COVID-19 Resource Guide

A GUIDEBOOK FOR THE SAFE REOPENING OF SUFFOLK'S PUBLIC SCHOOLS

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Core Task Force Team Members
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Team 1: Operational Logistics
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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, Elephant’s Fork Elementary
Jennifer Presson, Principal, Forest Glenn Middle
Douglas Wagoner, Principal, Lakeland High
Elke Boone, Assistant Principal, King’s Fork High
Lorena Griffin, Parent, Florence Bowser Elementary
QuaWanna Barnabie, Parent, King’s Fork Middle
Crystal Brown, Parent, Lakeland High
Jessica Joyner, Teacher, Oakland Elementary
Latreesha Herring, John Yeates Middle
Scott Graham, 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 Glenn 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
Health and Safety

The health and safety of students and staff is the top priority when making the decision to reopen or 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 Plans for phase II and III to the Virginia Department of Health
Decision Making Process for Returning Student to the Buildings

Health Metrics

Data was provided by the Virginia Department of Health to aid in making decisions regarding the opening/closure of schools during the continued pandemic. SPS was advised to follow two specific metrics to determine when the students could safely return to our schools. The two metrics are number of daily cases per 100,000 and percentage of positive cases per day. We are interested in looking not only at the current data for the City of Suffolk but also for the Eastern Region as many of our staff reside in the surrounding counties/cities and many parents work outside of the city.

The VDH assigned color coding to the graphics based on the level of burden each data point posed to the locality - **RED** is a substantial threat; **ORANGE** is a moderate threat; **YELLOW** is a low threat and **GREEN** is no threat. The information below is an example of the data from August 3, 2020. Note that the data in the circles (cases per 100,000 and percent positivity) are daily figures, in our assignment of what constitutes online only, hybrid, or face-to-face learning the focus is on weekly numbers.

Charts courtesy of the Virginia Department of Health, August 3, 2020. City of Suffolk (Left), Eastern Region (Right).

*High (red) burden indicates all online learning.*
*Moderate (orange) burden indicates hybrid learning.*
*Low burden (yellow) or no burden (green) would indicate returning to normal schedule.*

Data will be reviewed at the midway point of each nine weeks to begin planning.
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 were presented as a guide:

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 72 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 72 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.
Health and Safety

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?**

- **Were either/both of you not wearing a cloth face covering or mask?** *(Remember, you wear a cloth face covering to potentially protect those around you - in case you have the virus and don’t know it.)*

*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. 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  
  o Check temperature twice a day  
  o 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  
  o Watch for fever, cough, or shortness of breath, or other symptoms of COVID-19  
  o 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>
<tbody>
<tr>
<td><strong>If you live in a community where COVID-19 is or might be spreading</strong></td>
<td><strong>Watch Your Health</strong></td>
</tr>
<tr>
<td></td>
<td>Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.</td>
</tr>
<tr>
<td></td>
<td>• Take your temperature if symptoms develop.</td>
</tr>
<tr>
<td></td>
<td>• Practice social distancing. Maintain 6 feet of distance from others and stay out of crowded places.</td>
</tr>
<tr>
<td></td>
<td>• Follow CDC guidance if symptoms develop.</td>
</tr>
</tbody>
</table>

| **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. |

<table>
<thead>
<tr>
<th><strong>If you:</strong></th>
<th><strong>Isolate yourself from others (Isolation)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Have been diagnosed with COVID-19, or</td>
<td>• Stay home until it is safe to be around others.</td>
</tr>
<tr>
<td>• Are waiting for test results, or</td>
<td>• 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.</td>
</tr>
<tr>
<td>• Have cough, fever, or shortness of breath, or other symptoms of COVID-19</td>
<td></td>
</tr>
</tbody>
</table>
Health and Safety

(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

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.
Health and Safety

Hygiene

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.

- Younger children (e.g., preschool or early elementary aged) may be unable to wear a cloth face covering properly, particularly for an extended period of time. Wearing of cloth face coverings may be prioritized at times when it is difficult to maintain a distance of 6 feet from others (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper cloth face covering size and fit and providing children with frequent reminders and education on the importance and proper wear of cloth face coverings may help address these issues.

- 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.
Health and Safety

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

Wash hands with soap and water for at least 20 seconds. Use the cleanest water possible, for example from an improved source. Use an alcohol-based hand rub that contains 60% alcohol if soap and water are not available.

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
Proper Cough and Sneeze Techniques

Cover Coughs and Sneeze

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.
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. Classrooms desks are arranged for maximum distancing and are placed 6 ft apart.

Arranging Instructional Spaces

Example: 960 square feet (30’ x 32’ room, with furniture)

<table>
<thead>
<tr>
<th>Normal capacity</th>
<th>Socially distanced capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>12</td>
</tr>
</tbody>
</table>

SOURCE: National Council on School Facilities and Cooperative Strategies

Icons: iStock/ Getty
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 disinfecting between classes.

Cleaning and Disinfecting Procedures

SPS utilizes two disinfecting products as stated in the 2020-21 Cleaning Procedures. 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 the Titan 440 disinfectant sprayers. The 2020-21 Cleaning Procedure outlines the specific tasks to be accomplished at all schools and also outlines the frequency of those tasks.

All tasks will be followed without exception at all school locations. Shift schedules for all custodians in the division are determined by the Custodial Services Foreman and the Director of Facilities and Planning. Schedules have been established to ensure the maximum amount of uninterrupted cleaning time can be achieved after school hours while still maintaining adequate staffing to handle situations during school hours. In addition, the following Master Cleaning procedure list is established for each building:

1. All inventories of custodial supplies need to be completed and submitted online monthly.
2. Inventory requests for custodial supplies should be submitted monthly through Inventory Direct.
3. **DO NOT** begin the daily cleaning process in any occupied classroom until students and staff have left for the day. Cleaning in common areas such as cafeterias may begin when lunch has concluded for the day.
4. All corners and joints around all doors and all baseboard areas where walls meet floors need to be thoroughly cleaned in accordance with the stated task list schedule.
5. All HVAC vents, diffusers, and return grills need to be cleaned with ALPHA HP and allowed to air dry in accordance with the stated task list schedule.

6. Schools with internal HVAC units (NPES, EFES, LHS, NRHS, and schools with internal office units) need to clean all exterior cabinets with ALPHA HP in accordance with the stated task list schedule.

7. All items on the Cleaning Task Lists are to be completed as indicated without exception. The frequency of the task must be in accordance with the stated task list schedule.

8. All interior HVAC filters that are the responsibility of the custodial staff should be changed out every 45 days without exception.

9. Grounds work will take place at all elementary and middle school locations every Friday during the day shift. High Schools will follow their set grounds work schedule. Grounds tasks include weeding of planting beds and parking lot islands, mowing areas where maintenance mowers cannot mow, string trimming all sidewalks, around bushes and trees, along the street in front of each building, around all mobile units, and spraying Roundup as needed and especially in parking lots. Also ensure the area around all school identification signs are well kept.

10. Trash is to be picked up and removed from the campus grounds daily. This task should take no longer than 30 minutes per day.

11. Head Custodians and Building Mechanics should ensure all custodial staff are familiar with all cleaning equipment and how to use it.

12. Cleaning will be performed using the cleaning products provided by SPS only.

13. Disinfection of surfaces will be performed daily as indicated in the task list.

14. Head Custodians and Building Mechanics will be responsible for coordinating and ensuring any additional tasks that apply to their building are completed as required.

15. Head Custodians and Building Mechanics are responsible for ensuring any and all needed Personal Protective Equipment (PPE) is available on site. Requests for PPE should be made in a timely manner before the current stock is exhausted at any school.

16. Weekly log books will be provided to each Head Custodian and Building Mechanic. Log entries must be completed weekly and be available for inspection upon request.

17. Head Custodians and Building Mechanics are responsible for coordinating with building administrators whenever situations arise that require custodial assistance.

18. Maintaining cafeteria cleanliness during the lunch shifts is the responsibility of the custodial staff.

19. Disinfecting will only be performed utilizing SPS supplied products and equipment. No other products or equipment are authorized.

Cleaning Checklist

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

Daily Tasks

1. Dust and clean corners.
2. Clean all light switches and door frames with Alpha HP.
3. Dust and clean all window sills.
4. Clean all whiteboard/chalk trays.
5. Clean all pencil sharpeners.
6. Empty all trash cans and clean as required.
7. Vacuum all carpet areas. Remove stains as required.
Health and Safety

8. Sweep/dust and mop all tiled floor areas. Floors are mopped with germicidal cleaner daily.
9. Clean all desktops with Alpha HP.
10. Clean all counter tops, sinks, faucet handles, classroom restroom, fixtures, cabinet knobs, and door handles/knobs with Aloha HP.
11. Spray disinfect all surfaces in all instructional spaces/offices including all high-touch surfaces such as desks, chairs, counter tops, sinks, restroom surfaces, lockers, door knobs and door frames, computer keyboards and screens, and telephones utilizing the Titan 440 sprayers and Oxivir and allow all surfaces to air dry.
12. Refill all classroom paper towel dispensers, toilet paper dispensers, and soap dispensers as required.
13. Ensure that windows are locked nightly.
14. Ensure that floor drain strainers/covers are cleaned and free of debris.
15. Ensure that under sink plumbing is inspected and cleaned as needed.
16. Ensure sink drains are cleared of debris.
17. Ensure trash is removed from grounds daily.
18. Ensure all drinking fountains and stair rails are cleaned and disinfected.

Weekly Tasks

1. Replace burned out light bulbs as required.
2. Replace stained ceiling tiles as required.
3. Clean all exterior HVAC unit cabinets with Alpha HP.
4. Clean wall surfaces as required.
5. All VCT and terrazzo hallway floors are dust mopped on Monday, Wednesday, and Friday.
6. Ensure that spots, gum, or other debris is removed from floors when discovered.
7. Ensure that VCT and terrazzo floors in all areas are wet mopped on Monday, Wednesday, and Friday or as needed.
8. Graffiti is removed when discovered.
9. Chipped or peeling paint is removed when discovered.
10. Floor molding/baseboards are dusted and cleaned as necessary.
11. Ensure that ceiling cobwebs and dust are removed.
12. Ensure that interior windows and door glass cleaned.
13. Ensure that all classroom furnishings are free of graffiti.
14. Cabinet doors and frames cleaned with Alpha HP
15. Trash can liners are replaced weekly or sooner if damaged.
16. Trash receptacles are cleaned/disinfected weekly or sooner if needed.
17. Damaged trash receptacles are replace as needed.
18. Floor drains are flushed with germicidal cleaner.
19. All grounds work is completed weekly.

Monthly Tasks

1. Clean all HVAC diffusers/return grills with Alpha HP.
2. Clean all light fixtures and fixture covers with Alpha HP.
3. Dust and clean all window blinds or shades.
4. Replace all interior HVAC filters every 45 days and mark dates on new filters.
5. Clean all doorway mats. Replace as necessary.
6. Inspect above ceiling areas for moisture and pipe insulation damage.
7. Check all mechanical and electrical spaces to ensure no clutter or unauthorized items are stored in spaces.
8. Ensure all custodial equipment is cleaned and maintained as required.
9. Inspect grounds to ensure no debris has been piled anywhere on property or near dumpsters.

**2020-21 Grounds Checklist**

**Weekly Tasks**

1. Mow around all buildings, mobile units, trees, and bushes.
2. String trim all sidewalks, curbs, parking lot islands, streets in front of buildings, around mobile units, trees, and bushes.
3. Weed all planting beds and areas around school signs.
4. Spray roundup as required to include asphalt parking lot areas and curbs and gutters.
5. Pickup and remove trash daily from campus.
6. Sweep and/or blow off all entryways and sidewalks.

**SPS 2020-21 Restroom Cleaning Checklist**

*This task list applies to ALL restrooms including group restrooms, locker room restroom facilities, office restrooms, classroom restrooms.*

**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.
8. Spray all surfaces with the Titan 440 sprayer and Oxivir and allow to air dry for a minimum of five minutes **each hour of the school day.**
9. Refill all soap dispensers, paper towel dispensers, and toilet paper dispensers.
Transportation

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.

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
- Bus drivers will be trained on seating, sanitation and hygiene
- Bus drivers will teach students about spacing expectations
- Load rear to front - unload front to rear one at a time to maintain distancing
- Communicate spacing at bus stops and loading to parents
- Establish cleaning procedures between loads- bus will be disinfected between each run
- Buses will have adequate hand sanitizer and cleaning supplies
- Personal Protective Equipment (PPE) will be provided for ALL 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 food distribution process for virtual learners (daily).
- Buses will deliver meals to students on virtual days between 11:00 and 1:00 each day. 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 quarantine for 10 days
- At least 3 days (72 hours) have passed since recovery as defined as resolution of fever without use of fever-reducing medication AND improvement in respiratory symptoms (e.g. cough, shortness of breath)
- After presenting a signed note from a medical provider clearing them to return to work/school.

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.
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.

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.
Confirmed COVID-19 Case Flowchart

Staff/Employee

Additional School Nurse Responsibilities:
- Assist with contact tracing
- Provide frequent updates to administrator and supervisor
- Work closely with student, family and provider on student’s condition

Additional Human Resources Responsibilities:
- Assist with contact tracing (staff)
- Work closely with staff member/ their family on staff member’s condition

Additional Supervisor of Health Services Responsibilities:
- Assist with contact tracing (both student and staff)
- Provide frequent updates and action items
- Work in collaboration with the Facilities Department

Additional Health Department Responsibilities:
- Contact tracing
- Assist with information for letters to families

Information and answers to media inquiries will be provided to the Community Engagement Officer by the Chief of Administrative Services and the Supervisor of 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-Aide training for school staff
- To the extent possible, students provide self-care with staff direction and physical distancing.
- Teachers should provide a mask to students in the classroom who report not feeling well before sending them to the office.
- 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</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>Care Procedures:</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 Diabetic care</td>
<td>• Readily controlled nosebleeds, where the student can deliver self-care.</td>
</tr>
<tr>
<td>o Catheterization</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>o G-Tube Feedings</td>
<td></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-</td>
<td></td>
</tr>
<tr>
<td>DO NOT move, keep the student calm.</td>
<td></td>
</tr>
<tr>
<td>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>
- 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.

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.*

In general, the office will need to establish the following three areas (note, General Waiting and the Well Student areas can be within the same room as long as physical distancing can be maintained):

<table>
<thead>
<tr>
<th>General Waiting Students waiting to be triaged (present to office with unscheduled needs)</th>
<th>Well Student Area (those students that have scheduled medical needs e.g. procedures, meds)</th>
<th>Students with COVID-19 Symptoms Area (may need multiple spaces)</th>
</tr>
</thead>
</table>
| • Students with non COVID-19 symptoms (e.g., injury, assessments)  
  • Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation and call parent/send home.  
  • Physical distancing marked off | • Area for well students with health care needs that cannot be addressed in the classroom (e.g. diabetic and other noncontagious health care needs).  
  • Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation and call parent/send home.  
  • Physical distancing marked off | • Areas for students with possible COVID-19 symptoms; away from others  
  • Separate room with door that can be closed. |
| • Staff conducting triage should at least wear a mask and maintain social distancing to the | • A trained staff member or school nurse provides care. | • Additional non-health compromised staff may be necessary to monitor students in areas not visible by the school nurse or clinic assistant. Staff |

<table>
<thead>
<tr>
<th>greatest extent possible.</th>
<th>• Staff delivering care may need to consider wearing gloves and masks.</th>
<th>should wear gloves, a medical grade mask and a face shield. Restroom facilities need to be nearby for sick students (separate space if possible) as younger students may have GI symptoms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Students sanitize/wash hands,</td>
<td>• Students sanitize/wash hands,</td>
<td>• Students sanitize/wash hands.</td>
</tr>
<tr>
<td>Clean area after students leave</td>
<td>• Clean area after students leave</td>
<td>• Students put on masks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Non-contact thermometers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Isolate student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Separate phone (disinfect)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Separate restrooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If you call 9-1-1, please share with the dispatcher if the individual has signs or symptoms of COVID-19.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Notify the Suffolk Health Department and follow procedures given.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ventilate the room to outside air (if possible) after the student leaves.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Wait 30 minutes after the student leaves to clean.</td>
</tr>
</tbody>
</table>

All nursing staff will adhere to the following guidelines:

- Determine use & supervision of isolation room.
- Establish cleaning procedures for clinic area and equipment/supplies.
- Train staff on the virus and PPE usage/mitigation strategies.
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
- Unite 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 healthcare workers and other medical first responders.

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

Nurses
Employee Screening Procedures

Employee Symptom Checker

| 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 |
|------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Intubations |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Exposure to COVID-19 in the past 14 days? | 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 |
| Are you feeling ill? | 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 |
| Record Temperature. If 100.4°F or above, stay home. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Are you experiencing any of the following symptoms: |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| * 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 |
| * Shortness of Breath |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| * Difficulty Breathing |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| * Chills |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| * Fatigue | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| * Muscle Aches | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| * Congestion/Runny Nose |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| * Sore Throat | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| * Headaches | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| * New loss of taste/smell | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| * Nausea | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| * Vomiting | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| * Diarrhea | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |

Suffolk Public Schools is committed to conducting the following:

- Establish self-reporting procedures for having symptoms
- Provide training for all staff to support emotional and mental health and offer supports
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

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

How to Contact SPS:

A listing of all division administrator emails is located at [www.spsk12.net](http://www.spsk12.net) and a listing of all school phone numbers and emails is located on each school's website.
Communication in Education

Suffolk Public Schools believes that the education of each student is a responsibility shared by the school and families. Suffolk Public Schools recognizes that a constructive partnership provides for two-way communication and fosters educational support for students and families. It is important to recognize that the term “parent” can also include guardians, grandparents, and other members of a student’s family who are involved in the student’s education.

- The Superintendent held Facebook Live sessions to provide closure and reopening updates and answer participant questions.
- The Superintendent, with the support of the cabinet team, hosted teacher information sessions to provide updates on Fall 2020 reopening recommendations.
- Virtual training models will be provided on the Canvas learning management system and other digital resources.
- The Parent Resource Center is a current resource which provides information and materials for elementary parents.
- Frequently Asked Questions (FAQs) pages for parents, teachers, and administrators have been created to answer common questions and areas of concern.
- Data from surveys and focus groups have been utilized to gather parent perceptions for decision making and progress monitoring.
- Individual schools have included family engagement activities in their school performance plans to meet the needs of their school community.
- The SPS Instructional Plan will be posted on the SPS website and all social media sites.
- Flyer distribution and messenger are also utilized for information dissemination.
- All school board meetings are publicized and streamed live on YouTube and local access channels.
Child Care

AlphaBest will provide childcare for our SPS employees who have SPS students between the ages of 6 and 12. Rooms will be provided to the provider at 11 schools. If space is available, the childcare option will be available to our disenfranchised students and then other SPS families.

AlphaBEST will comply with Virginia COVID-19 licensing regulations. Childcare will be provided in the elementary schools 7:00 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. Childcare is a priority and will be provided in the following order:

- SPS staff with children enrolled in SPS schools may attend no cost to employees (taxable benefit) on days they are working in the building
- Disenfranchised students
- Other school age children

SPS will partner to provide assistance to students during virtual learning. 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.
Appendix A. Resources

**Communication Tools**
Virginia Department for the Deaf and Hard of Hearing (visual communication tools)
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)

6/25/2020 ***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)*** Expected release is the 3rd-4th week in July via the VDOE website.

**Community Resource List**
Physical and Mental Wellness, Housing/Food Crisis Support
https://drive.google.com/file/d/1PemXgPWBB6kRAjiSvMI1VZeqahUCT9mO/view?ts=5f2b051a

**SPS Mental Health Support Plan**
https://docs.google.com/document/d/1iUAJ2IetNOFcyJHQGrGcaamZkrMnq1NixMHkQf55kKg/edit?ts=5f2d570a