schools. Use of PREP staff, substitutes and Board Sub have been trained and teachers who may need to quarantine would be allowed to teach virtually from their home into their class of students. Collaborative effort with HR.

*Note not provide in meeting:* Nurses –open positions 2 high schools; 2 schools with nurses in quarantine (1 high school and 1 elementary); 1 elementary FMLA medical;

and 1 elementary nurse unable to be in contact with COVID-like symptoms. Clinic aide support positions for this school year posted.

PPE:

- 50,000 of 500,000 containers of alcohol wipes. Concern as the paper to make some of these “wipes” has been in short supply coming from 3 companies. Cortney to verify these are not impacted with EOC. Per Dr. Teigen will move forward with regular orders to ensure supply for return to face to face when our demand will increase substantially.

- Gloves: our order through EOC has not been received. Cortney verified that the supply obtained 3/20 for ExEd was given to EOC. SHS has 56 boxes of nitrile gloves and 17 boxes of vinyl (mostly small size). **I have assessed 1/3 of the schools and currently need 100+ boxes to stock them.** Cortney provided that EOC has order from the Va Department of Emergency Management 120 cases but has had no response as of 9/3

- Storage: EOC is requesting we have our supplies out of the old Best building Nov-Dec timeframe. Available storage areas? Consideration for hand sanitizer due to flammability. Susan will connect with Mike Taylor (HEF) for partnerships.

### **3. Review of Health Plan -**

No changes

### **4. Review of Contact Tracing -**

- Current cases employees

  - 33 positive cases since 7/15

  - 57 exposures since 7/15

  - 12 schools with active cases

- Students:

  - 4 student cases/4 schools

- 21 schools have been impacted since 7/15 and 3 ancillary departments (Nutrition, C&M, Technology)

Continue building trust of staff that contact tracing is ensuring health and safety. SHS is reaching employees before HHD is able to make these contacts. Good relationship with HHD. Encourage principals to actively support process of contact tracing process with employee base.

Development of google form for reporting – admin/principal or nurse can enter into form. SHS will follow up. This will: eliminate tests/calls/emails; provide data in various forms; decrease manual work for SHS. This will be communicated to principals via email. Has been communicated to nurses.

Dr Teigen cautioned on data collection as information could come under FIOA. Employee data protected by employee health information and student data by FERPA.

## **5. DOLI Update**

Communication to employees and the school community is occurring with each identified positive case. This is occurring with staff who have been in the building or students who have been in the building and have a positive COVID-19 result. This allows us to meet the law and keeps our staff informed ahead of any media knowledge. We want to be transparent with staff.

## **6. Infectious Disease Preparedness Plan Revision**

Google doc prepared updating the Pandemic Plan. I have started this updated from the last revision 3/20. Would like this group's approval at our next meeting.

## **7. Next Steps -**

Reviewed questions posed by John Reaves

- Staff notification and trust reviewed above
- Recommendation to School Board 10/22 based on data driven indicators. Providing time for employees and families to make arrangements. At next meeting will want survey prepared for committee to review (Teacher Survey – HR). Employees requesting leave or accommodations would go through HR.
- Training videos have been uploaded to SafeSchool for employees. One to one educational opportunities are being taken with contact tracing and rounds by leadership. This will be on-going.
- Dr. Teigen asked about the John Hopkins data that was provide in the news media locally. Dr. Avula recommends use of local VDH/HHD data as most representative of our area. (positivity difference 9%+ versus 6.3% over last 6 days)

IDEAS TO CONSIDER (for HCPS Reopen Metrix Committee) 9/8/20

### **Reporting of COVID-19 Events, for Employees or Students/Families**

SITUATION: Some schools have already experienced cases in employees, or cases in family members. Additionally, some schools share ventilation systems with external groups, such as daycares.

CONCERN: Primarily, the concern is that trust amongst HCPS employees will be essential in this difficult year, and therefore the balance between private and public information will be critical in maintaining faith in leadership.

BIG Q: In the event of cases in buildings, what is the protocol for conveying information to the faculty/staff who share the building?

### **Interfacing with Employees**

SITUATION: Many employees are dependent on progress for the status of their jobs to return to "normal."

CONCERN: As the committee will have the strongest handle on the state of the virus, therefore it will be the primary decision-making body to trigger which actions are to be made, and respectively which jobs/roles will be necessary. Simply put, the Committees' recommendations directly affect employment status / employee mental health.

BIG Q: What protocols can we put in place to clearly inform, educate and help employees who may be negatively affected by degradations in the health/safety of HCPS? If that does not directly apply to this committee, who would be the first group to act in such a scenario?

### **The Actual Transition Back**

SITUATION: The reintroduction of any sizeable increase in persons in buildings would drastically increase the level of bacteria present within buildings.

CONCERN: This dramatic change in an indoors environment seems to be a considerable health obstacle, akin to going to a different country where the general environment is fundamentally different.

BIG Q: What should we anticipate in the event of the pandemic improving to the point where we would actually reopen? What sort of training, education and resources will be critical to the smoothest reopening?

**Henrico County Public Schools**  
**HEALTH COMMITTEE Meeting Minutes**  
**9/21/2020**

1. Welcome & Introductions-
2. Review of Data
3. Student Return to School Process
4. PPE availability
5. Review of Health Plan -
6. Review of Contact Tracing -
7. DOLI Update
8. Infectious Disease Preparedness Plan Revision
9. Next Steps -

**Henrico County Public Schools**  
**HEALTH COMMITTEE Meeting Minutes**  
**9/21/2020**

**1. Welcome:** Minutes approved

Attending: John reeves, Karen Carle, A. Atkins, Beth Teigen, Christina Vitek, Cortney Berry, Danny Avual, Francine Bouldin, Karen Criswell, Mark Bradenburger, Monica Calloway, Susan Moore

**2. Review of Data:** Provided by Dr Avula- High burden with fluctuating transmission.

There has been a southern outbreak that could be affecting this. Henrico cases are down; 8 days of decreasing positivity and 6 days of decreasing case load. 6.3% 7 day average positivity

Weekly HDH/HHD charts reviewed

[www.vdh.virginia.gov/coronavirus/key-measures/pandemic-metrics/](http://www.vdh.virginia.gov/coronavirus/key-measures/pandemic-metrics/)

**3. Student Return to School Process**

Presentation of weekly recommended length of time of school based on child out sick – 10 days versus 24 hours symptom free without use of medications

SHS will work on letter for students to take home

Information needs to be dispersed to community – awaiting VDH/HHD posting on website

Decision on time out based on VDH/HHD data will also be reviewed with Dr Avula prior to the 10 day timing being issued

<https://www.vdh.virginia.gov/coronavirus/coronavirus/covid-19-in-virginia-locality/>

Reminder for staff to stay home when sick – Reminder to COVID Liaisons

Dates on upcoming Student Returns:

9/21 ExEd Students

9/28 Next round of ExEd Students

10/1 EL students

10/5 CTE students

**4. PPE availability**

Minimum 2 weeks to 30 days

Adding face shields for reuse to those who have received these already

Clinics and ExEd getting gloves for additional supply

## 5. Review of Health Plan –

Infectious Disease Preparedness Plan work – please continue to review updates and notification of final draft will be sent  
Training videos coming out for staff  
Continue to build trust with staff

## 6. Review of Contact Tracing -

9/6-9/22.

**Awaiting test results-** 7 (not included in the numbers below)

**Positive cases-** 10

**Schools-** Ashe, Carver, Deep Run, Fair Oaks, Freeman, Nuckols Farm, Seven Pines, Tuckahoe MS, Wilder

**Exposures (Community, Household, or Co-worker)-** 32

**Schools/Facilities-** Colonial Trail, Gayton, Glen Allen HS, Godwin, Highland Springs ES, Maybeury, Pinchbeck, Ratcliffe, Short Pump MS, Skipwith, Transportation, Wilder

Forms were submitted on 14 additional employees that were excluded due to exposure dates, negative test results, or S/S related to another health condition.

**Buildings where a close contact (co-worker) was linked to another positive case.**

Varina HS- (I don't have the dates)

Tuckahoe MS- 1<sup>st</sup>- 8/10, 2<sup>nd</sup>- 8/12

Springfield Park ES- 1<sup>st</sup>- 8/15, 2<sup>nd</sup>- 8/18

Quioccasin MS- 1<sup>st</sup>-8/22, 2<sup>nd</sup>- 8/24

Freeman HS- 1<sup>st</sup>- 8/22, 2<sup>nd</sup>- 9/3

## 7. DOLI Update – as above

## 8. Infectious Disease Preparedness Plan Revision - as above

## 9. Next Steps - Training and Education: FAQ's updated; COVID School Liaison (weekly email); videos

**Henrico County Public Schools**  
**HEALTH COMMITTEE Meeting Minutes**  
**10/5/2020**

**1. Welcome**

**2. Review of Data**

- **Dashboards**
- **CDC K-12 School Metrics**

**3. Student Return to School Process**

- **Self-assessment for the third core indicator for the CDC K-12 assessment**
- **Facilities Work**

**4. PPE availability**

- **Facilities work**
- **Clinic Back-ups/Health Isolation Room Back-ups**
- **N95 Fit Testing**

**5. Review of Contact Tracing -**

**6. DOLI Update**

- **Training**
- **Infectious Disease Preparedness Plan**

**7. Next Steps -**

[www.vdh.virginia.gov/coronavirus/key-measures/pandemic-metrics/](http://www.vdh.virginia.gov/coronavirus/key-measures/pandemic-metrics/)

<https://www.vdh.virginia.gov/coronavirus/coronavirus/covid-19-in-virginia-locality/>



## **Transmission Risks**

- What are the Top Transmission Risks? Is it feasible to assign a team to respond and report on these risks daily?
  - What are worst-case scenarios? (It will be valuable to be frank about this)
  - What are the dangers of older ventilation systems?

## **Community Impact**

- How do we foresee a reopening affecting the larger Henrico community? In terms of projected transmission etc.?
  - Besides data sources like VDH and CDC, is there any outside input to consider?
  - Is use of school building “recreation” areas a risk to mitigate?
- Is there a plan to have ongoing/sustained consultation from public health professionals?
  - Should we go back in person and there is an outbreak of cases, what is the procedure to assess this and give recommendations?
  -

## **Staff Preparedness**

- As employees are our front lines of safety, would it make sense to make “Staff Preparedness” a metric? (Ensure adequate education/training/knowledge of protocols and procedures)

## **Communication**

- Is it feasible to generate a “weather forecast”-length daily report for all HCPS stakeholders from the Committee?

## HCPS Health Committee Meeting Notes 10/5/2020

1. **Welcome-** committee members present were Robin Gilbert (presenting), Beth Teigen, Susan Moore, Mark Brandenburger, John Reaves, Danny Avula, Monica Smith-Callahan, Francine Bouldin, Ross Catrow, Cortney Berry, Karen Criswell. Members absent were Alicia Atkins, Christina Vitek.

### 2. **Review of Data-**

**Dashboard-** The dashboard information was presented. The area is currently in the moderate community transmission and moderate burden. Danny states that Henrico has seen a slight increase in case rate and percentage positive in the last 8 days. He is not overly concerned but this bears watching. Ross stated that Henrico is on the line between substantial and moderate.

**CDC K-12 School Metrics-** see discussion below.

### 3. **Student Return to School Process-**

**Self-assessment for third core indicator for the CDC K-12 assessment-** The committee reviewed the following core indicator; “Ability of the school to implement 5 key mitigation strategies.” The committee agreed that all strategies are currently in the lowest risk to lower risk category. The one indicator that had the most concern was the “social distancing to the largest extent possible”. This strategy is hard to implement with some students in the exceptional education program as some students require the teacher/IA to be next to them for instruction. This could be mitigated with the use of N95 masks for those teachers. Robin to get a list of teachers that are not able to be socially distant. Mark stated the fact that it is hard for classes such as physical education, art and band class to socially distance due to the nature of the classroom. There was also discussion surrounding the ability to bring students back with either 3 ft or 6 ft socially distancing. Danny stated that he met with Hanover and their recommendation was 6 ft over 3 ft. There will be a greater chance of the entire class having to quarantine with the 3 ft distance. This will cause interruptions of learning from in person to virtually.

**Facilities Work-** Susan Moore gave a very detailed explanation about the work that facilities is doing. They are working with an engineering company, Mosely. They are also looking at the ventilation systems using guidance from the CDC, VDH and ASHRAE. The Building Automation Systems (BAS) are being checked daily. There has been air flushing of the systems twice a day. Also, air scrubber’s have been ordered for the health isolation rooms. Susan is working on a report of all the implementations that are being completed by her department to help ensure a safe environment.

#### 4. PPE availability

**Facilities Work-** A second order of N95 masks has been placed. Gloves have been arriving slowly.

**Clinic Back-ups/Health isolation Room Back-ups-** getting push back from some staff about going into the health isolation room. There is a plan for every school to hire aides to assist in the work of the clinic/ health isolation room. Cots have arrived and will be delivered soon.

**N95 fit testing-** most of the school nurses have been fit tested but only half of them passed. The plan is to try another type of mask.

5. **Review of Contact Tracing-** There has been one nurse working on the contact tracing with help from another nurse making calls each day. The volume has increased greatly over the last few weeks. There has been education on when to complete the forms, not everyone who is ill needs a form submitted. Two more nurses will be added to the contact tracing for students. The other itinerant RN staff will cover the schools while these nurses are doing the contact tracing.

#### 6. DOLI Update-

**Training-** Francine is working with communications on an education power point.

**Infectious Disease Preparedness Plan-** Robin is working on revisions and will get it to the group for review.

7. **Next Steps-** Ross has a breakdown tool that he will get to Beth Teigen. Also discussed need for meeting next Monday, October 12, 2020 in order to prepare for the School Board meeting.

**Absent Henrico County Public Schools**  
**HEALTH COMMITTEE Meeting Minutes**  
**10/12/2020**

1. **Welcome: Absent** – Dr. Whitehurst-Cooke, Dr. Viray, Kelli Dunnavant
2. **Review of Data** - presented by Dr Avual
  - Daily increase case rate last 9 days – Henrico
  - Increase percent positivity last 12 days
  - Possible increase reflection of nursing home outbreaks but definitely overall showing increase
  - Central Region showing high burden from moderate with fluctuating trend
  - [www.vdh.virginia.gov/coronavirus/key-measures/pandemic-metrics/](http://www.vdh.virginia.gov/coronavirus/key-measures/pandemic-metrics/)
3. **Re-opening Plan**
  - Early dismissals/late arrivals
4. **Review of Health Plan** -
  - PPE
  - Staffing (Survey)
  - Distancing- discussed 3 versus 6 feet
  - Sick Child Pick-Up
  - First day care positive case occurred – good communication and this is actually shows good implementation of mitigating interventions
  - Plexiglass – pre-k – 1 ordered and will be in prior to 11/16
    - 2-12 ordered delivery and distribution may be after 11/16
  - Staff survey closed 10/11 data will be ready for next week meeting review
  - 8 open positions for school nurses; continued to have poor response to clinic aide openings
  - Health Isolation Room back-up needs discussed – Robin to follow up
  - Ms Akins: Look at sister districts; trends – fears and communicate
5. **Sick Students out of School Time**
  - <https://www.vdh.virginia.gov/content/uploads/sites/182/2020/09/Noncritical-Infrastructure-Worker-Algorithm.pdf>
  - [https://www.vdh.virginia.gov/content/uploads/sites/182/2020/10/Child-School-COVID-19-Algorithm-2020-2-pages\\_Final-1.pdf](https://www.vdh.virginia.gov/content/uploads/sites/182/2020/10/Child-School-COVID-19-Algorithm-2020-2-pages_Final-1.pdf)
  - Early dismissal/late arrivals- plan for having entrance without parent entering school; each school develop plan. Options: desk shields; plan for 6<sup>th</sup> and 9<sup>th</sup> grade
  - Good communication
  - Beth spoke to Hanover: 5 weeks one class isolated at 3 feet social distancing
  - Reconsider: teens watching younger siblings

## **6. Review of Contact Tracing -**

Seating charts – referred to Ingrid

Bus charts – referred to Ingrid

No mask in schools – documentation from a physician. Verbiage sent out that has been formulated by Robin and Donice

## **7. DOLI Update**

Infectious Disease Preparedness Plan Revision

## **8. Next Steps –**

Water access referred to COVID Task Force

Monica Smith Callahan - utilize them for testing needs. County manager wants us to have this access

## **VDH COVID – School K-12**

<https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/k-12-education/>

### **Questions:**

**what about the bathrooms?** Some cases of only one ladies BR

**What about lunch?** Schools working on both 3 and 6 foot plans

**How will band work if they have aerosols?** Aerosol procedures nebulizers not being done. Suction separate room and set up with procedure

**How will busses work?** Probably 3 foot distancing masks required

**How is breakfast going to work?** Delivery to room

**How will they bus ramp area work?** Monitoring and directions specific

**What are the gym classes?** Up for discussion

**What will happen to students who don't want to wear a mask?** Not an option unless medical condition

**How will class assignments work.... 3feet vs 6 feet.....waiting list for in-person if slot not open?** Deferred for survey on number of student return

**Henrico County Public Schools**  
**HEALTH COMMITTEE Meeting Minutes**  
**10/19/2020**

**1. Welcome :** Beth Teigen, Andy Jenks, Christina Vitek, Courtney Berry, Dr Danny Avula, Dr Melissa Viray, Francine Bouldin, John Reaves Karen Carle, Karen Criswell, Ruth Morrison, Mark Bradenburger, Monica Smith-Callahan, Robin Gilbert

**2. Review of Data**

[www.vdh.virginia.gov/coronavirus/key-measures/pandemic-metrics/](http://www.vdh.virginia.gov/coronavirus/key-measures/pandemic-metrics/)

Dr Viray and Beth

Henrico – 114.5 new cases/100,000

Positivity 3.9%

New cases per 100,000 running 90-120 and positivity 3.6-3.9%

Comparison – Chesterfield increase over Henrico; Hanover increase over Henrico and Chesterfield

Region remains >16 with Burden high and Community Transmission substantial

Dr Viray's points:

- Lull for 2 weeks and now a simmer or trend up
- Signs of uptick community including surrounding areas
- Community event exposures potential with outreach for positive impacts
- More fluctuation be should be watched for concern

Ruth- active mitigation particularly with schools that have opened have shown lower case rates and good control

Ms Atkins: learning process, focus on prevention

**3. School Survey Report**

Teacher – 75% would return to F2F. Questioning what it would look like? And number of students?

Student - 40-50% indicate a return to F2F. Transportation am 50% of above would need and pm 50-60% would need

Challenges: Virtual/F2F at the same time. Indication of classroom community ranking of high importance and need for technology tools to support for success

F2F mitigating strategies of 6 foot is preferred in survey, concerns with 3 foot

John: Mental health and anxiety is concern

**4. Review of Health Plan -**

PPE – Air Scrubber- Susan- not available until Mar/Apr. Second vendor with FDA tested option, one week delivery time, 80 units.

Desk shields looking for vendor to supply 2-12. For secondary looking at taller shields. In progress

Gaitors and Bandanas may not be worn as face cover. Education to be provided as return moves forward. Each student and employee provided 2 cloth face covers

\*\* Ms Atkins has been visiting her schools and request additional review of vent-cleanliness and ensuring no broken components (HSES, Rolfe)  
N95 and Fit Test: Second wave of testing for both nurses and back-ups. Two types of N95 masks available.

Staffing – 10-15% schools still need to identify back-ups. 7 schools still need nurse hired

Distancing – with 40-50% student return 6 foot should be goal

Contact Tracing- continued education. Robin on agenda for Elementary and Secondary Principal meeting

10/4 – 10/19

Employee positives – 13

Exposures 72

Student positives – 7

Exposures – 8

Student Acknowledgement Form: electronic version available. Only sent initially to students coming in for F2F. Now as re-open occurs will need to go out to those as they return

#### **5. Sick Students out of School Time**

<https://www.vdh.virginia.gov/content/uploads/sites/182/2020/09/Noncritical-Infrastructure-Worker-Algorithm.pdf>

[https://www.vdh.virginia.gov/content/uploads/sites/182/2020/10/Child-School-COVID-19-Algorithm-2020-2-pages\\_Final-1.pdf](https://www.vdh.virginia.gov/content/uploads/sites/182/2020/10/Child-School-COVID-19-Algorithm-2020-2-pages_Final-1.pdf)

#### **6. Review of Contact Tracing -**

Updated numbers – as above

#### **7. DOLI Update**

Infectious Disease Preparedness Plan Revision - has been posted on google doc.  
Robin and Francine will finalize for posting by Communications

#### **8. Committee Input for School Board Recommendation**

Discussion on re-opening

Need for additional employee training, time for set-up of rooms, virtual & F2F  
Elementary will be different than secondary

Who will oversee safe set-Up: School based liaison, Gwen and David, Safety audit team could be pulled in. Building admin/principals have check-list in place

Consideration of developmental levels and possible need to roll in smaller groups at a time for training

Holidays – consideration for smaller get togethers that have shown transmission

Roll out process getting our PreK- 2 into school pre-holiday (11/16) with gradual return of 3-5 after Thanksgiving to first of year. Secondary return second semester.

Timing will need Communication to provide explanation of roll-out and why prior to breaks would be necessary

## **9. Next Steps –**

Health Committee will continue to meet every two weeks except Holiday meet each week (2 in a row around Thanksgiving and Winter breaks)

Monitor data

Identify challenges

Report to Superintendent after each meeting

Follow CDC k-12 Next Steps should other options need to be considered

## **VDH COVID – School K-12**

<https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/k-12-education/>