COVID-19 Resource Guide
A GUIDEBOOK FOR THE SAFE REOPENING OF SUFFOLK PUBLIC SCHOOLS

#BUILDINGTHEBESTSPS

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Dr. Judith Brooks-Buck
Nansemond Borough
Chair

Phyllis C. Byrum
Whaleyville Borough
Vice-Chair

Karen L. Jenkins
Cypress Borough
Member

Lorita W. Mayo
Holy Neck Borough
Member

TBD
Sleepy Hole Borough
Member

Tyron D. Riddick
Suffolk Borough
Member

Sherri D. Story
Chuckatuck Borough
Member
Administrative Officers

Dr. John B. Gordon, III, Superintendent
Dr. Okema S. Branch, Chief Academic Officer
Wendy K. Forsman, Chief Finance Officer
Dr. Suzanne M. Rice, Chief of Administrative Service
Anthonette J. Ward, Community Engagement Officer
Dr. Rodney J. Brown, Director of Human Resources
Dr. Maria Lawson-Davenport, Director of Curriculum and Instruction
Dr. Ronald Leigh, Director of Secondary Leadership
Pamela L. Connor, Director of Elementary Leadership
Stephanie Whitley, Director of Special Education
John W. Littlefield, Director of Technology
Freddie T. Napier, Director of Facilities and Maintenance
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Core Task Force Team Members
Dr. John B. Gordon, III, Division Superintendent
Dr. Suzanne Rice, Chief of Administrative Services
Dr. Okema Branch, Chief Academic Officer
Anthonette Ward, Community Engagement Officer
Pamela Connor, Director of Elementary Leadership
Dr. Ronald Leigh, Director of Secondary Leadership
Stephanie Whitley, Director of Special Education
Dr. Rodney Brown, Director of Human Resources
John Littlefield, Director of Technology
Christine Lafferty, Manager of Information Technology
Terry Napier, Director of Facilities and Maintenance
Beverly Young, Director of Transportation

Team 1: Operational Logistics
Terry Napier, Director of Facilities and Maintenance
John Littlefield, Director of Technology
Dr. Rodney Brown, Director of Human Resources
Beverly Young, Director of Transportation
Dr. Lawrence Whiting, Director of Food and Nutrition Services
Sara Williford, Supervisor of Health Services
Catherine Pichon, Principal, King’s Fork Middle
Shawn Green, Principal, Nansemond River High
Derrick Bryant, Principal, King’s Fork High
Beck Adams, Parent, Pioneer Elementary
Latabitha Davis, Parent, Colonel Fred Cherry Middle
Tatanisha Pettes, Parent, King’s Fork High
Megan Eberhardt, Teacher, Elephant’s Fork Elementary
Yvette Pierce, Teacher, John F. Kennedy Middle
Ryan Karle, Teacher, Nansemond River High

Tasks: To determine transportation, social distancing, cleaning and disinfecting plans, meal service, isolation rooms and COVID-19 screening procedures

Team 2: Instruction and Curriculum
Pamela Connor, Director of Elementary Leadership
Dr. Ronald Leigh, Director of Secondary Leadership
Stephanie Whitley, Director of Special Education
Dr. Maria Lawson-Davenport, Director of Curriculum and Instruction
Katelyn Leitner-Black, Supervisor of Science
David LeFevre, Coordinator of Student Services
Melodie Griffin, Principal, Florence Bowser Elementary
Jennifer Presson, Principal, Forest Glen Middle
Douglas Wagoner, Principal, Lakeland High
Elke Boone, Assistant Principal, King’s Fork High
Lorena Griffin, Parent, Florence Bowser Elementary
QuaWanna Barnnie, Parent, King’s Fork Middle
Crystal Brown, Parent, Lakeland High
Jessica Joyner, Teacher, Oakland Elementary
Latreesha Herring, Teacher, John Yeates Middle
Scott Graham, Teacher, King’s Fork High

**Tasks**: To determine scheduling, pacing, student transitions, teacher responsibilities, virtual platforms, attendance and make-up days

**Team 3: Social Emotional Learning and Mental Health**
Stephanie Whitley, Director of Special Education
Crystal Fields, Behavior Specialist
Nadine Pittman, Behavior Specialist
Albert Hill, Behavior Counselor
Eric Hedberg, School Psychologist
Kim Franczak, School Psychologist
Candance Walton, School Social Worker
Fonda Lyles, School Social Worker
Sarah Catlett, Counselor, King’s Fork Middle
Karen Jones, Counselor, Kilby Shores Elementary
Renea Coley, Counselor, King’s Fork High
Jessica Avery, Principal, Elephant’s Fork Elementary
Steve Smith, Assistant Principal, King’s Fork Middle
Shaka Miller, Assistant Principal, King’s Fork High
Jennifer Soriano, Academic Coach, Pioneer Elementary
Tanetta Hassell, Western Tidewater Community Services Board
Natalie Tague, Western Tidewater Community Services Board
Joshua Worrell, Teacher, King’s Fork High School
Keri Epperson, Teacher, Forest Glen Middle
Adrienne Bullock, Teacher, Northern Shores Elementary
Hermionne Johnson, Parent, Colonel Fred Cherry Middle
Jennifer Winslow, Parent, Nansemond Parkway Elementary

**Tasks**: To determine SEL curriculum, restorative circles, daily check-in procedures, school counseling support initiatives, mental health support initiatives, crisis response plans, and documentation procedures
The health and safety of students and staff is the top priority when making the decision to reopen our schools. Suffolk Public Schools has and will continue to work in collaboration with local health officials in making the decision to safely reopen. These guidelines have been carefully considered to address and promote the safety, health, and welfare of our students, employees, and our community. The resources provided will be utilized by our school personnel to guide them in properly delivering health care services. The Center for Disease Control (CDC) provides updated guidance as needed during this fluid COVID-19 situation. Suffolk Public Schools has carefully reviewed the CDC guidelines. The following checklist covers tasks set by Suffolk Public Schools to safely reopen:

- Review CDC Guidelines
- Purchase adequate Personal Protective Equipment (PPE), and distribute accordingly
- Purchase and distribute touchless thermometers
- Ensure that an adequate supply of odorless hand sanitizer, hand soap, paper towels, etc. is in each school and department
- Purchase and distribute the proper cleaning and disinfecting supplies and equipment
- Provide the proper training to all individuals responsible for cleaning and disinfecting
- Establish the proper management of inventory supplies
- Submit the Suffolk Public Schools Health Plan for phase II and III to the Virginia Department of Health
Health and Safety

The following flowchart will provide guidance to Suffolk Public Schools staff on the steps and procedures that the Division will follow to address positive COVID-19 cases:

See CDC links below for more information:
School/Space Closure with Health Department Guidance

If a case of COVID-19 has been confirmed (with laboratory results) and that person has been at school, administrators and health officials should coordinate. Decisions will be made on a case by case basis after consulting with the Suffolk Health Department and could include closing a classroom, closing a building, or closing the district depending on the extent of possible exposure.

There are times where a school may be dismissed for 2-5 days as recommended by the CDC to allow time for the local health officials to gain a better understanding of the situation including if more time out of school is needed to stop or slow the further spread of COVID-19.

Student and Staff Screening

Parents are asked to screen their students at home prior to school each morning. The following checklist items are included in the Parent Acknowledgement Form:

Please answer Yes or No to the following questions regarding your child BEFORE sending them to school:

1. Is your child experiencing any of the following symptoms that cannot be attributed to another health condition?
   - Fever, temperature of 100.4°F or higher (in the past 24 hours)
   - A new cough
   - Shortness of breath
   - Chills and/or body shaking
   - A new sore throat
   - A change in senses of smell and/or taste
   - Headache
   - Muscle or body aches

2. Has your child taken medication to lower their temperature in the past 24 hours?

3. Has your child been in close contact with anyone in the last 14 days who has been sick with COVID-19?

If you answer YES to any of the screening questions above, please keep your child home and contact your child’s school.

What is considered “close contact” with someone infected with COVID-19?

Here are a few things to consider when determining whether or not you have potentially been exposed:

- **Did you have contact with the person at less than 6 ft?** *(How can you easily picture 6ft apart? Think the length of a mattress, a sofa, a dining room table, the height of a door, or a bathtub.)*

- **Were you with this person at the decreased distance for ≥ 15 minutes?** *(Defined as 15 minutes or more throughout the whole day, not just in one occurrence.)*

- **Were either/both of you not wearing a cloth face covering or mask?** *(Remember, you wear a cloth face covering to benefit yourself and those around you.)*

*CDC Guidance to Prevent Getting Sick*

*Please note that for public health disease investigations, the Virginia Department of Health (VDH) will continue to use the standard definition of close contact, i.e. being within 6 feet of a person with COVID-19 for 15 minutes or more throughout the day. Per CDC guidance, the use of face coverings are not a factor in the assessment of close contact.*
The following is a reference chart from the CDC:

<table>
<thead>
<tr>
<th>Person</th>
<th>Exposure to</th>
<th>Recommended Precautions for the Public</th>
</tr>
</thead>
</table>
| Individual who has had close contact (< 6 feet) for ≥ 15 minutes | ● Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness)  
● Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation) | ● Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times  
● Self-monitor for symptoms  
  ○ Check temperature twice a day  
  ○ Watch for fever, cough, or shortness of breath, or other symptoms of COVID-19  
● Avoid contact with people at higher risk for severe illness from COVID-19  
● Follow CDC guidance if symptoms develop |
| All U.S. residents, other than those with a known risk exposure | ● Possible unrecognized COVID-19 exposures in U.S. communities | ● Practice social distancing and other personal prevention strategies  
● Be alert for symptoms  
  ○ Watch for fever, cough, or shortness of breath, or other symptoms of COVID-19  
  ○ Check temperature if symptoms develop  
● Follow CDC guidance if symptoms develop |

(All information is current as of June 5, 2020. For the most up-to-date information and recommendations, click the link following the chart.) – CDC Public Health Recommendations
Health and Safety

Quarantine and Isolation

**Quarantine** - Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Isolation** - Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it’s safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

**How do I know if I need to be in Quarantine or Isolation?**
The following is a reference chart of CDC information:

<table>
<thead>
<tr>
<th>If you...</th>
<th>Steps to take</th>
</tr>
</thead>
</table>
| If you live in a community where COVID-19 is or might be spreading | Watch Your Health  
Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.  
- Take your temperature if symptoms develop.  
- Practice social distancing. Maintain 6 feet of distance from others and stay out of crowded places.  
- Follow CDC guidance if symptoms develop. |
| If you feel healthy but recently had close contact with a person with COVID-19 | Stay home and monitor your health (Quarantine)  
- Stay home until 14 days after your last exposure.  
- Check your temperature twice a day and watch for symptoms of COVID-19.  
- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19. |
| If you:  
- Have been diagnosed with COVID-19, or  
- Are waiting for test results, or  
- Have cough, fever, or shortness of breath, or other symptoms of COVID-19 | Isolate yourself from others (Isolation)  
- Stay home until it is safe to be around others.  
- In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom, if available. |

*(All information is current as of May 6, 2020. For the most up-to-date information and recommendations, click the link following the chart.)* [CDC Guidance for Quarantine and Isolation](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/quarantine.html)
Health and Safety

Contact tracing process
The school division will work in collaboration with the Suffolk Health Department to assist with contact tracing. Every effort will be made to maintain privacy of the individual diagnosed with COVID-19. Student directory information of potential contacts will be shared with the Suffolk Health Department to assist with contact tracing measures.

Additional cleaning and disinfection of areas
The custodial/Facilities Dept will deploy additional cleaning and disinfection measures to treat the affected areas.

Isolation room(s)
A room will be designated other than the clinic area. Students who are symptomatic will be isolated and monitored here until a parent/guardian can pick up his/her child.

Health services staff conducting any assessments on known ill individuals must wear Personal Protective Equipment (PPE). This includes medical grade face mask, gloves, and a face shield. Any additional staff monitoring an isolation area should also wear a medical grade face mask, gloves, and a face shield.

Determine patient pick up
Once it is determined that a student requires pick-up based on illness symptoms, a parent/guardian will be contacted to pick up the student immediately. Please make sure that all contact information for the parent/guardian is up to date with your child’s school as well as any emergency contact information.

Minimize campus visitors
Visitors will not be given access beyond the main office or lobby area. All visitors must wear a mask and scan into our visitor management system upon arrival.
Masks

Face masks will be required for all students and staff, especially when 6 ft. physical distancing cannot be maintained. We recognize that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives will be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

For example:

- People who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear cloth face coverings if they rely on lipreading to communicate. In this situation, consider using a clear face covering. If a clear face covering isn’t available, consider whether you can use written communication, use closed captioning, or decrease background noise to make communication possible while wearing a cloth face covering that blocks your lips.

- Some people, such as people with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering. They should consult with their healthcare provider for advice about wearing cloth face coverings.

- People who are engaged in high intensity activities, like running, may not be able to wear a cloth face covering if it causes difficulty breathing. If unable to wear a cloth face covering, consider conducting the activity in a location with greater ventilation and air exchange (for instance, outdoors versus indoors) and where it is possible to maintain physical distance from others.

**Failure to wear a face covering may result in a loss of face to face (Hybrid) learning.**
Health and Safety

Handwashing for Students and Staff

Suffolk Public Schools has made Handwashing training videos available for all students and staff.

1. Wet hands with water.
2. Apply enough soap to cover all hand surfaces.
3. Rub hands together and scrub everywhere.
4. Wash the front and back of your hands, in between your fingers, and under your nails.
5. Rinse hands with water.
6. Dry hands completely using a single-use towel or air dry.

When to Wash Hands to Prevent COVID-19:
- After blowing your nose, coughing, or sneezing
- After being in a public place
- Before and after caring for someone who is sick

Remember to wash your hands after each of these activities to stay healthy:
- Before, during, and after preparing food
- Before eating food
- After changing diapers or cleaning up a child who has used the toilet
- After using the toilet or latrine
- After touching an animal, animal feed, or animal waste
- After touching garbage

Playground Usage

Elementary students may use the playground equipment during recess (swings, slides, etc.). Physical distancing of 6 feet must be maintained to the greatest extent possible and face coverings should be worn.
Health and Safety

Proper Cough and Sneeze Techniques

Cover Coughs and Sneezes

Stop the spread of germs that can make you and others sick!

Cover your mouth and nose with a tissue when you sneeze or cough.

If you don’t have a tissue, use your elbow.

Wash hands often, especially after coughing or sneezing.

cdc.gov/coronavirus
Health and Safety

Avoiding Face Touching

Minimize Shared Items
Students will need to have their own supplies. There will NOT be shared sets of classroom supplies. Physical Education equipment will be limited and used by individual students only during the class period. Items will be disinfected between classes.
Health and Safety

Physical Distancing

To encourage both students and staff to practice the proper physical distancing etiquette, Suffolk Public Schools is implementing plexiglass barriers installed in all main offices. Buildings will include floor markers to remind students and staff to maintain 6 ft of distance. Labels have been placed throughout each building in the hallways, lobbies, bus ramps and cafeterias. Signs with language encouraging physical distancing will be visible throughout all Suffolk Public School buildings. Classroom desks are arranged for maximum distancing and are placed 6 ft apart.

Guidelines for Larger Spaces - Lobbies, Cafeterias, Auditoriums, Hallways

Social distancing will be maintained to the greatest extent possible in all large spaces. Directional (one-way) hallways will be established where feasible. Cafeteria schedules will be staggered to accommodate smaller numbers of students OR students may eat in classrooms. Gathering in lobbies/hallways is prohibited.
Cleaning and Disinfecting Procedures

SPS utilizes two disinfecting products as stated in the 2020-21 Cleaning Procedure. Both products are manufactured by Diversey. They are Oxivir Five-16 and Alpha HP. Both products are included on the EPA List N as being approved products that meet the criteria for use against SARS-Cov-2, the cause of COVID-19.

At Suffolk Public Schools, all custodians assigned to any school are responsible for cleaning their assigned area. Custodial assignments at each school are the responsibility of the Head Custodian or Building Mechanic. Spraying disinfectant will be a task assigned by the Head Custodian or Building Mechanic to specific custodians at each site although the entire custodial staff will be trained in the use of all spray disinfecting equipment. The 2020-21 Cleaning Procedure outlines the specific tasks to be accomplished at all schools and also outlines the frequency of those tasks.

The custodial staff, under the leadership and direction of the Head Custodian or Building Mechanic, will complete all tasks outlined in the 2020-21 Facility Cleaning Procedures (Revised) in all spaces as indicated in the daily, weekly, and monthly task lists. Head Custodians and Building Mechanics will perform daily, weekly, and monthly inspections to ensure that all required tasks are being completed in an acceptable manner and signed off in the Custodial Log Book. The monthly inspections will be conducted with the Custodial Services Foreman.

SPS 2020-21 Cleaning Checklist

This task list applies to all instructional spaces, offices, and common spaces including cafeteria, gymnasiums, locker rooms, and media centers that are used each day.

Daily Tasks
1. Clean all light switches and door frames with Alpha-HP.
2. Empty all trash can and clean as required.
3. Clean all counter tops, sinks, faucet handles, classroom restroom fixtures, cabinet knobs, and door handles/knobs with Alpha-HP.
4. Spray disinfect all surfaces in all occupied instructional spaces and offices including all high touch areas such as desks, chairs, counter tops, sinks, restroom surfaces, lockers, doors, knobs, door frames, computer keyboards and screens and telephones with Alpha-HP and allow to air dry. In rooms occupied only by a teacher or other SPS staff member, it is only necessary to clean and spray disinfect the teacher work area, sink areas if applicable, and door frames, doors, door knobs, and light switches.
5. Refill all classroom paper towel dispensers, toilet paper dispensers, and soap dispensers as required.
6. Ensure all windows and doors are locked nightly.
7. Ensure all sink drains are cleared of debris.
8. Sweep and/or dust mop all classroom tiled floor areas.
9. Ensure all drinking fountains and stair rails are cleaned and disinfected.
Cleaning and Disinfection

SPS 2020-21 Restroom Cleaning Checklist

This task list applies to ALL restrooms including group restrooms, locker room restroom facilities, office restrooms, and classroom restrooms after school hours and to all student group restrooms at 10:00, 12:00, and 2:00.

Daily Tasks

1. Dust and clean ceilings and corners.
2. Replace all stained ceiling tiles if applicable. Wash all wallboard ceilings as required.
3. Replace all burned out light bulbs.
4. Clean all light fixtures and fixture covers with ALPHA HP.
5. Clean all HVAC vents and diffusers with ALPHA HP.
6. Clean and disinfect all floors, walls, stalls, partitions, countertops, sinks, urinals, toilets, and floors with TFC 400 machines.
7. Clean and disinfect all faucets, soap dispensers, hand dryers, paper towel dispensers, toilet paper dispensers, sanitary product disposal containers, light switches and doors with ALPHA HP at 10:00, 12:00, 2:00 and after all students leave for the day.
8. Spray all surfaces with the Titan 440 sprayer and/or the Victory sprayer with Alpha-HP and allow to air dry for a minimum of five minutes at 10:00, 12:00, 2:00 and after all students leave for the day.
9. Refill all soap dispensers, paper towel dispensers, and toilet paper dispensers.
Suffolk Public Schools will implement a plan for school bus transportation where there will be one student per seat. However, children from the same household may sit two per seat. With this arrangement, social distancing is expected to be lowered to 3 feet. Face coverings are required for all.

The following checklist items provide insight into steps taken by Suffolk Public Schools to ensure safety is first for students and bus drivers:

- Determine bus routes
- Instruct drivers on seating/hygiene/mask wearing
- Teach students about spacing
- Load rear to front - unload front to rear 1 at a time to maintain distancing
- Seating chart for each route
- Communicate spacing at bus stops and loading to parents
- Establish cleaning procedures between loads- bus will be disinfected between each run
- Ensure buses have adequate hand sanitizer and cleaning supplies
- Personal Protective Equipment (PPE) for drivers
Food Services

Suffolk Public Schools will adhere to the following checklist to ensure that students receive meals in a safe and healthy manor:

- Determine staff for each kitchen.
- Limit interactions among kitchen staff.
- Kitchen staff will be required to wear face masks and maintain physical distancing as much as possible.
- Suspend shared spaces like milk cases, coolers, condiment tables, etc.
- Milk, juice, water and condiments will be added to a student’s tray upon request instead of offering these items in shared “grab and go” locations.
- Install barriers at cash registers or move for 6 ft distancing.
- Plexiglass barriers have been installed at each cash register if they cannot be moved back 6 ft from the cafeteria purchase line. This will ensure additional protection.
- Establish where food can be eaten.
- Students will eat breakfast in the classrooms. Lunch schedules will be staggered and seating will be marked in the cafeteria to ensure students are at least 6 ft apart. Some schools may opt to have the students eat lunch in the classroom or outside while keeping physical distancing.
- Create a food distribution process for virtual learners (weekly).
- Buses will deliver meals to students on virtual days. These delivery schedules will be posted on the SPS website.
Staff/Employee Safety

In compliance with the state guidance, we are preparing for all employees to return to work when schools reopen. We will comply with all wage and hour regulations, including FLSA, FMLA, OSHA, unemployment compensation, and the new Families First Coronavirus Response Act. Concern for the well-being of our staff is at the heart of decision-making. It is important for us to balance the desire to return to school with consideration of the risks to (and needs of) teachers, support staff and learners to ensure the needs of the most vulnerable members of the school community are met. We will continue to utilize the services of Optima EAP to provide support to our staff’s psychological and social-emotional well-being.

A survey was conducted to enable us to assess how to engage a full roster of staff to support the needs of the schools. Data from the survey will assist with 1) preparing for SPS Fall Reopening, 2) determining Instructional Preferences, and 3) plan for professional needs. The data will be used to align our current resources to the needs and priorities of Suffolk Public Schools. This will highlight any potential talent gaps so that action plans can be developed. We also want to understand the preferences of our employees, in order to leverage and maximize skills.

Return to Work Status – Establish Health Monitoring Plan

For individuals who present signs of Covid-19 or may have been exposed to a person that is Covid-19 positive:

- Staff will be instructed to stay home, per CDC guidelines, if they have tested positive for or are showing COVID-19 symptoms for 10 days.
- Staff who have recently had close contact with a person with COVID-19 should also stay home and monitor their health for 14 days.

For staff that tested positive can return to school/work when:

- He or she has remained in isolation for 10 days
- At least 24 hours fever free without the use of fever-reducing medication AND improvement in respiratory symptoms (e.g. cough, shortness of breath)

Social - Emotional Support for Staff

The Suffolk Public Schools Human Resource Department will continue to educate building administrators on available resources for Optima EAP. Staff can also find signage throughout each building with available resources.
Students and Families

A Community Resource List has been developed as an informational resource for our students and families. The informational resource will be posted on our SPS website and each school’s website, and will be available at our School Administrative Office, as well as our SPS Parent Resource Center. The list will also be available from School Counselors, School Nurses, School Social workers, and School Administrators, and will be made available in the main lobby/office area of each school.

SPS staff will be trained on Social Emotional Learning and Trauma Informed care as part of our August/September 2020 professional development during preservice training. Staff will be trained in possible types of traumatic events, possible warning signs to be aware of with students, and the process for accessing services for students. SPS is implementing social emotional learning within the school day to promote self-awareness, self-management, social awareness, relationship skills, and responsible decision-making skills. School Counselors will continue to provide services for students.

Services include:

- Personal/social, academic and career development, as well as crisis support.
- Individual sessions, small group sessions, and classroom guidance lessons.
- Ongoing collaboration with families and staff to provide support and assist with linking families to community resources for additional support, as needed.
- Providing ongoing staff support with facilitating and implementing SPS social emotional learning activities.

Staff and Families

SPS staff will be informed/reminded of the SPS Employee Assistance Program (EAP) that provides a wide variety of FREE support to all SPS staff and their family members to include short term counseling sessions. EAP information is available via the link on the staff portal. School Counselors and Administrators will publicize our FREE SPS Employee Assistance Program (EAP) via faculty meetings, staff announcements, etc. The information will be also publicized to SPS staff through periodic email reminders.

All SPS staff will also have access to the Community Resource List that has been developed as an informational resource for our students and families. This informational resource will be posted on our SPS website and each school’s website, and will be available at our School Administrative Office, as well as our SPS Parent Resource Center. It will also be available from School Counselors, School Nurses, School Social workers, and School Administrators, and will be made available in the main lobby/office area of each school.
Staff/Employee

Leave Options Due to Exposure, Diagnosis, or Symptoms

If staff is not able to telework from home, they will be placed on Administrative Leave With Pay for 14 days. If staff is ill with symptoms related to COVID-19, the Confirmed with COVID-19 process will be activated. Any staff who appears to have symptoms that possibly could be COVID-19 will be instructed to contact their primary medical doctor for evaluation.

Leave Management Options to Care for Child/Family Member

The Family First Coronavirus Response Act provides two options:

- Up to two weeks of paid sick leave at partial pay
- Up to twelve weeks of leave at partial pay

Staff Accommodations

Suffolk Public Schools will provide accommodations for staff in at-risk category, ie teaching classes remotely, utilizing a larger classroom where social distancing can be maintained, given an option to teach remotely or option to not return until the risks are reduced. Other duties will be given for paras/classified staff. SPS will make schedule adjustments for staff that may not be able to telework (i.e. custodian working in the PM instead of AM)

SPS has provided all staff members with cloth face coverings.
Staff/Employee Screening Procedures

Appendix B: Employee Symptom Checker, Sample Form

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Site Location:</th>
<th>Month:</th>
</tr>
</thead>
</table>

**Instructions:** Employees must undergo a symptom check prior to entering the workspace. Please check your symptoms at home, select Y=Yes or N=No and record. If you answer yes to any of the below questions, you must stay home. For weekends draw a line through the date. If you have questions, please contact human resources.

**Date** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exposure to COVID-19 in the past 10 days?</strong></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td><strong>Are you feeling ill?</strong></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td><strong>Record temperature. If &gt;100.4 stay home</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Cough | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Difficulty breathing | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Chills | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Fatigue | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Muscle aches | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Congestion/runny nose | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Sore throat | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Headache | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Loss of taste or smell | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Nausea | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Vomiting | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Diarrhea | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |

a. Established self reporting procedures for having symptoms
b. Provided training for all staff to support emotional and mental health and offer supports
c. All SPS staff must complete the Symptom Checker
Confirmed COVID-19 Case Flowchart

Case Reporting

Suffolk Public Schools COVID-19 Resource Guide
Health Services

Nurses

Nurses within all buildings at Suffolk Public Schools will follow procedures for tracking and reporting positive cases SPS has also established procedures for routine medications and clinical visits.

First aid situations, to the degree possible, should be handled by the student and in the classroom to prevent office congregation and possible cross exposure:

- Provide classrooms with a supply of gloves, band-aids, etc.
- Enhance First-Aid training for school staff.
- To the extent possible, students provide self-care with staff direction and physical distancing.
- The goal is to keep otherwise healthy students out of the clinic where they can be exposed to illness.
- See the chart below for guidance on when to send students to the office or keep in the classroom:

<table>
<thead>
<tr>
<th>Appropriate Office Visit</th>
<th>May Consider Classroom-Based</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms of COVID-19</td>
<td>To the extent possible, students self-administer medication that may be self-carried by law (such as albuterol inhalers) with the appropriate documentation from the physician.</td>
</tr>
<tr>
<td>Scheduled medications; allow physical distancing; stagger times</td>
<td>Minor Toothache / Primary Tooth comes out</td>
</tr>
<tr>
<td>Avulsed tooth</td>
<td>Small paper cuts, abrasions, picked scabs.</td>
</tr>
<tr>
<td>Scheduled Specialized Physical Health Care Procedures:</td>
<td>Minor headache or fatigue with no other symptoms. (If the student does not have a documented medical diagnosis and medication on file in the clinic.)</td>
</tr>
<tr>
<td>o Diabetic care</td>
<td>Mild stomach ache or nausea. (If the student does not have a documented medical diagnosis and medication on file in the clinic.)</td>
</tr>
<tr>
<td>o Catheterization</td>
<td>Readily controlled nosebleeds, where the student can deliver self-care.</td>
</tr>
<tr>
<td>o G-Tube Feedings</td>
<td>Anxiety/stress/psychological issue- try calming techniques and/or contact the school counselor. (If the student does not have a documented medical diagnosis and medication on file in the clinic.)</td>
</tr>
<tr>
<td>Altered levels of consciousness/concussion</td>
<td></td>
</tr>
<tr>
<td>Difficulty breathing</td>
<td></td>
</tr>
<tr>
<td>Head injury/complaining of neck pain- DO NOT move, keep the student calm. Call 9-1-1</td>
<td></td>
</tr>
<tr>
<td>Sudden vision impairment</td>
<td></td>
</tr>
<tr>
<td>Diabetic “lows” or unconscious</td>
<td></td>
</tr>
</tbody>
</table>
Teachers may contact the school nurse prior to sending the student to the office if they are uncertain or need guidance about student care. **Students should be triaged before they come to the office. If students or staff arrive at the office, those potentially feeling ill with COVID-19 symptoms should immediately be relocated to an isolation area so as not to “contaminate” general health office space.**

**All nursing staff will adhere to the following guidelines:**

- Determine use of isolation room(s).
- Establish cleaning procedures for clinic areas and equipment/supplies.
- Train staff on the virus and PPE usage/mitigation strategies.

**Severe Conditions:**

- SEVERE bleeding or other traumatic injury; Call 9-1-1
- Severe abdominal/groin pain
- Seizure (uncontrolled movement) do not hold down, remove objects that may cause injury
- Signs and symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C), which may include rash, swollen red eyes, hands, and feet.
Train Staff on Proper Fitment of Face Masks

Guidance below provided by the CDC.

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY
- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO HELP PROTECT OTHERS
- Wear cloth face coverings in public settings and when around people who don’t live in your household, especially when other social distancing measures are difficult to maintain
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS
- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME
- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: cdc.gov/coronavirus
Communication

The COVID-19 pandemic has created intense stress and trauma for the Suffolk Public Schools staff, students and parents. The goal of the Division is to maintain trust and credibility through frequent and transparent two-way communication.

Effective communication plans will:

- Engage stakeholders in planning.
- Provide documentation of the SPS Education and Innovate: Fall Learning Plan.
- Offer education to the community on the virus, personal protective equipment, hygiene, online learning access, etc.
- Provide guidelines for when to keep students home.
- Create a plan for tracking infections.

Suffolk Public Schools encourages families, students, and community stakeholders to use the COVID-19 Communication Plan Guide to stay abreast of district information and key updates. Our goal is to maintain timely, accurate and clear two-way communication with our school family and community, to foster an environment of collaboration, trust and understanding.

*Surveys will be used to gather parent perceptions for division decision-making.

<table>
<thead>
<tr>
<th>Internal Audience</th>
<th>External Audience</th>
<th>Internal Communication Channels</th>
<th>External Communication Channels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Staff Administrators School Board</td>
<td>Parents Media Community Suffolk Education Foundation Home and School Organizations</td>
<td>Employee Staff Portal School Messenger Parent Alert System (email/phone/text)</td>
<td>Fall Learning Plan website School Messenger Parent Alert System (email/phone/text) Facebook Live Sessions (following monthly school board meetings) PeachJar electronic Flyer Service SPS Twitter</td>
</tr>
</tbody>
</table>

How to Contact SPS:

A listing of all division administrator emails are located at [www.spsk12.net](http://www.spsk12.net) and a listing of all school phone numbers and emails are located on each school’s website.
Child Care

AlphaBest will provide childcare for our SPS employees who have SPS students between the ages of 4 and 12. Rooms will be provided to the provider at the elementary schools. If space is available, the childcare option will be available to our disenfranchised students and then other SPS families. Registration is February 24 - March 10. All families, including current enrollment, must register for a back to school model with AlphaBEST.

AlphaBEST will comply with Virginia COVID-19 licensing regulations. Childcare will be provided in the elementary schools from 6:30 a.m. to 6:00 p.m. during virtual and hybrid models for ages 4 to 12 years old. Before and after care will be provided when students return to a regular school day.

Schools will designate separate spaces for childcare. Priority will be offered in the following order:

- SPS staff with children enrolled in SPS schools may attend at no cost to employees (taxable fringe benefit) on days they are working in the building and students are not in person in the Hybrid model. Parents will be responsible to pay separately for before and/or after school care.
- Disenfranchised students
- Other school age children

AlphaBest must follow the same cleaning and distancing procedures that are outlined in the CDC guidelines. SPS custodial staff will disinfect child care areas daily. Contact AlphaBEST for more information.

Suffolk Parks and Recreation will provide before and after school childcare at BTW, CS, MBJ, NS, and OAK (6:30 a.m. to 9:25 a.m. and 3:50 p.m. to 6:00 p.m.) After school childcare will be at KFMS (2:00 p.m. to 6:00 p.m.). Contact Parks and Recreation for more information.
Appendix

Appendix A. Resources

**Communication Tools**
Virginia Department for the Deaf and Hard of Hearing (visual communication tools)
[https://www.vddhh.org/COVID19DHHResources.htm](https://www.vddhh.org/COVID19DHHResources.htm)
Virginia Department of Health infographics and resources in multiple languages (also includes links to CDC documents in multiple languages under the “Federal Partners” tab)
Autism Research Institute - Social Story - “I Can Wear a Mask”
CDC Communication Resources (guidance documents, videos, translated materials, print resources)
VDOE in partnership with George Mason University will be releasing ready-made training materials for families, school staff, students, and nurses (videos and powerpoint presentations)

**Community Resource List**
Physical and Mental Wellness, Housing/Food Crisis Support
[https://drive.google.com/file/d/1PemXgPWBB6kRAIjSvMl1VZeqahUCt9mO/view?ts=5f2b051a](https://drive.google.com/file/d/1PemXgPWBB6kRAIjSvMl1VZeqahUCt9mO/view?ts=5f2b051a)

**SPS Mental Health Support Plan**
[https://docs.google.com/document/d/1iUAJ2IetNOFcyJHQGrGcaamZkrMnq1NixMHkQf55kJKg/edit?ts=5f2d570a](https://docs.google.com/document/d/1iUAJ2IetNOFcyJHQGrGcaamZkrMnq1NixMHkQf55kJKg/edit?ts=5f2d570a)