

Lynchburg City Schools

HEALTH MITIGATION PLAN

Phase 2 & 3

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS

Revised: October 9, 2020

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LOCAL PUBLIC HEALTH CONDITIONS

This plan was developed in conjunction with our local Lynchburg Health Department, medical professionals from the community, Lynchburg City Schools Student Services Department, and the Lynchburg City Schools Safety Response Subcommittee.

In addition, we reviewed the following information and guidance:

Center for Disease Control

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

American Academy of Pediatrics

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Virginia Department of Health

<https://www.vdh.virginia.gov/coronavirus/>

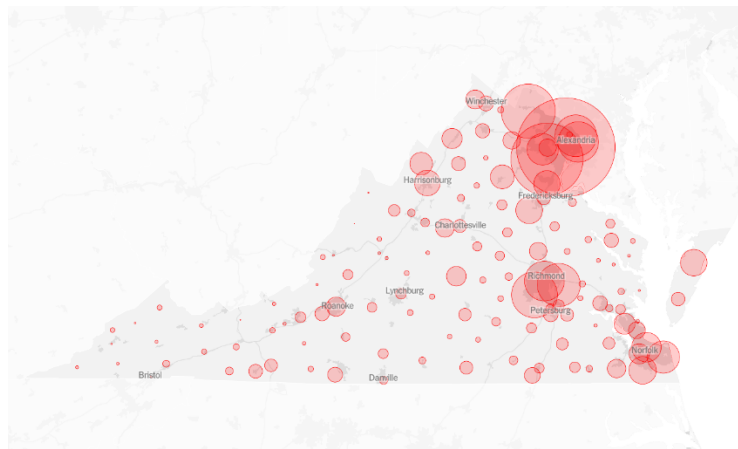
Virginia Department of Education

http://www.doe.virginia.gov/support/health_medical/covid-19/recover-redesign-restart.shtml

Virginia High School League

<https://www.vhsl.org/covid-19-news-release/>

At the time of submission of this Health Mitigation Plan, the Lynchburg City community is considered low risk with 206 cases per 100,000 residents.



<https://www.nytimes.com/interactive/2020/us/virginia-coronavirus-cases.html>

PLANNING TO REOPEN

Special thank you to all LCS staff who volunteered to be a member of the LCS Dream Team – Return to Learn and the subcommittees. Much effort and collaboration went into putting together this document which is a small summary compilation of many of guiding practices, protocols and documents the subcommittees developed for staff use.

Below is a list of the nine Lynchburg City Schools COVID-19 subcommittees.

- Organizational Subcommittee
- Safety and Response Subcommittee
- Athletics and Extracurricular Subcommittee
- Family/Community Engagement and Communications Subcommittee
- PreK – 3rd Grade Subcommittee
- 4th – 5th Grade Subcommittee
- 6th – 8th Grade Subcommittee
- 9th – 12th Grade Subcommittee
- Special Populations Subcommittee



Lynchburg City Schools works with the Lynchburg City Health Department. The contact person is:

Dr. Kerry W. Gateley
 307 Allegheny Avenue
 Lynchburg, Virginia 24501
 (434) 477-5900

Each school and building has a dedicated COVID-19 response contact person.

School	Principal	Phone Number
Bass Elementary	Monica Hendricks	(434) 515-5200
Bedford Hills Elementary	Sherrie Steele	(434) 515-5210
Dearington Elementary	Kelly Bivens	(434) 515-5220
Hutcherson Early Learning	Polly Smith	(434) 515-5180
Heritage Elementary	Sharon Anderson	(434) 515-5230
Linkhorne Elementary	Lillian Guzowski	(434) 515-5240
Paul Munro Elementary	Donna Baer	(434) 515-5260
R.S. Payne Elementary	Kellie Baldwin	(434) 515-5270
Perrymont Elementary	Tyrone Gafford	(434) 515-5250
Sandusky Elementary	Derrick Womack	(434) 515-5280
Sheffield Elementary	Lisa Lee	(434) 515-5290
T.C. Miller Elementary	Jeff Guerin	(434) 515-5300
Dunbar Middle	Dani Rule	(434) 515-5310
Linkhorne Middle	Kathy Dills	(434) 515-5330
Sandusky Middle	Matthew Mason	(434) 515-5350
E.C. Glass High	Rose Flaughner	(434) 515-5370
Heritage High	Tim Beatty	(434) 515-5400
Fort Hill Community School	Kathy Viar	(434) 515-5150
Empowerment Academy	Kacey Crabbe	(434) 515-5141
RODEO/ABE Program	Howard Brown	(434) 515-5160
Location	Contact/Title	Phone Number
Administration Building	Crystal Edwards, Superintendent	(434) 515-5070
Transportation	Angel Garcia-Ablanque, Director	(434) 515-5100
Facilities	Steve Gatzke, Director	(434) 515-5120
IT	John Collins, Director	(434) 515-5501

To the extent possible, student attendance will be taken daily for both in-person and virtual learning and maintained in our student information system. In addition to teaching staff, school nurses, attendance coordinators, and other staff will work collaboratively with families to monitor student attendance, track and note any anomalies, and implement interventions as needed.

Prior to resuming face-to-face engagement, students, staff and families will receive training on COVID-19 mitigation strategies and additional precautions needed while riding school buses and participating in athletics and extracurricular activities. LCS will make available to staff and students the appropriate PPE to ensure safety, as deemed appropriate. In addition to training for mitigation strategies, students, staff and families will receive guidance and information to address the social, emotional and mental wellbeing of our students. Any changes in practices and/or protocols as they relate to COVID-19 will be included in our frequent communication updates provided to keep students, staff and families informed. The communications will be available through phone messages, our website, and social media sites.

LCS works collaboratively with the local health department and Lynchburg City's emergency response team. The superintendent and school board chair and vice chair meet regularly with the city manager, mayor and vice mayor to discuss any pertinent mutual community concerns. Should a community outbreak occur, the city-school leadership team in conjunction with the local health department will implement the appropriate response plan.

PROMOTING BEHAVIORS THAT REDUCE THE SPREAD OF COVID-19

Personal Hygiene & Safety for Staff and Students

- Participate in personal hygiene & safety training which will outline practices, protocols, procedures, actions and responses for all coronavirus-related incidents. Training will also be offered to families and caregivers.
- Maintain at least 6 feet (about 2 arms' length-indoors) and 10 feet (outside) distance from other people.
- Cover your cough/sneeze with a tissue, throw the tissue in the trash and wash your hands.
- Wear an appropriate face covering over your nose and mouth such as disposable masks, cloth masks, face shields, etc.)
- Wash your hands often with soap and water for 20 seconds. If soap and water not available, use hand sanitizer that contains at least 60% alcohol.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick.

Face Coverings

Masks with Exhalation Valves or Vents

Due to CDC not recommending the use of masks with exhalation valves or vents, LCS wants to provide you with information about 'vented' masks. These masks allow the wearer to avoid inhaling particulate matter, while allowing easier exhalation. While the mask allows free exhalation, it eliminates the protection of others around you. The goal is to **protect yourself and others** through the use of a face covering or mask. Therefore, LCS is prohibiting the use of masks with exhalation valves or vents.

Use of Face Shields

Face shields cannot be worn in isolation, unless there is a medically documented exemption. Face shields can be worn *with* a mask and are most effective when worn in situations where there is potential for human-related splashes or droplet exposures.

Students are required to use appropriate face coverings when age and developmentally appropriate, especially in circumstances when 6 feet of physical distancing cannot be maintained. **At a minimum, face coverings should be worn:**

- While waiting to enter the school building.
- While on school grounds (except when eating or drinking).
- While leaving school.
- Mandatory on a school bus while riding on the school bus – this is a mandatory requirement.

Staff are required to use appropriate face coverings as medically appropriate. **At a minimum, face coverings should be worn:**

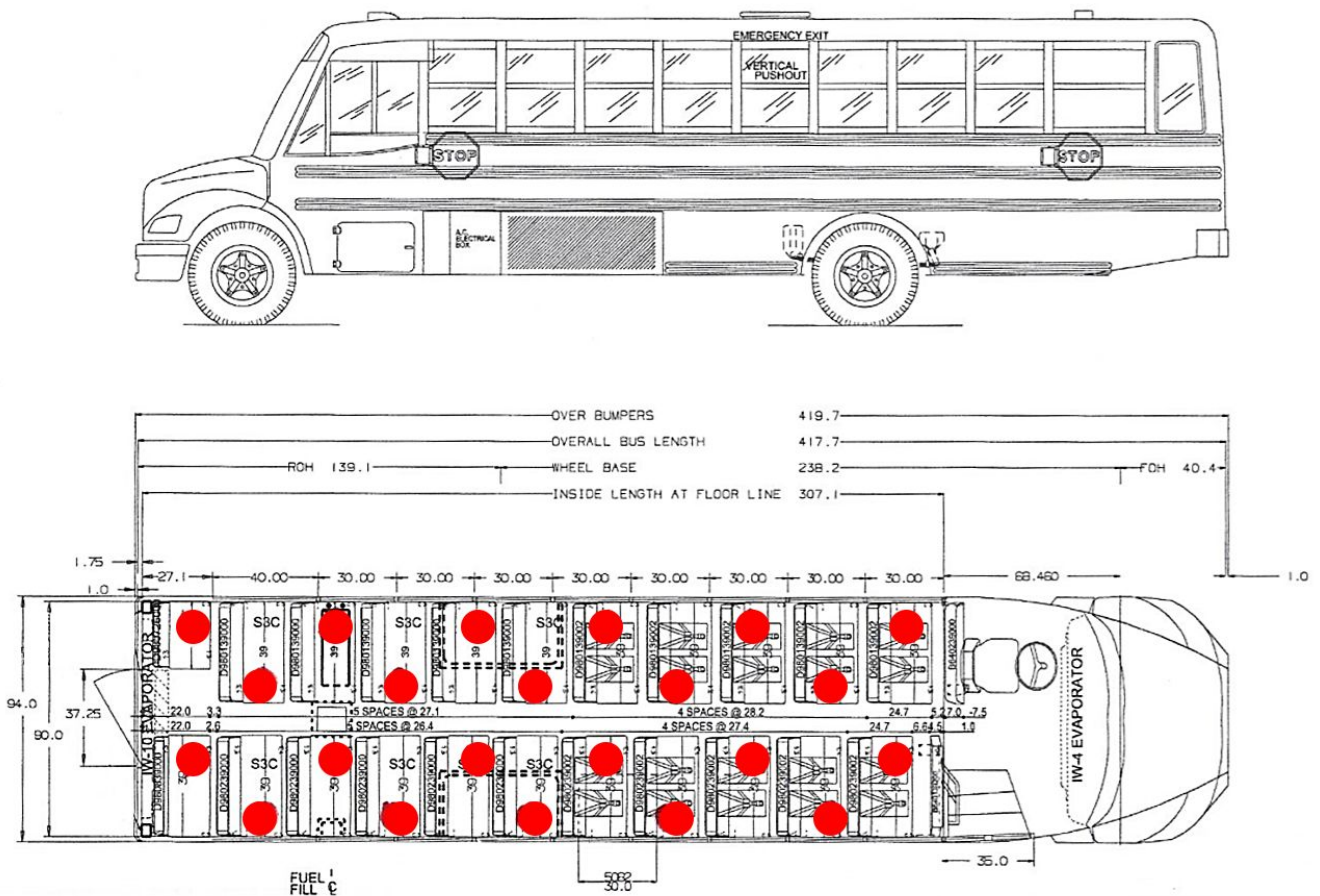
- While on school property (except when eating or drinking) or school sponsored event.



Physical Distancing

As recommended by CDC, LCS will adhere to the following:

- Maintain 6 feet (about 2 arms' length-indoors) for physical distancing in classrooms, hallways, bathrooms, offices, and other common areas
- Minimize movement of students and staff as much as possible
- Minimize interactions between large groups of students
- On a school bus where sufficient physical distancing is difficult or impossible, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. Please note that face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.
- Post signage and/or set up barriers to direct traffic throughout school buildings. Doorways will be designated for entering and exiting the school building.
- Post signage explaining safety protocols and expected behaviors.



School Building Protocols

- Staff will examine and modify the layouts of classrooms, communal areas, and outdoor facilities to ensure social distancing is maintained.
- The number of persons in a classroom will be reduced to promote physical distancing of at least 6 feet (about 2 arms' length-indoors) among individuals within the classroom to the greatest extent possible.
- Touchless water bottle filling stations will be used. Water systems will be tested for safety after a prolonged facility shut down.

MAINTAINING HEALTHY ENVIRONMENTS AND OPERATIONS

Screening Guidelines

Students—Entering Campuses

- **Passive Screening** - Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
 - Parent/ Guardian Student Checklist:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev1.pdf>
- **Active Screening** - Engage in symptom screening as students enter campus, consistent with public health guidance, which may include visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Students who are symptomatic while entering campus, should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing.
- Students exhibiting symptoms are required wait in an isolation area until they can be transported home.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- Follow established guidelines for triaging students, recognizing not all symptoms are COVID-19 related.
- Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation.

Staff—Entering Campuses

- **Passive Screening** - Instruct staff to self-screen (refer to LCS Pocket Screener) before coming to work (check temperature to ensure temperature is below 100.4 degrees Fahrenheit), and check for symptoms outlined by public health officials and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
- **Active Screening** - Engage in symptom screening as staff enter worksites, consistent with VDH guidelines, which may include visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperature is below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Each building will have an isolation room in case an individual does not meet screening criteria.
- Individuals presenting with COVID-19 symptoms will be assessed, and treated in the isolation room.
- The division will implement frequent cleaning and disinfection protocols of these isolation rooms as well as any school areas used by individuals who are sick.
- The school division will communicate with the local health department to initiate public health investigation, contact tracing, and consultation on next steps.
- Staff who are exhibiting symptoms should be separated from students and other staff. Staff members who develop symptoms of illness should leave the building and seek medical attention. Staff should be advised not to return to work until they have met VDH criteria to discontinue home isolation.

Visitors/Guest Speakers/Volunteers

- In order to minimize exposure during Phase 2 and 3, visitors and volunteers are not allowed in school buildings without permission from the superintendent or school administrator. Permission granted by appointment only. No walk in visitors are permitted.
- As much as possible, appointments to meet with parents/ guardians, students or community stakeholders should be accommodated via telephone, video conference, or other suitable technology.

- When a face-to-face appointment visit is necessary the school or office must schedule an appointment time with the visitor and follow the steps below.
 - Once the visitor has arrived at the building and parked, they must call the school/ building/ office to check-in.
 - While in the car, the visitor must be asked the following health screening questions;
Visitors Health Screening Questions:

Yes or No, in the last 14 days have you had any of the following symptoms?			Yes	No
1. Are you having any symptoms?				
<input type="checkbox"/> Fever >100.4°F	<input type="checkbox"/> Shortness of Breath	<input type="checkbox"/> Diarrhea		
<input type="checkbox"/> Cough	<input type="checkbox"/> Muscle Aches/Fatigue	<input type="checkbox"/> Loss of Smell/Taste		
<input type="checkbox"/> Chills	<input type="checkbox"/> Nausea	<input type="checkbox"/> Loss of Appetite		
<input type="checkbox"/> Sore Throat	<input type="checkbox"/> Vomiting	<input type="checkbox"/> Unusual Headache		
2. Have you had a positive test for the virus that causes COVID-19 disease within the past 10 days?				
3. In the past 14 days have you had close contact (within 6 feet for 15 minutes or more) with someone with suspected or confirmed COVID-19?				

- If visitors are suspected of being sick and/ or have recently experienced COVID-19 symptoms, they are not permitted to enter the building and must reschedule.
- Visitors must wear a face covering, upon approaching and entering the school/ building or office. Visitors will be checked in through the Raptor Visitor Management System.
- Visitors will be accompanied by a staff member to their appointment.
- Essential guests (social services, police, fire, ems, etc.) will be permitted to access buildings during all Phases of 2 and 3.
- Staff should not bring guests or other family members into LCS facility buildings, unless the child or children are attending a day care program.

Transportation

- Physical distance will be created between children on school buses (e.g. seat children one per seat except siblings who can sit in the same row) limiting capacity as needed to optimize distance between passengers. All students on buses will wear appropriate face coverings, as deemed medically and developmentally appropriate.
- Bus drivers and drivers of other city vehicles will wear appropriate face coverings while transporting students.
- Cleaning and disinfecting of buses and city vehicles will be conducted per recommended guidelines before and after each route.
- An extra supply of PPE materials will be available on vehicles transporting students.

Nutrition Services

- Schools will partner with School Nutrition Services to create plans that adhere to social distancing requirements and meet the specific needs of the individual building. This may include serving students in the classroom and implementing social distancing practices in cafeteria.

Large Group Gatherings/Athletics/Extracurricular Activities

- Outdoor activities (including recess) will follow phase guidance for maximum participants, with a priority on social distancing and restricted mixing of classrooms.
- Extracurricular activities (such as clubs) will be offered if social distancing mitigation strategies can be implemented.
- Athletics are limited to individual or team-based practice, skill-building drills, or conditioning activities that allow maintenance of physical distancing at all times and follow VHSL guidelines for the individual phases.
- Field Trips are prohibited or minimized based on phase guidance.

Cleaning

LCS will adhere to CDC and VHD cleaning guidelines, to maintain safe and healthy facilities. This includes:

- Routine disinfecting of high touch surfaces, in the common areas, such as door handles, crash bars, handrails, etc.
- Restrooms are to be checked and disinfected frequently throughout the day.
- If used, playground and athletic equipment is to be disinfected, by a staff member, between groups of students.
- After students have left the building all classrooms, restrooms and other areas occupied by students and staff are to be thoroughly cleaned and disinfected, by a staff member.
- School buses will be disinfected between groups of students during drop off and pick up.
- Deep cleaning will occur once a week.

PROTECTING VULNERABLE INDIVIDUALS

Lynchburg City Schools will implement protections for students at higher risk for severe illness from COVID-19, including:

- Flexible attendance practices that enable students to stay home or self-isolate when they are sick or have documentation that they have been exposed.
- Opportunities for students to participate in a 100% virtual learning program.

Lynchburg City Schools will implement protections for staff at higher risk for severe illness from COVID-19, including:

- Flexible sick-leave practices that enable staff to stay home or self-isolate when they are sick or have documentation that they have been exposed.
- Opportunities for staff to telework when approved by their immediate supervisor.
- Opportunities for staff to deliver virtual instruction from home or remote/quarantined location.
- Upon receiving documentation from a medical professional confirming that the employee is at a higher risk for severe illness from COVID-19, the division has considered the following options to support employees:
 - Modified job duties.
 - Possibility of transferring to another position more suitable for telework.
 - Cross training and back up staff.

SUSPECTED AND/OR POSITIVE COVID-19 RESPONSE

Reporting/Notification and Response

- Parents/guardians should notify their school administrator or school nurse in the event that their child shows symptoms of COVID-19 or tests positive for COVID-19. Children should remain at home in accordance with the CDC guidelines for isolation found here: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
- LCS employees will notify their immediate supervisor of any suspected or positive case of COVID-19. The immediate supervisor will notify the Superintendent or designee who will notify the local health department **while maintaining confidentiality in accordance with the Americans with Disabilities Act and HIPAA rules.**
- LCS staff will work with the local health department to institute contact tracing and notify any staff and parents/guardians of any student who may have been exposed based on the local health department criteria.
- LCS staff will follow appropriate protocols for cleaning and disinfecting all exposed areas in which a symptomatic individual or an individual who tested positive for COVID-19 spent considerable time.
- LCS staff will consult with the local health department to determine if closure of offices, areas, facilities, school building, or entire division is warranted, and if so the duration of that closure.

Monitoring COVID-19

All division decisions regarding school opening or reopening, as well as any recommendation for school closures will be decided in collaboration with the Virginia Department of Health and Lynchburg City Schools Covid Response Team Staff. The Virginia Department of Health contact for LCS is Dr. Kerry Gateley, Director for the Central Virginia Health District (434) 477-5900.

At each school location, the school nurse serves as the point of contact for COVID-19 related issues or concerns. The nurse's contact information is available on each [school's website](#) in the staff directory.