



Pendleton County Schools

Re-entry Plan

August 3, 2020

2020-2021

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The Pendleton County Board of Education, in consultation with the West Virginia Department of Education, has developed a guide for reopening schools in Pendleton County in response to the COVID-19 public health crisis. As Pendleton County Schools (PCS) prepares for re-entry to school, it is critical to be prepared for change as the year unfolds.

This document is built upon the guidance and recommendations of the Pendleton County Health Department and the Center for Disease Control (CDC). It is designed with the health and safety of students and staff as the priority as schools begin to reopen and deliver instruction for the 2020-2021 school year. As impacts of the Covid-19 may evolve, the Pendleton County Health Department, WVDE, and the CDC will continue to provide updated guidance and recommendations to PCS on navigating the academic, social, and emotional effects on students and employees.

As statewide and local COVID-19 public health needs change over time, it is critical for Pendleton County Schools to plan for a variety of learning scenarios for the 2020-2021 school year. PCS will consider the following possible re-entry plans and the ten focus areas as we prepare to reopen.

Re-entry Plans:

Plan A

Students will attend school five days a week. In order to attend five days a week, this scenario must consist of releasing students at a half day on Wednesday to ensure thorough cleaning and sanitation of our buildings and to allow time for our staff to prepare for blended and remote instruction.

Plan B

Students will be split into two groups – Group 1 and Group 2. Group 1 will attend Mondays & Tuesdays with Group 2 attending Thursdays and Fridays. No students will attend on Wednesdays as thorough cleaning and sanitation will occur and also be a preparation day for this blending and remote learning approach during this scenario. All students will be engaged in learning five days a week through this blended learning model. Meals will continue to be provided for week days students not scheduled for classes.

Plan C

All students will complete school assignments remotely five days a week. This will require the teacher and students to communicate daily and develop a process for monitoring, reviewing and/or grading of student engagement activities. Teachers will be on duty at school, preparing remote lessons and assisting students via internet and/or phone. Meals will continue to be provided.

Additional Information:

- A full-time virtual option will be available for any Pendleton County student. The student must remain in the virtual option for at least a full nine weeks.
- As part of our blending and remote learning approach, PCS will provide computer devices to all students and staff. PCS is also planning on expanding the number of WIFI hotspots in our county to help promote remote learning.

Focus Areas:

1. Safe Schools & Facilities
2. Health, Social-Emotional, & Mental Wellness
3. Instruction/Learning
4. Special Education
5. Career Technical Education (CTE)
6. Technology
7. Child Nutrition
8. Finance
9. Extracurricular/Extended Activities
10. Transportation

General Information and Scheduling for Each Scenario

Scheduling for Plan A

- Least restrictive plan with social distancing required.
- School facilities are open; all students may be in school at the same time.
- Traditional instruction with preparation for Blending Learning and Remote Learning.

Current Protocols: July 28, 2020:

Face coverings are required of all staff when they cannot provide instruction in a socially distanced manner.

- Unless medically waived, students grade 3 and above are required to wear face coverings when outside of their core classroom group or in congregant areas.
- When face coverings are required, schools should make these available, however, students are encouraged to bring their own.
- Ensure that students and staff are aware of the correct use of face coverings.
- Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.
- Students in middle and high school are required to wear face coverings in congregant areas and in classrooms if they are not in their core groups and/or social distancing cannot be maintained.
- If COVID-19 cases for a specific area sustain an uptrend, further analysis may be necessary to determine whether or not more restrictive guidance is required.

Within the School Day Changes:

- Minimize opportunities for close contact and risk of exposure.
 - Daily temperature screening will be conducted by homeroom teachers.
 - Students will be asked COVID-19 screening questions daily.
 - Entry/Dismissal, bell schedule adapted.

- Cafeteria limited to 50% capacity.
- Staggered recess times in smaller groups.
- No field trips.
- Assemblies closed for full capacity.
- Limit nonessential visitors and activities involving external groups or organizations.
- Students in pre-k through 6th grade will stay in homeroom class all day. Teachers move, not students.
- Staff and Students will follow current face covering protocols.
- Social distancing behaviors continue as recommended by state and local health authorities, such as removing groupings of desks and creating hallway floor stickers.
- Hand sanitizer will be provided for student and staff use.
- Food service employees will wear face coverings at all times, to the greatest extent possible.
- School buses will be cleaned before every run.
- Signage will be located throughout the buildings to remind students to social distance.
- Early dismissal for students every Wednesday for thorough cleaning and sanitizing.

Scheduling for Plan B

- More restrictive plan than Plan A.
- Students physically present at school two days a week.
- School facilities are open with no more than 50% maximum occupancy.
- Blended Learning for all students.

Within the School Day Scheduling Changes:

- Minimize opportunities for close contact and risk of exposure.
- Continue with all the guidance from Plan A
- School facilities are open but social distancing is required
- Limit density of people in school facilities to no more than 50% maximum occupancy
- Enhanced health and cleaning protocols
- Blended Learning for all students
- Meals will continue to be provided for all 5 days
- No school for students every Wednesday for thorough cleaning and sanitizing and preparing for Blending Learning.

Scheduling for Plan C

- Facilities are closed for students.
- Remote Learning instruction plan will be used for all students and staff.
- Teachers will be on duty at school, preparing remote lessons and assisting students via internet and/or by phone.

Within the School Day: All assignments will be completed remotely. Teachers and students will communicate daily regarding daily instruction, completion of assignments, grading of assignments, and any other information needed by students during this time.

Safe Schools & Facilities

Cleaning & Hygiene

- Adequate supplies to support healthy hygiene behaviors will be provided (e.g., paper towels, tissues, soap and hand sanitizer with at least 60% alcohol) for safe use by staff and older children.
- Hand sanitizer with at least 60% alcohol will be provided for safe use by staff and older children at entrances, exits, classrooms and the cafeteria.
- Teaching and reinforcing of handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer with at least 60% alcohol by staff and older children.
 - Before
 - Eating or preparing food
 - Touching your face
 - After
 - Using the restroom
 - Coughing, sneezing or blowing nose
 - Handling cloth face covering
 - Changing a diaper
 - Caring for someone sick
 - Touching animals
- Increase monitoring to ensure adherence to safety measures among students and staff.
- Use of hand sanitizer by students will be supervised.
- Children with skin reactions to hand sanitizer will use soap and water.
- Handwashing will be reinforced during key times such as, before, during and after preparing food; before eating food; after using the toilet; after blowing nose, coughing, or sneezing; after using bare hands to touch objects that have been handled by other individuals.
- Hand cleaning will be required when entering each classroom. Systematically and frequently check and refill hand sanitizers.
- Staff and students will be encouraged to cough and sneeze into their elbows, or to cover with a tissue.
- Used tissues will be thrown in the trash and hands will be washed immediately with soap and water for at least 20 seconds or cleaned with hand sanitizer.
- Proper cleaning and disinfection of high-touch surfaces will occur frequently throughout the day. Establish a schedule for and perform ongoing and routine environmental cleaning and disinfection of high-touch areas (e.g., door handles, stair rails, faucet handles, toilet handles, playground equipment, light switches, desks, tables, chairs, kitchen countertops, cafeteria and service tables, carts, and trays) with an EPA Approved Disinfectant for SARS-CoV-2 (the virus that causes COVID-19), and increase frequency of disinfection during high-density times.
- All shared objects will be disinfected (e.g., gym or physical education equipment, art supplies, toys, games) between use. Paper-based materials, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission and do not require additional cleaning or disinfecting procedures.

- Safe and correct use and storage of cleaning and disinfection products will occur, including securely storing and using products away from children, and allowing adequate ventilation when staff use such products.

Other Action Steps to Consider for Each Scenario:

- Engagement of all school personnel on the sanitization and procedures for opening of school
- On-going cleaning and disinfection of schools.
- Highly touched surfaces such as tables, doorknobs, light switches, countertops, handles, desk, phones, keyboards, toilets, faucet, sinks, etc. cleaned throughout the day.
- Floor markers and signs to promote social distancing.

Physical, Social-Emotional, & Mental Wellness

Monitoring & Handling of Presumptive, Suspected & Confirmed COVID-19 Cases

- Signage will be posted at the main entrance requiring that people who have been symptomatic with fever and/or cough not enter.
- Staff, students and their families will be educated about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.
- Wellness policies will be established and enforced to prevent the spread of disease, including:
 - Staff will be required to stay home if sick; and flexibility will be provided with leave policies as provided by the CARES Act Temporary Rule for Paid Sick Leave and Expanded FMLA.
 - A space will be dedicated for symptomatic individuals that will not be used for other purposes. Symptomatic individuals will immediately be assigned to a designated area at the school and sent home to isolate.
 - Symptomatic students will remain under visual supervision of a staff member who is at least six feet away. The supervising adult wearing appropriate PPE.
 - A symptomatic person will wear a cloth face covering or a surgical mask while waiting to leave the facility when age and health appropriate.
- Cloth face coverings will not be placed on:
 - Anyone who has trouble breathing or is unconscious;
 - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance; and/or
 - Anyone who cannot tolerate a cloth face covering because of developmental, medical or behavioral needs.
- Screening for symptoms will be conducted of any visitors entering the building, including family members, vendors and others. Screening will be provided at the school entrance or at the main office. Individuals waiting to be screened must stand six feet apart from each other. Use tape or other markers on the floor for spacing.
- The staff member responsible for screening temperatures must wear a cloth face covering and must stay six feet apart unless screening temperature.
- Use a touchless thermometer if one is available. If not available, use a tympanic (ear), digital axillary (under the arm), or temporal (forehead) thermometer. Change disposable thermometer covers between individuals.
- Temperatures will not be taken orally (under the tongue) because of the risk of spreading COVID-19 from respiratory droplets from the mouth.
- Staff member must wash hands or use hand sanitizer before touching the thermometer.

- Staff member must wear gloves if available, change between direct contact with individuals, and must wash hands or use hand sanitizer after removing gloves and between direct contact with individuals.
- Staff member must clean and sanitize the thermometer using manufacturer's instructions between each use.
- Teachers will utilize the age-appropriate Symptom Screening Checklist for students.
- In grades pre-k–2, the checklist should be used in conjunction with teacher observation & monitoring of student's appearance, activity and level of engagement.
- School nurses or delegated school staff who provide direct patient care will be required to wear appropriate protective gear and perform appropriate hand hygiene.
- Once a symptomatic person is removed from the school, cleaning and disinfecting procedure will occur following CDC guidelines.
- The following process will be followed for allowing a student or staff member to return to school:
 - If a person has had a negative COVID-19 test, they can return to school once there is no fever (without the use of fever reducing medicines) and they have felt well for 24 hours.
 - If a person is diagnosed with COVID-19 by a medical professional based on a test or symptoms or does not seek medical attention and has symptoms, he or she should not be at school and should stay at home until he or she (or a family member if younger child) can answer YES to the following questions:
 - » *Has it been at least 10 days since the individual first had symptoms?*
 - » *Has it been at least three day since the individual had a fever (without using fever reducing medicine)?*
 - » *Has it been at least three days since the individual's symptoms have improved, including cough and shortness of breath?*
- Local health authorities will be notified of confirmed COVID-19 cases among children and staff.
- School administrators will coordinate with local health officials to notify staff and families immediately of a person who was in the school setting with COVID-19, while maintaining confidentiality in accordance with FERPA and all other state and federal laws.

Protecting Vulnerable Health Populations

- Health records and emergency contacts for students and staff will be updated on a regular basis.
- All current health plans will be systematically reviewed for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk of exposure to COVID-19.
- Complete health histories and current well-child checks will be obtained for all students entering pre-k, kindergarten, grade 2, grade 7 and grade 12. Be alert for any conditions or chronic illnesses that may exacerbate symptoms of COVID 19.

Social-Emotional Wellness

- A crisis response planning team meeting will be held to update and revise the West Virginia Schools Crisis Prevention and Response Plan through collaborative planning. (Refer to WVDE Crisis Response Plan Template Overview/Instructions for more information.)
- In response to a crisis, convene a mental health crisis response team meeting will be convened to provide mental health supports. Access to professional student support staff, including school counselors, school psychologists and school nurses will be provided.
- A continuous advisory system will be implemented that provides students with meaningful supportive relationships and maximizes each student's personalized learning experience.
- An integrated delivery of social-emotional standards will be provided. (West Virginia College and Career Readiness Dispositions and Standards for Student Success)

Instruction/Learning

Plan A: Traditional Instruction with Preparation for Blended Learning

Renaissance STAR benchmark testing will occur within the first two weeks of school to provide student data on need for re-teaching and thereafter during each benchmark window.
Teachers will focus instruction around Essential Standards and Learning Targets, as well as, weaknesses determined by student benchmark data.
Design lessons with the possibility of shifting to Blending Learning.
Provide practice and instruction for students at least twice a week on Schoology platform to prepare for Blending and/or Remote Learning.
Guardians will contact school principal to request virtual school option or homebound. Guardians will fill out appropriate paperwork and send to Director of Administrative Support.

Plan B: Blended Learning for All – Students transition between in school and remote instruction.

Renaissance STAR benchmark testing will occur within the first two weeks of school to provide student data on the need for re-teaching and thereafter during each benchmark window.
Teachers will focus instruction around content standards with an emphasize on weaknesses determined by student benchmark data.
Provide practice and instruction for students once a week on Schoology platform
Staff will communicate with families in a consistent format and time, clearly defining the Blending Learning plan.
Teachers will prepare lessons on Schoology platform for students to complete on their remote learning days.

Plan C: Remote Learning for All

Teachers will prepare all student lessons on Schoology platform.
Staff will communicate with families in a consistent format and time, clearly defining all expectations during remote learning for students.
Teachers will focus instruction around Essential Standards and Learning Targets, as well as, weaknesses determined by student benchmark data.

Special Education

- Develop a plan to provide student services with limited pull out, focusing on in-class services.
- Hold meetings to update all IEPs including a review of health care plans and shifting to blended, remote, and/or virtual learning.
- Schedule related services for students to avoid mixing student groups with an emphasis on services being provided within the general education classroom as appropriate.
- Supplemental services will be scheduled to ensure that a provider is only at one school per day for grades pre-k-6; if a provider must be at more than one school in a day, proper measures will be taken so that PPE such as gowns to cover clothing.
- Policies and procedures to address appropriate social distancing and appropriate health precautions such as wearing a face covering, monitoring temperature, and screenings to accommodate essential parent meetings, such as IEPs, disciplinary action, etc.
- Prepare for remote services by practicing instruction for students at least twice a week on provided platforms by providing blended services during Plan A and B to ensure that appropriate accommodations and modifications are in place in the event of Plan C (Exclusive Remote Learning) is implemented.

Child Nutrition

- Establish lunch schedules and procedures that maintain cafeteria capacity at 50% maximum threshold will be established at each location, including
 - Spaced meal serving lines (marked on floors).
 - Spaced seating; and
 - Longer meal periods for more staggered meal delivery.
- All food service employees will wear cloth or disposable face coverings at all times, to the greatest extent possible. Such coverings shall be cleaned or replaced daily. Reasonable accommodations will be made for employees who cannot wear a mask because of a specialized health condition; medical support documentation may be required by the employer to better understand what accommodation is appropriate. Local health departments can also be resources in exploring acceptable solutions.
- The entire cafeteria facility will be thoroughly detailed, cleaned and sanitized before resuming dine-in services and continue to do so regularly. Cleaning and sanitation will be focused on high-contact areas that would be touched by employees and students by always doing the following:
 - Procuring and utilizing cleaning products and protocols that include EPA-approved disinfectants that meet CDC requirements for use and effectiveness against viruses, bacteria and other airborne and blood-borne pathogens. For more information, please refer to the CDC guidelines on disinfecting buildings and facilities.

- Between school meal services, commonly touched areas will be cleaned and sanitized such as tables and seats.
- Procedures will be implemented to increase the frequency for cleaning and sanitizing surfaces in the kitchen. Avoid all food contact surfaces when using disinfectants.
- Any single-use items left in the meal service area by students will be discarded.
- Food preparation and distribution models will be in place and adhere to social distancing guidelines.
- Designated trash bins will be placed where students can dispose of items at the end of the meal service in a manner that adheres to proper social distancing guidelines.
- Milk and water to students will be served in individual bottles. If students will be reaching into a cooler to grab their own milk or water, the cooler will be cleaned and sanitized between dining groups. Beverage dispensers with buttons or leavers (such as a water cooler) will be cleaned at the same frequency.
- Self-service food stations for food, condiments and utensils will be eliminated.
- Family-style meal service will be eliminated (i.e., in pre-k collaborative settings within the school system). Meals will be distributed to students by a school employee following proper food safety guidelines.
- Share tables will be eliminated until the State of Emergency is lifted related to the COVID-19 pandemic or otherwise directed by the Governor's Office.
- All students and staff must wash their hands before and after the meal service.
- USDA Civil Rights requirements (i.e., special diets, protected classes) will be followed. Meal service contingency plans will be developed for remote learning scenarios.
- Necessary supplies will be audited to ensure that schools are prepared to operate alternative serving models (i.e., serving meals in the classroom, disposable food service items).
- Procedures and protocols will be established to ensure students have access to school meals during unanticipated school closures. The following topics will be included:
 - Procurement of food
 - Food distribution options
 - Staffing and volunteers, and Transportation

Transportation

- Frequently touched surfaces will be cleaned and disinfected in the vehicle (e.g., surfaces in the driver's cockpit, hard seats arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) before all routes.
- Transportation vehicles will be fully cleaned and disinfected regularly and/or as needed. Children will not be present when a vehicle is being cleaned.
- Procedures will be developed for the proper disposal and/or laundering of cleaning supplies after use.
- Doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Equipment including items such as car seats, wheelchairs, walkers and adaptive equipment being transported to schools will be cleaned, sanitized and disinfected.
- Safe and correct use and storage of cleaning and disinfectant products will occur, including storing products securely away from children and providing adequate ventilation when staff use such products.
- Hand sanitizer will be provided (with at least 60% alcohol) to support healthy hygiene behaviors on all school transportation vehicles for safe use by staff and older children.

- Hand sanitizer will only remain in school vehicles while they are in use as heat and direct sunlight can degrade its effectiveness.
- Check and refill hand sanitizers systematically and frequently.
- Teachers and students will be required to view “Safe Bus Loading & Unloading Procedures” video from WVDE to address best practices related to transportation safety.
- Seating arrangements and protocols will be developed to limit the number of students to no more than two per seat. Face covering will follow current protocols. The county will provide face coverings for students if they do not have one.

Other Action Steps to Consider for Each Scenario:

- Using proper procedures for transporting students and communicated to school community
- In the event of a shutdown, develop plans to deliver food to students
- Groups A/B school scheduling, determine ridership of students...who rides when and how we can divide so the proper students are riding on the days they are in school

Communications

- Reliable communication channels will be developed that accommodate all families regardless of technology accessibility. This should include online communications, emails, robocalls, personal phone calls, texts, newsletters (electronic and paper).
- Families will be surveyed to learn how to best communicate with them.
- An email or phone number that is monitored regularly will be provided that families and community members may use to submit questions.
- Timely updates will be provided to the community for the upcoming school year including when school begins, what the school day will look like, what safety precautions are in place, additional requirements of students and important screening protocols.
- Pendleton County Schools will be transparent and timely in updating families and communities.

Professional Learning to Occur Before & During Re-entry to School

Teachers will be provided professional development before and during school beginning on the following:

- Schoology Platform
- Lenovo Chromebooks
- Content Standards and Learning Targets
- Cleaning and Sanitization
- Reopening Guidelines
- Office 365 TEAMS
- Zoom Video Communications
- Swivel Recording Tool

Parents and students will receive training on Schoology platform and the Lenovo Chromebooks.