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Pygmalion School COVID-19 Mitigation & Response Plan 2021-22

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The Pygmalion School at People Places is committed to providing a safe and healthy workplace and learning environment for our staff, and to protect the safety, health, and wellbeing of the youth and families we serve. Therefore, the following protocols have been developed based on the most recent guidance from the [Virginia Department of Education](#), the [Virginia Department of Health](#), and the [Centers for Disease Control](#) for safe operation of K-12 schools.

Per the VDOE website: “On July 21, 2021, the VDH and the VDOE released new guidance for PreK-12 schools in the upcoming 2021-2022 school year. [The Interim Guidance for COVID-19 Prevention in Virginia PreK-12 Schools](#) [↗](#) reinforces the importance of in-person learning and supports divisions in making locally-informed decisions on masking and other prevention measures to prevent the spread of COVID-19 in schools.”

Local Public Health Conditions

Pygmalion School Director is monitoring the local cases using the VDH COVID-19 Daily Dashboard (<https://www.vdh.virginia.gov/coronavirus/covid-19-daily-dashboard/>). As of January 2022, infection rates are around 40% in the surrounding area.

Planning to Re-open

Designated COVID-19 Point of Contact

To remain consistent with HIPPA and FERPA privacy laws:

- All COVID-19 concerns and questions should be directed to the school Director, Dr. Katherine Robinson (kitti.robinson@peopleplaces.org), 540-886-2777, or 540-280-6524
- If Dr. Robinson is not available, they should contact Nancy Strang, Executive Director of People Places (nancy.strang@peopleplaces.org) or 540-885-8841.
- If any staff or student encounters any of the following, they should notify the designated point of contact (kitti.robinson@peopleplaces.org) or the Human Resources Department (hr@peopleplaces.org).
 - Symptoms of COVID-19



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- A positive test for COVID-19
- Exposure to someone who has tested positive for COVID-19 in the last 14 days

Local Health Department Contact Information

Website:

<https://www.vdh.virginia.gov/news/2020-regional-news-releases/central-shenandoah-health-district-covid-19-update/>

Staunton/Augusta Health Department

1414 North Augusta Street
Staunton Virginia 24401

Phone: 540-332-7830

Fax: 540-885-0149

Email: cshdinfo@vdh.virginia.gov

Health & Absenteeism Monitoring

- Daily health screenings will be conducted with each staff and student prior to entering the building (outlined below in "Maintaining Healthy Environments & Operations").
- Absences of students will be documented and reported to the local education agency (LEA) each month.
- Virtual contact logs will be sent to each LEA at the end of each week.

Communication Systems

- Notification of Positive Case: Updates regarding confirmed positive cases, closures, or limited hours of operation of the school will be delivered to families, staff, and school divisions via email and/or the SeeSaw app. All personal health information will be kept confidential as part of this notification.



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- If any party does not have access to the internet or email, phone calls will be made to notify the individual families.
- Contact tracing: if an individual has been identified as having close contact with the positive case, while at school, Dr. Robinson will reach out via email and phone call to notify the family of the direct contact/exposure.
 - All staff will be trained on implementing this plan prior to students entering the building on the first day of school.
- All students will be informed of the plan in a manner that meets their current communication level, and every attempt will be made to use accommodations and supports to help them understand the plan and their role in the plan.
 - Handwashing and sanitizing routines will be taught to every student if they do not already have the skill.
 - Staff will prompt students to wash their hands or use sanitizer at the appropriate times listed in this plan.
- The implementation of the plan will be monitored by the Director of the School.
- If at any time this plan changes, the changes will be communicated to families and staff via email, Google Drive, the SeeSaw app, or via phone.

Community Response Effort

We will closely monitor the public health status in our community, follow guidelines issued by our local and state, and federal authorities in regard to safety and CDC. We will follow phased guidelines issued by Governor Northam, and monitor broadcasts and guidance from the VDOE.

Within our small school community, we will keep in contact with families on a regular basis and provide resources to assist them with behaviors that reduce the spread in their homes, modifying instructional delivery as needed, and just general social/emotional support resources.

Student Health Services

We do not currently employ any health services staff such as a school nurse. All of our staff are trained in First Aid/CPR and medication delivery. Staff will wear medical grade PPE



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(which will be provided to them) when engaging with a student who is suspected to be sick, and when delivering medication to a student (as prescribed by their doctor).

Promoting Behaviors that Reduce the Spread of COVID-19

Education Plan

A training packet with video models, social narratives, and visual supports of the following behaviors will be sent home to all students before school begins. These videos and resources will also be posted on our school website at <https://pygmalionschool.org>.

Behaviors promoted in the education plan will include, but are not limited to:

- Using the sanitation stations
- Taking your temperature
- Washing your hands
- Using hand sanitizer
- Maintaining 6 foot distance
- Covering your cough
- Wearing a face mask
- Staying home when sick

These behaviors will be promoted once students are in the school building and will be continuously taught and monitored throughout the school day.

Staff will be trained in the use of visual supports, social narratives, video modeling, and/or task analysis to teach these behaviors to students.

Stay Home When Sick (staff and student home isolation criteria)

- **Staff and families are asked to stay home and self-report if they have any of the following:**
 - Symptoms of COVID-19
 - A positive test for COVID-19 in the last 14 days
 - A member of their household has symptoms OR is being tested for COVID-19
 - Exposure to someone who has tested positive for COVID-19 in the last 14 days



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- **Staff and families who tested positive for COVID-19 are asked to:**
 - Isolate/Quarantine at home for 10 days OR
 - until they receive one negative PCR test results, AND
 - are fever free for 72 hours AND
 - have an improvement in symptoms
 - Contact tracing: identify all individuals who worked in close proximity (within 6 feet, for 15 total minutes in a 24 hours period) with them during the 48 hour period prior to the onset of symptoms.
 - Any potentially exposed persons will be notified within 24 hours and asked to remain home for 14 days under CDC guidance to ensure the infection does not spread.
 - Those people should self-monitor for symptoms, avoid contact with high-risk individuals, and seek medical attention if symptoms develop, and reach out to their healthcare provider to see if they need to be tested.

Return to School/Work

- Staff and students who have been sent home can return to school when:
 - They are fever free for at least three (3) days without taking medication to reduce fever during that time; AND
 - Other symptoms have improved; AND
 - At least ten (10) days have passed since the symptoms began OR
 - until they receive two consecutive negative tests (more than 24 hours apart)
- For any staff or student who has tested positive but exhibited no symptoms: they may return to school once 14 days have passed since their positive test AND when they have received two consecutive negative tests (more than 24 hours apart).
- If any member of the staff or student's immediate household is displaying symptoms or being tested for COVID-19, the student or staff should refrain from coming to school for 10 days from the onset of symptoms, or until the results of the COVID-19 test are returned.

Hand Hygiene & Respiratory Etiquette

- Staff and students will be required to wash their hands at the following times:



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- After entering the school building at the beginning of the day
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet or helping a child use the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage
- Staff and students are encouraged to use hand sanitizer upon entering any new environment within the buildings.
- The handwashing routine will entail and will be visually posted near all sinks in the buildings.
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean, disposable towel or air dry them.
- Hand sanitizer (alcohol-based, at least 60%) will be used when soap and water are not readily available.
- Cover your cough: employees and students should cover their coughs and sneezes with a tissue or their elbow, and immediately wash their hands or use hand sanitizer.

Face Coverings

Face masks are intended to stop the spread of germs and bacteria, and to protect other people in the environment in case the wearer is unknowingly infected but asymptomatic.

- All staff will be required to wear face masks when inside the buildings or when within 6 feet of another employee or student.
- Staff and students should wear a new or freshly washed mask each day.
 - If your mask is wet, damaged, or dirty, a new disposable mask will be provided to you.



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- Students over the age of 5 will be required to wear a mask inside the school building.
- Face coverings will not be required for any who meets the following criteria:
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove their covering without assistance
 - Anyone with a documented medical condition that prevents them from safely wearing a mask
- In the event that a face mask cannot be used by staff for health reasons, the school has face shields that extend around the side of the face and below the chin for staff to use.

Social Distancing within the Buildings

- Student desks and workspaces will be placed 6 feet apart.
- Employees and students will be grouped into cohorts, and will not interact or come into contact with the other cohorts throughout the buildings (more details in the cohorting section below).
- Every attempt will be made to maintain a distance of 6 feet between each individual (students and staff) in the buildings.

Physical Layouts

- Student desks will be placed 3-6 feet apart and facing away from each other.
- When students need to work in small groups, they will be seated 6 feet apart from each other, and a minimum of 3 feet away from the teacher/instructor if both parties are wearing masks. Groups will be no larger than 2-3 students and 1 teacher.
- When students line up to transition around the school property they will stand 6 feet apart.
 - Physical markers will be placed on the floor near each of the doors to demonstrate a 6-foot distance.
 - "Airplane arms" will be taught to the students and used as a reminder throughout the school day
- Main House:
 - Entry to the main building (house) will only be gained through the front door.
 - The back door of the main building is for staff use only



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- In the event of an emergency evacuation, staff and students should adhere to the most recent fire code guidance on evacuating the school buildings.
 - The back (garage) building only has one entrance and therefore students and staff will need to look before entering or exiting the building to ensure they are giving each other space.

Supplies

Staff and students will be provided with PPE as needed. Cleaning and disinfecting supplies that are harmful to students will be kept in locked closets or cabinets and only accessed by staff. The following supplies will be provided and readily available within the school buildings.

- Hand soap
- 60% alcohol hand sanitizer
- Disinfectant wipes and/or spray
- Paper towels
- Tissues
- No-touch/foot pedestal trash cans, or open trash cans
- Disposable medical grade masks in case staff or students forget theirs, theirs is contaminated, or damaged during the school day
- Medical grade nitrile gloves
- Disposable food service items (utensils, plates, etc.)

Signs & Messages Posted

- Signs will be posted at all entrances requiring adults who enter the buildings to wear masks
- Stop the Spread & Proactive Measures signs will be posted at all school entrances
- Signs will be posted at all sinks with a visual representation of how to properly wash hands
- Videos about proper handwashing techniques will be posted on the school website or sent to families via email or social media.



Gatherings

- Limits in the number of people in one physical space will be placed at no more than 10 people, OR
- Consistent with the Governor's most recent Executive Order for safe group gatherings at any given time.

Organized Sports & Activities

Our school does not currently offer any organized sports teams or activities. We offer outdoor recess and structured movement activities throughout the day. Each cohort will have scheduled time to use outdoor space for movement activities, and cohorts will not intermix.

Maintaining Healthy Environments & Operations

Daily Health Screening

Any staff or student who experiences fever and/or respiratory symptoms while home should not report to school.

- Instead, they should contact the school Director, their immediate supervisor, or Teacher for further direction.

All staff and students who do arrive at school, will receive daily health screenings in accordance with the VDH, VDOE, and CDC guidance, and with respect to privacy laws.

- All staff and students will be screened for fever and symptoms of COVID-19 prior to entering the buildings.
 - No-touch forehead thermometers or ear thermometers with disposable covers will be used to take each person temperature
 - Screening questions will be asked of all staff each day before entering the building
 - Students will be asked these questions daily if their communication ability allows them to respond. If not, staff will visually screen the student and complete the checklist for them. Parents should consider these questions before sending their child to school each day.
- Symptoms of COVID-19



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- Cough,
- shortness of breath,
- difficulty breathing,
- Fever of 100.4 F or higher, or states they feel feverish
- Chills
- Muscle pain
- Sore throat
- New loss of taste and/or smell
- Nausea,
- Vomiting
- diarrhea
- This list is not all possible symptoms, other symptoms may be added as guidance from the CDC and VDH evolves.
- COVID-19 Screening Questions:
 - "YES or NO since my last day in the building, have I had any of the following:"
 - A new fever (100.4°F or higher) or a sense of having a fever?
 - A new cough that cannot be attributed to another health condition?
 - New shortness of breath that cannot be attributed to another health condition?
 - New chills that cannot be attributed to another health condition?
 - A new sore throat that cannot be attributed to another health condition?
 - New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)
- Staff will visually screen any students who are not able to respond to the questions.
- If any staff member answers YES to any of the screening questions before arriving, they should stay home and not enter the building.
- If students are visually screened YES for any of the questions, they will be returned home by their transportation department, or their parents/guardians will be required to pick them up.
 - If a staff or student is not able to leave the school building on their own, they will wait in the "quarantine room" upstairs until someone is able to pick them up.



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- If no one is available to pick them up from school, a school staff member who has already been exposed to the person will drive them home, in full PPE, to reduce their exposure to the rest of the people in the building.
- If a staff member or student reports [COVID-19 symptoms](#) upon arrival, the school will activate the "[Preparing for When Someone Gets Sick](#)" phase of this plan or the [COVID-19 Emergency Plan](#).

Sanitation Stations

Sanitation stations will be set up directly within the entrance of each building. Staff and students will use the items in the sanitation station as needed before entering further into the building. Supplies in the station will include:

- Hand sanitizer
- Gloves
- Face masks
- Clorox wipes
- Lysol spray
- Isopropyl alcohol (70/30) spray and wipes
- Paper towels

Hand soap and paper towels will be provided and readily available at all sinks. There are two sinks (one kitchen and one bath) in the main building, and 2 bathroom sinks in the garage building.

Cleaning & Disinfecting the Environment

- The following will be disinfected daily before students enter the building and/or after students leave the building:
 - Door handles and knobs
 - Sinks and sink handles/faucets
 - All tables and desktops
 - All chairs
 - Light switches
 - Keyboards
 - Ipads



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- Computers
- Countertops
- Shared materials (gym equipment, educational supplies, art supplies, games, etc) will be limited and will be cleaned between each use if they need to be shared.
- School Vans: if vans need to be used to transport students for community outings, staff will be required to follow all aforementioned guidelines regarding wearing of cloth face coverings, and disinfecting all touchable surfaces (door handles, seat belt buckles, buttons and knobs, dashboard, steering wheel, etc.) after use.
 - All students and staff will maintain a 6 foot distance in vehicles
- All cleaning and disinfecting products will be stored out of student reach or in locked cabinets or closets.
- Students will not be allowed to use disinfecting/cleaning wipes or sprays.
- Staff will ensure proper ventilation is available when using these products near students to prevent them from inhaling fumes.
- Disinfecting schedule:
 - Every 2 hours: All door knobs, handles, keyboards, light switches, handles, communal tables, and seating areas, etc.
 - OR anytime a staff or student uses a space that another staff or student will need to use after them.
 - A schedule will be posted and staff will sign off when areas are disinfected.

Crisis Management

Pygmalion school uses "Handle with Care" as its crisis management and intervention training. Every attempt will be made to avoid the use of restraint and to maintain social distance. Proactive behavior intervention techniques and de-escalation procedures will be used to make every effort to avoid physical contact. If a student is in crisis and physical management procedures are needed to maintain safety:

- Staff will wear protective equipment (masks, gloves, etc)
- Staff and students will wash their hands or use sanitizer according to the guidelines listed in this document once the crisis situation has ended.



Shared Objects & Personal Belongings

- Sharing of objects and supplies will be discouraged and minimized throughout the day.
- If items must be shared, they will be disinfected between each use (i.e. electronic devices, toys, books, games, educational materials, etc)
- Each student will have their own:
 - Notebooks
 - Paper
 - Set of markers
 - Set of pens or pencils
 - Set of art supplies (scissors, crayons, ruler, etc.)
- Individual student materials will be kept in separate, labeled containers.
- Students personal belongings will be kept in an individually labeled cubby, bin, or at their desks and will be kept separate from other students belongings (i.e. they will not physically touch)
- Staff will be assigned cabinets or closet space to keep their belongings separated from one another.

Ventilation

- Whenever it is possible (pending weather/temperature, seasonal variables like pollen, etc) staff are encouraged to open windows for ventilation, only if they have a screen and do not pose any danger to the students in the learning environment.
- Window AC units operate in the main building, pulling in fresh air from outside
- The garage building has central air conditioning.
- Air purifiers with HEPA filters will run during all school hours and overnight in the main building and in the garage building.

Water Systems

- Water systems will be disinfected at the end of each school day, and after each use throughout the school day.
- Students and staff are encouraged to bring their own water bottles to school to minimize the use of communal water sources.



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- If a student needs to refill their water throughout the school day, a teacher or instructor will refill the water for them, so as not to cross-contaminate the communal kitchen space and mix cohorts of people.
- There are no water fountains available in the school, however there is a water tank of bottled spring water (for drinking) that staff can access, and fill bottles for students as needed.

Physical Barriers & Guides

- Physical guides/visual prompts will be placed on the floor near each doorway to represent a 6-foot distance.

Communal Spaces

- Main building kitchen: the kitchen will be used and accessed by staff only. In the event the kitchen is needed for a cooking activity, the time will be scheduled with the director and the environment will be disinfected according to the guidelines above, before and after student use.
- Outdoor fields (front and back) & Garden: a staggered schedule of use of the outdoor space for physical movement or gardening will be created so that the 2 cohorts of students will not intermix.

Food Service

- Staff will prepare meals and/or assist in preparing meals for students.
 - Staff will wear gloves when serving food to the students or assisting with meal preparation and disposal.
- Students will be encouraged to bring their own lunches and snacks from home.
- Meals will be served on individual plates or trays that will be disinfected before and after each use.
- Students should eat their lunches at their desks or while maintaining a distance of 6 feet from other students and staff in the environment.
- Disposable food items service items will be used whenever possible. If disposable utensils are not available, the utensils will be washed in hot soapy water, by a staff member.



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- Staff will remove gloves and/or wash their hands after directly handling used food service items (utensils, trays, etc.)
- Students will be prompted to wash their hands or use hand sanitizer before eating any meal at school
- If food is offered as part of a special event at school, it will be delivered to the students in individual packaging or on trays. No buffet/family-style meals will be permitted.
- Students and staff should avoid sharing food with others at all times.

Related Service Providers

- Contracted service providers (Speech Language Pathologists, Occupational Therapists, Physical Therapists, Counselors, etc.) will be allowed to enter the building to serve students.
 - They will sign in and out in our contact log, so we have a record of their time in the building and can contact them in the event they are in contact with a positive case.
- The Health Mitigation Plan will be reviewed with them prior to entry and they will be required to follow the same guidelines as our staff members while in our buildings.

Field Trips, & Visitors

- Visitors will not be permitted to enter the school buildings
 - Visitors can video conference into the school building if needed.
 - Meetings can be held off-site between visitors/families and school administration as needed.
- Field trips to outdoor settings will be permitted at the discretion of the Director.
- Field trips and community outings to indoor settings will be at the discretion of the Director until further notice, and decisions will be made based on the most recent Executive Order, parent/caregiver comfort with their child entering the community and based on local health conditions.
- Virtual field trips will be offered whenever possible.



Identify Groups & Keep together (Cohorts)

- Cohorts of students and staff will be formed at the beginning of the school year
 - Classroom 1: main building (5-7 students, 1 teacher, 2 instructors)
 - Classroom 2: outer building (5-7 students, 1 teacher, 2 instructors)
 - Cohorts will remain only in their building, and only teachers or instructors will be allowed to access communal space (kitchen, outdoor play fields, garden area)
 - Cohorts of students will not intermingle with each other or enter into another cohort's environment.

Staggered Scheduling (Arrivals and Departures)

To reduce contact during arrivals and departures of students we will:

- During arrival times, staff will alert the driver/caregiver when it is time to let their student out of the car and allow them to enter the building.
- During departures, staff will escort students 1 at a time to their designated car or bus. If more than one student needs to be escorted out at a time, a 6 foot distance will be maintained.

Staff Planning & Training

Staff Training

- During onboarding and teacher work weeks prior to students entering the buildings, AND anytime the plan is updated, staff will be trained on this health plan in its entirety.
- A log of training activity related to COVID-19 will be kept by the Director.
- Monitoring of it's implementation will be conducted by the Director of Pygmalion School, and data collected on the behaviors on a regular basis for each staff member. Coaching will be provided if staff miss opportunities to engage in the behaviors that reduce the spread.



Time Off and Leaves of Absence

- For information regarding the Agency’s policies for Time Off and Leaves of Absence, staff are asked to refer to the [Employee Handbook](#).

The Families First Coronavirus Response Act (FFCRA)

- The FFCRA requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. For more information and eligibility requirements, please review the [Department of Labor’s Employee Rights under the FFCRA document](#)

Back-up Staffing Plans

- A bank of substitute teachers will be hired in the event that there are excessive or extended staff absences due to COVID-19 Health Mitigation procedures.
 - Substitutes will be trained on this plan and subject to the same screening procedures as our full and part time staff.
- Staff will be permitted to work outside of their “cohorts” if the need arises due to absences, and staff need to be shifted around to serve in another classroom.

Support Coping & Resilience

- Staff and students are encouraged to take breaks from watching the news and reading media stories about COVID-19 if they are feeling overwhelmed
- Staff and students are encouraged to increase physical activity, time outside in the sunlight and fresh air, healthy eating, and getting quality sleep at home.
- Staff and students are encouraged to talk to people they trust at school regarding their concerns and how they are feeling.
- Signs will be posted for the National Distress Hotline (1-800-985-5990) or text (TalkWithUs to 66746)
- Staff are encouraged to use our agency Employee Assistance Program (EAP) to access free counseling services as needed. Staff can email HR at



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hr@peopleplaces.org for contact information, or reference the posted signs for information on accessing the EAP.

Protecting Vulnerable Individuals

- Staff with documented medical conditions that put them at [high risk of severe illness](#) if infected with COVID-19 will be permitted to telework or will have modified job responsibilities to ensure safety.
- Students with documented medical conditions that put them at [high risk of severe illness](#) will be offered virtual learning opportunities, as needed throughout the school year.
 - Individual plans will be developed in collaboration with their parents/caregivers, teachers, and LEA's.
- Laws regarding the privacy of people at high risk regarding underlying medical conditions will be followed.

Preparing for When Someone Gets Sick

Isolate & Transport Those who are Sick

- If any staff or students are suspected to have COVID-19 or are showing symptoms while at school, they will immediately be sent home and asked to monitor symptoms.
- If staff or students require transportation and cannot leave the building immediately, they will be immediately moved to a quarantine area (room upstairs in the main house, away from the rest of the student/staff population).
 - A staff member will remain with the student in the quarantine area until a parent/caregiver or school transportation is able to pick them up.
 - Staff will be required to wear medical grade PPE (gloves, masks, face shields, etc) while waiting with the student
- Parents/caregivers and school transportation departments are encouraged to be prompt and responsive when students need to be transported home.



Clean & Disinfect

- Quarantine area will be closed off for 24 hours after the sick person leaves the room at which time it will be sanitized according to these guidelines:
 - Wear medical grade PPE (disposable gloves, face mask, etc)
 - Clean all high touch surfaces with soap and water first, then a disinfectant
 - Tables
 - Doorknobs
 - Light Switches
 - Countertops
 - Handles
 - Desktops
 - Phones
 - Keyboard
- The EPA-registered household disinfectant will be used
 - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- If EPA-registered disinfectant is not available, a diluted bleach solution will be used:
 - Never mix household bleach with ammonia or any other cleanser. Leave the solution on the surface for at least 1 minute.
 - To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
 - OR
 - 4 teaspoons bleach per quart of room temperature water
 - Bleach solutions will be effective for disinfection for up to 24 hours.
- Ventilate the area if possible by opening windows.
- Keep disinfectant and cleaners locked and out of reach of students
- Soft surfaces will be laundered regularly (once weekly), cleaned with soap and water, or sprayed with disinfectant spray.



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Return to School/Work

Staff and students will not be permitted to return to school until any of the following occurs:

- They are fever free for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began or until they receive one negative PCR test; AND
- Have been released by a qualified medical professional



COVID-19 Emergency Plan (Planning to Close or Modify)

The School Director may initiate the COVID-19 Emergency Plan in the event a staff member answers YES to any of the screening questions OR if there is a positive case within our staff or student population.

Reduced Class size

Our class sizes are already low, with 5-7 students in each building. If a staff member answers “yes” to any of the screening questions in the daily health screening, the Director may decide to reduce the class size and proactively move that class to online learning for a brief period of time (3-5 days) until a determination can be made if the individual is sick or not.

Closure

If there are any positive cases identified within any of our students and staff the school will:

- close for a minimum of 10 days to see if symptoms emerge and allow time for testing of individuals in close contact with the positive case
- move to an online learning platform (to be outlined in our COVID-19 Instructional plan)
- Notify local health officials as outlined below
- Clean and sanitize as outlined below

Notify Health Officials

- In accordance with state and local laws and regulations, the school Director or proxy (Holly Edwards, People Places Human Resources Manager) will notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)