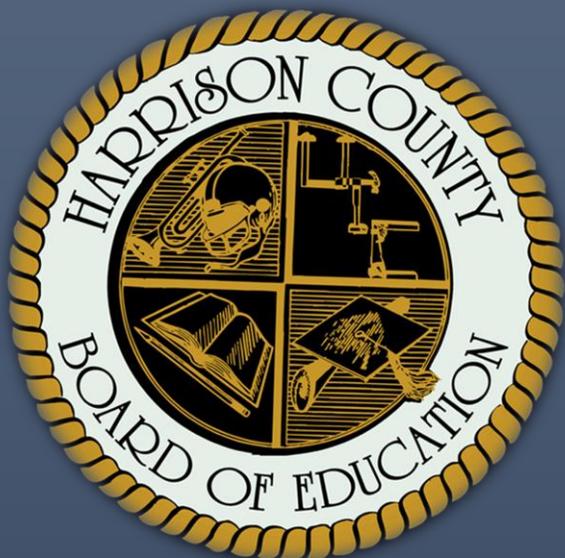


Revised:  
July 16, 2020



# Harrison County Schools Restart Plan

PREPARING FOR RE-ENTRY FOR THE 2020-2021 SCHOOL YEAR  
SUPERINTENDENT DORA L. STUTLER



# Harrison County Schools Restart Plan:

Updated: July 16, 2020

## Executive Summary

In March 2020, school districts across the nation were faced with unprecedented decisions concerning the safety, learning environment, and provisions for continuation of instruction and social-emotional supports for students in response to the COVID-19 pandemic. Harrison County Schools staff stepped forward to support students and families with nutritional needs, mental health supports, and delivery of instruction in a remote environment during the nearly 11-week period-of-time from March 16 through June 3, 2020.

Harrison County Schools realizes that daily interactions at school, under normal circumstances are the ideal environment for the delivery of instruction and supports for the whole child. Faced with obstacles presented by the response to the COVID-19 pandemic, Harrison County Schools will utilize guidelines of local health officials in conjunction with the educational expertise of school and district leadership, to make decisions that are unique to its school system when considering the delivery of instruction, use of facilities, distribution of personnel, and financial capabilities. As research and medical guidelines are updated, Harrison County Schools will continuously revise aspects of the re-entry plan, assess resources and supports, and communicate this information to the stakeholders on a regular and proactive basis. In April, Harrison County Schools convened three stakeholder groups to begin discussions related to re-entry in Fall 2020.

## Stakeholder Group Membership

### HIGH SCHOOL

Dr. Christina Hare, Lead Psychologist  
Dr. Greg Moore, High School Principal  
Greg Phillips, High School Teacher and Union Leadership  
Jim Kirby, Attendance Director  
James Lopez, Assistant Superintendent  
Jaime Looker, High School Assistant Principal  
Jody Sperry, RN, School Nurse Coordinator  
Renee Matthews, High School Assistant Principal  
Stephanie Richards, Lead Speech Therapist  
Todd Poole, Supervisor of Technology and Information Systems  
Tonya Eve, Special Education  
Amy Romano, Parent  
Heidi Griffith, CTE and Secondary Coordinator  
Amy Romano, Parent  
Doug Hogue, Board of Education Member  
Dr. Vic Fisher, Supervisor of Pupil Services  
Dr. Donna Hage, Assistant Superintendent

### MIDDLE SCHOOL

Amanda Herrod, Special Ed. Coordinator  
Dr. Christina Hare, Lead Psychologist  
Cindy Yazvac, Middle School Math Teacher  
James Lopez, Assistant Superintendent  
Jody Sperry, RN, School Nurse  
Kim Cunningham, RN, School Nurse  
Lori Scott, Middle School Principal  
Melissa Hinerman, Middle School Librarian  
Rita Stubbs, Middle School Math Teacher  
Ruth McClean, Middle School Teacher and Union Leadership  
Ryan Deems, Middle School Teacher and Union Leadership  
Amy Romano, Parent  
Sabrina Skidmore, Middle School Asst. Principal  
Todd Poole, Supervisor of Technology and Information Systems  
Jim Kirby, Attendance Director  
Nell Hayden, County Music Contact/Teacher  
Doug Hogue, Board of Education Member  
Dr. Vic Fisher, Supervisor of Pupil Services  
Dr. Donna Hage, Assistant Superintendent

### ELEMENTARY SCHOOL

Angie Carvelli, Transition Specialist  
Brandy Boekhe, Pre-K Teacher  
Dr. Christina Hare, Lead Psychologist  
Chris Derico, Child Nutrition Director  
Christy Horne, Elementary Coordinator  
Daryle Maher, Special Education Coordinator  
Jody Sperry, RN, School Nurse  
Kathleen Jedrosko, Elementary Teacher  
Kristy Fisher, Elementary Teacher  
Lola Brown, Supervisor of Federal Programs  
Renee Powell, Elementary Teacher  
Todd Poole, Supervisor of Technology and Information Systems  
Vicki Huffman, Elementary Principal  
Sherri Talkington, Service Personnel and Union Leadership  
Doug Hogue, Board of Education Member  
Laura Dick, Elementary Principal  
Amy Romano, Parent  
Dr. Vic Fisher, Supervisor of Pupil Services  
Jim Kirby, Attendance Director  
James Lopez, Assistant Superintendent  
Jessica Henry, Parent  
Dr. Donna Hage, Assistant Superintendent

In addition to virtual stakeholder group meetings, the following county office administrators participated in “bucket group meetings,” hosted by the WVDE and/or reviewed their respective sections of the Harrison County Schools Smart Restart re-entry plan. These include Attendance Director Jim Kirby, Director of Child Nutrition Chris Derico, Director of Safety Ken Winkie, Coordinator of School Nurses Jody Sperry, RN, Lead School Psychologist Dr. Christina Hare, Supervisor of Pupil Services Julie Mancini, Supervisor of Technology and Information Systems Todd Poole, Supervisor of Federal Programs Lola Brown, Assistant Superintendent Jimmy Lopez, Assistant Superintendent Dr. Donna Hage, and Superintendent Dora Stutler. The plan was also reviewed by Chad Bundy, Harrison-Clarksburg Health Department, and by Kelly Nelson, MD, Medical Director for Harrison County Schools.

## Community Coordination

During the 2020-21 school year, the Governor’s Office may close individual county school systems in response to positive COVID-19 cases in the district. Additionally, working in collaboration with the Harrison-Clarksburg Health Department, Harrison County Schools may close schools or feeder areas according to a leveling system that defines the thresholds, identified in conjunction with local health officials, and respond as appropriate. This leveling system provides for the potential of rolling closures of at least 2-28 days that may

occur from time to time until a vaccine is available. This leveling system permits the district to respond on a school-by-school basis, feeder-area basis, or district-wide basis dependent upon information about community spread as it affects schools, feeder areas, or the school system at large, as determined by the Harrison-Clarksburg Health Department. Community spread is defined as large-scale community transmission when health care staffing is significantly impacted or multiple cases within or impacting the school setting.

On May 19, 2020, the CDC released the guiding principles for the design of re-entry plans for school systems in the Fall 2020 as the school districts consider minimizing the risk of students and staff contracting COVID-19:

- **lowest risk** to students and staff would be to offer virtual-only classes, activities, and events;
- **more risk** to students and staff would be to offer small, in-person classes, activities, and events where students remain with the same teacher throughout/across school days and where groups of students do not mix or share objects (e.g., staggered/rotated scheduling to accommodate smaller class sizes where students may remain 6 feet apart);
- **highest risk** to students and staff would be to offer full-sized, in-person classes, activities, and events during which the sharing of classroom materials or supplies and the mixing of groups of students for classes and activities occurs (CDC Considerations for School, May 19, 2020).

The following chart, based upon a model provided by the Centers for Disease Control and Prevention, will be distributed to families and staff prior to the scheduled opening of school in September 2020:

 <b>DRAFT 7/14/20 HARRISON COUNTY SCHOOLS RE-ENTRY PLAN CODE SYSTEM FOR COVID-19 SUMMARY</b>			
	<b>Level I: All Normal</b>	<b>Level II: Minimal to Mild Community Spread</b>	<b>Level III: Moderate to Substantial Community Spread</b>
<b>Definition</b>	Harrison County Schools is in collaboration with the Harrison-Clarksburg Health Department to assess the risk to students and personnel; resume an all <b>normal</b> schedule (as school was prior to March 16, 2020) as determined by the superintendent	Harrison County Schools is in collaboration with the Harrison-Clarksburg Health Department to assess the risk to students and personnel at school(s) and is open on a 5-day schedule and with full student population, while community spread includes <b>1-13 confirmed cases in Harrison County for the past 7 days</b> ; this code is called by the superintendent in response to a school-based cases to allow for decontamination, epidemiological evaluation, and contact tracing; this code may occur with "rolling closures" at an individual school(s) or bus run(s)	Harrison County Schools is in collaboration with the Harrison-Clarksburg Health Department to assess the risk to students and personnel at school(s) and is open to provide instruction virtually or remotely while community spread includes <b>14 or more cases in Harrison County for the past 7 days</b> that may directly impact the operations of individual school (s) or the school system; this code is called by the superintendent in response to a school-based cases to allow for decontamination, epidemiological evaluation, and contact tracing; this code may occur
<b>Duration</b>		The superintendent may consider a <b>short-term (potentially 2 to 5 days) closure</b> of an individual school(s) or cancellation of bus run(s) to clean, disinfect, and contact trace in consultation with local health officials.	The superintendent may implement protocols for <b>delivery of instruction virtually or remotely</b> per affected school(s) as determined by documented cases for an <b>extended closure of 14 to 28 days</b> .
<b>Preventative Measures</b>		<ul style="list-style-type: none"> <li>-Communicate social distancing recommendations and supports in place at each site,</li> <li>-Wash or sanitize hands at the beginning of each class period</li> <li>-Wear mandatory face-covering in indoor spaces per Governor Justice's order, effective July 7, 2020, that requires everyone over the age of 9 or Grade 3 (excluding those who cannot remove the face-covering without assistance, those who have trouble breathing through a face-covering for medical reasons, those who are two years old or younger) when social distancing is not possible and when moving during class changes,</li> <li>-Provide <b>recommended face-coverings for all students, age 2 years and up</b>; face coverings are most essential in times when physical distancing is difficult such as on the school bus or in smaller classrooms or when students mixed with other cohort groups during the day,</li> <li>-<b>Teach and reinforce healthy hygiene</b> in buildings and on buses, including the washing of hands with soap and water for at least 20 seconds or the use of hand sanitizer,</li> <li>-Utilize <b>student sign-out procedures outside of the school building</b> with no contact,</li> <li>-Distribution to school administrators of <b>protocols for someone becoming sick at school</b> by the Coordinator of School Nurses,</li> <li>-Limit number of students in restroom at one time,</li> <li>-Encourage utilization of online payment and collections of money through School Cash Online to decrease office traffic and visitors to the school.</li> </ul>	<ul style="list-style-type: none"> <li>-Consider utilization of donated cell phones as hot spots for households without internet.</li> </ul>
<b>Cleaning Measures</b>		Intensify frequent disinfecting and cleaning of high traffic areas, commonly touched surfaces, and bathrooms <b>at least every 2 hours</b> ; and recommended disinfection of buses <b>after each run, -Monitor cases regularly, in collaboration with the Harrison-Clarksburg Health Department, and heighten cleaning schedules to at least every 1 hour as cases increase.</b>	<b>Scheduled rotations of heightened cleaning</b> in impacted school(s).
<b>Absences</b>		<ul style="list-style-type: none"> <li>Actively encourage students and employees to stay home if they: <ul style="list-style-type: none"> <li>-have tested positive for COVID-19, are sick, or</li> <li>-have recently come in close contact with a person (household member, intimate partner, individual providing care in the household, or individual who was less than 6 feet from them for a prolonged period of time (more than 15 minutes)) with a laboratory confirmed case of COVID-19. <u>From the point of exposure to COVID-19 and "continuing for 48 hours before symptom onset" or with a designation as a state or region with widespread community transmission.</u></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>-<b>Staff physically reports</b> to school(s) or worksites,</li> <li>-Accommodate needs of personnel who <u>are at, documented</u> as being at high risk with attendance waivers.</li> <li>-<b>Students do not report</b></li> </ul>

The guidance offered is subject to change based upon updated CDC recommendations, WVDE guidance, and Governor's Office guidance as they become available. Updates will be communicated to families and staff as they become available.

**Important Notice: The guidance in this document is subject to change as additional information about the spread and prevention of COVID-19 is known. New directives from Governor Justice and public health officials may be forthcoming and may evolve prior to the start of the school year or during the school year. Harrison County Schools may alter this re-entry plan to comply with any new directives and to best safeguard student health and learning needs.**



<b>Absences Continued</b>	<p>Individuals should stay at home until 14 days after last exposure and maintain social distance of at least 6 feet from others at all time and self-monitor for symptoms by checking temperature twice daily, and be asymptomatic.</p> <ul style="list-style-type: none"> <li>Require sick students to stay at home with utilization of excused absence with physician's excuse or parent note; under the Attendance Policy, parents/guardians may provide five (5) parent notes per semester.</li> <li>Require sick employees to stay at home with documentation and utilization of sick or personal days</li> <li>Monitor of daily student absenteeism by school administration and daily reporting to the Coordinator of School Nurses,</li> <li>Monitoring by the district of daily personnel absenteeism,</li> <li>Provide supports for medically fragile students.</li> </ul> <p>Monitor substitute employees for concerns with exposure to different groups of students daily.</p>	
<b>Communications</b>	<p>Regularly communicate <b>protocols and safeguards</b> to the community from the Superintendent's Office.</p>	<p>Regularly utilize <b>district and community resources and social media</b> to support.</p>
<b>Child Nutrition</b>	<p>Utilize protocols developed by the Office of Child Nutrition to <b>have meals carried into classrooms by individual students or have students eat meals in smaller cohorts in the cafeteria separated 6 feet apart. Cafeterias utilized at 50% capacity or less. Food service wear masks. Hand-sanitizer provided at serving lines.</b></p>	<p>Utilize protocols developed by the Office of Child Nutrition to <b>serve meals through distribution sites</b> or other programs such as <b>backpack programs, and community collaborations.</b></p>
<b>Travel</b>	<ul style="list-style-type: none"> <li>Pursue virtual group events, gatherings, or meetings and promote social distancing of at least 6 feet between people; <b>limit group size</b></li> <li><b>No out-of-state travel;</b> virtual field trips encouraged</li> <li>Monitor and limit as necessary the travel of students between schools (gifted, ROTC from BHS to RCB, Aviation from other schools to BHS, dual credit students to Pierpont, United Technical Center students, etc.) based upon school-based cases and the impact</li> <li>Wear mandatory face-covering in indoor spaces per Governor Justice's order, effective July 7, 2020, that requires everyone over the age of 9 or Grade 3 (excluding those who cannot remove the face-covering without assistance, those who have trouble breathing through a face-covering for medical reasons, those who are two years old or younger) when social distancing is not possible, especially when students are mixed with cohorts of students from other schools</li> </ul>	<p><b>No student or employee travel is permitted.</b> (Work to communicate with Pierpont, UTC, etc. to support students in impacted schools in same manner as other schools, which are not impacted).</p>
<b>Busses</b>	<p>Wear mandatory face-covering in indoor spaces, including busses, per Governor Justice's order, effective July 7, 2020, that requires everyone over the age of 9 or Grade 3 (excluding those who cannot remove the face-covering without assistance, those who have trouble breathing through a face-covering for medical reasons, those who are two years old or younger); utilize seating charts to limit no more than 2 students per seat; windows open when in motion when feasible</p>	<p>Operation of busses ceases.</p>
<b>Meetings and Use of Facilities</b>	<ul style="list-style-type: none"> <li><b>Postpone or cancel noncritical gatherings and events</b> that do not comply with CDC recommendations for social distancing and small groups</li> <li>Limit nonessential visitors, volunteers, and activities involving external groups or organizations as possible</li> </ul>	<p><b>Prohibit utilization of school facilities by outside groups</b> for gatherings or events.</p>
<b>Extracurricular Activities and Events</b>	<p>Pursue options to convene band, choir, and sporting events and participation in sports in ways that minimize the risk of transmission to players, families, coaches, and communities within Harrison County as well as conference and regional teams.</p>	<p><b>Cancel all extra-curricular activities.</b></p>

The guidance offered is subject to change based upon updated CDC recommendations, WVDE guidance, and Governor's Office guidance as they become available. Updates will be communicated to families and staff as they become available.

Source: Centers for Disease Control and Prevention, "Considerations for School Closures," March 2020, <https://www.cdc.gov/coronavirus/2019-ncov/downloads/considerations-for-school-closure.pdf>.

**Communication**

As Harrison County Schools alters its day-to-day operations based upon recommendations of the Governor's Office and the Harrison-Clarksburg Health Department, personnel and families will receive communications through the district's social media, app, and automated voice and text notification systems. In these timely communications, personnel and families will be informed as changes are made to the level status affiliated with school closure decisions. The superintendent, designee, or Supervisor of the Office of Technology and Information Systems will communicate to the community and staff via media and/or internet throughout the pandemic response regarding any relevant information leading to recovery and return to normal operations. Harrison County Schools will assure that education partners (staff, teachers, students, and parents) receive relevant crisis and emergency risk communication from the Harrison-Clarksburg Health Department in a timely manner. Communication will take place through the following mediums:

**Schools are required to:**

- Disseminate COVID-19 information and combat misinformation through multiple channels to staff, students, and families.
- Put up signs, posters, and flyers at main entrances and in key areas throughout the facilities to remind students and staff of social distancing, wash hands, and to use face-coverings.

- Email
- Learning Management Systems
- Mass Notifications Systems (Phone)
- News Media
- School App
- SMS text
- Social Media
- Website
- Posted signage at the building entrance, and/or electronic signs

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- Posted signs in highly-visible locations that promote everyday protective measures and describe how to stop the spread of germs
- Broadcasted regular announcements on PA systems within the schools to reduce the spread of COVID-19

### **Daily School Operations**

When considering public health accommodations, the district will collaborate with the Harrison-Clarksburg Health Department and local community resources to provide professional development to building level administrators and staff. The training will include public health guidelines to consider as building level administrators plan for the flow of students within the building, utilization of classroom spaces and student schedules, and the development of school-based protocols. Personnel of the district will also utilize the time between August 18-September 4 to prepare the learning environment, collaborate, and develop school-based protocols in order to be ready to move into remote learning if the need arises. The school-based protocols will include review of the entry and exit of students, signage, the movement of students throughout the school day within the building, provisions for student meals and transportation of students to and from school, and instructional design..

The following section outlines further details and guidelines for daily operations under the three designated leveling systems, **Level I (All Normal)**, **Level II (Minimal to Mild Community Spread)**, and **Level III (Moderate to Substantial Community Spread)**.

Under **Level I: (All Normal)**, classes and school operations will return to the status observed prior to March 16, 2020. Harrison County Schools will collaborate with the Harrison-Clarksburg Health Department regularly to review cases in the past 7 days when making decisions.

Within classrooms under a **Level II: (Minimal to Mild Community Spread)**, administrators and personnel will do the following as preventative measures in **daily** operations:

- Require hand cleaning when entering each classroom.
- Clean and disinfect frequently touched surfaces within the school at least every 2 hours and on school busses between uses.
- Develop a schedule for increased, routine cleaning and disinfection of schools, classrooms, and buses.
- Limit the sharing of items that are difficult to clean or disinfect.
- Limit the number of students in the bathroom at one time.
- Keep each student’s belongings separated from others and individually labeled.

### **Under Level II, schools are required to:**

- Provide social distancing floor/seating markings in waiting and reception areas.
- Mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in lines and at other times when they congregate.
- Provide marks on the floors of restrooms and locker rooms to indicate proper social distancing.
- Designate hallways as one-way, posting directional reminders on the walls and/or floor.
- Designate entrance and exit doors for classrooms and restrooms to reduce people meeting face-to-face.
- Provide face-coverings for the use of students and essential visitors.
- Restrict visitors entering the building or conduct symptom screening of any visitor entering the building, including family members, vendors and others.
- Require students to wear face-coverings in grades 3 and above. Middle and high school students are required to wear face-coverings in congregant areas and in classrooms if they switch groups of students and when social distancing cannot be maintained. Exclusion: Those who cannot remove the face covering without assistance, those who have trouble breathing through a face covering for medical reasons, those who are two years old or younger.
- Require all staff to wear face-coverings indoors, per Governor Justice’s July 7, 2020 mandate. Additionally, instructional staff who cannot provide instruction in a socially distanced manner should wear face-coverings.
- Share guidelines and information with staff, students, and families on the proper use, wearing, removal, and cleaning of cloth face- coverings, such as [CDC’s guidance on wearing and removing cloth face masks](#) and [CDC’s use of cloth face coverings](#).
- Limit nonessential visitors and activities involving external groups or organizations.
- Have staff monitor the arrival and dismissal of students to discourage congregating and ensure students go straight from a vehicle to their classrooms or another space with social distancing and vice-versa.
- Discontinue the use of any self-service food or beverage distribution in the cafeteria.
- Ensure cohorts of students are small enough in the cafeteria or other large spaces throughout the day to ensure proper social distancing of 6 feet.
- Provide frequent reminders for students and staff to remain at least 6 feet apart from one another when feasible.

- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Encourage staff and students to bring their own water; eliminate the use of water fountains.
- Use modified classroom layouts to space seating/desks at least 6 feet apart *when feasible*.
- When it is not possible to arrange desks at least 6 feet apart, turn desks to face in the same direction or have students sit on only on one side of the tables, spaced apart.
- Designate hallways as one-way, posting directional reminders on the walls and/or floor.
- Designate entrance and exit doors for classrooms and restrooms to reduce people meeting face-to-face.
- Have teachers travel to the classroom when possible, minimizing movement of students *when feasible*.
- Create distance between students on school busses *when possible* (ex. one student per seat or row, skip rows).
- Provide physical guides, such as tape on floors or sidewalks or signs on walls, to ensure that staff and students remain 6 feet apart in lines and establish guides for “one-way routes” in hallways.
- Work to ensure that students and staff groups are as static as possible; have the same group of students remain with the same staff member *when feasible*; limit mixing between groups of students *if possible*; minimize hallway transition time for students and staff
- Stagger arrival and drop-off times *when feasible* or locations of cohorts of students to limit contact or report directly to classrooms or designated areas.
- Suspend activities and assemblies that involve bringing together large groups of people or large groups using playground equipment simultaneously
- Pre-K through Grade 5: Provide related arts instruction in the classroom or outside to minimize contact with students.
- Utilize cafeteria spaces that provide for social distancing of 6 feet apart (50% capacity or below); add additional lunch periods to reduce the size of cohorts of students in order to provide for social distancing of 6 feet apart in the cafeteria space; sparingly utilize waive-lunch period forms for teachers when students need to remain in classrooms during lunch because, in an attempt to ensure proper social distancing during lunch, all other opportunities to increase a lunch period(s) have been exhausted.

***Wearing protective cloth face-coverings is required in indoor spaces per Governor Justice’s order, effective July 7, 2020, for staff and students grade 3 and above who are indoors (excluding those who cannot remove the face covering without assistance, those who have trouble breathing through a face covering for medical reasons, those who are two years old or younger) when social distancing is not possible. Protective face-coverings are **recommended** but not required for students, age 2 years old to grade 2. Students do not need to wear face-coverings inside classrooms unless they move from that classroom to another. Instructional staff may remove face-coverings inside classrooms if they can maintain social distancing.***

*Cloth face-coverings are not surgical masks, respirators, or other medical personal protective equipment. Cloth face-coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Face-coverings are the most essential in times when physical distancing is difficult. Consider cloth face-coverings for younger children if it is determined they can reliably wear, remove, and handle face-coverings following [CDC guidance](#) throughout the day. Individuals should be reminded frequently not to touch the face-covering and to wash their hands.*

*Cloth face-coverings should 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,*
- ◇ *Anyone who cannot tolerate a cloth face-covering due to developmental, medical, or behavioral health needs.*

*Any student who cannot wear a face-covering due to a medical condition, including those with respiratory issues that impeded 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.*

- Wear mandatory face-coverings in indoor spaces under the following guidelines:
  - Require students to wear face-coverings in grades 3 and above. Middle and high school students are required to wear face-coverings in congregant areas and in classrooms if they switch groups of students and when social distancing cannot be maintained.
  - Exclusion: Those who cannot remove the face covering without assistance, those who have trouble breathing through a face covering for medical reasons, those who are two years old or younger
  - Require all staff to wear face-coverings indoors, per Governor Justice’s July 7, 2020 mandate. Additionally, instructional staff who cannot provide instruction in a socially distanced manner should wear face-coverings.
  - Conduct field trips, parent/family meetings, assemblies and performances virtually
- Utilize teleconference meetings for required IEP, SATs, 504, MDT modification, and services when possible.
- Postpone or cancel all in-county, out-of-county, or out-of-state field trips or travel, assemblies, and other large group activities as recommended by the state and local health departments.
- Encourage virtual field trips.

### Schools are required to:

- Post [signage](#) at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter.
- Conduct [symptom screening](#) of any visitor entering the building.
- Remind staff to self-monitor by utilizing age-appropriate symptom screening checklists (See addendum).
- Establish a dedicated space for symptomatic individuals that will not be used for other purposes such as daily medications, first aid, treatment, physical injury assessment, and care of chronic health conditions.
- Immediately isolate symptomatic individuals to the designated area at the school, and send them home to isolate based upon [CDC recommendations](#).
- Ensure the symptomatic student remains under the visual supervision of a staff member who is at least 6 feet away. The supervising adult should wear cloth face-covering or a surgical mask.
- Require the symptomatic person to wear a cloth face-covering or a surgical mask while waiting to leave the facility. Note: Follow face-covering guidelines on Page 7.
- Require school nurses or delegated school staff, who are needed to provide direct patient care, to wear appropriate Personal Protective Equipment (PPE) and perform appropriate hand hygiene after removing PPE.
- Implement cleaning and disinfecting procedures following [CDC guidelines](#).
- Have a school plan for how to transport an ill student or staff member home or to a medical care facility.
- Adhere to the RETURN TO SCHOOL guidelines for allowing a student or staff member to return to school (See Page 11).
- Notify the Coordinator of School Nurses of confirmed COVID-19 cases among students and staff immediately.
- Ensure that if a person with COVID-10 was in the school setting while infectious, school administrators coordinate with the Coordinator of School Nurses and the Harrison-Clarksburg Health Department to notify staff and families immediately while maintaining confidentiality in accordance with FERPA and all other state and federal laws.
- If a student or employee has been diagnosed with COVID-19 but does not have symptoms, he/she must remain out of school until 10 days have passed since the date of the first positive diagnostic test, assuming he//she has not subsequently developed symptoms since his/her positive test.
- If a student or employee that has been diagnosed with COVID-19 or has been presumed positive by a medical professional due to symptoms, he/she is not required to have documentation of a negative test in order to return to school.
- If a student or employee has been determined to have been in close contact with someone diagnosed with COVID-19, he/she must remain out of school for 14 days since the last date of exposure unless he tests positive. In which case, the exclusion criteria above would apply. He/she must complete the full 14 days of quarantine, even if he/she tests negative.
- Remote learning options shall be provided for students who are unable to be at school due to COVID-19 illness, quarantine, or exposure to COVID-19.

Under a **Level III: (Moderate to Substantial Community Spread)**, administrators and personnel will do the following regarding preventative measures in **daily** operations and early awareness for families:

- Issue communications and resources to families in advance of the need for delivery of instruction in an online or remote learning format, and
  - Designate and utilize resources that are familiar to students and families from face-to-face instruction.
  - Provide logins for Schoology, LiveGrades, and classroom-based apps (e.g., Remind, SeeSaw) at the beginning of the school year.
  - Provide parent/guardian training on the use of Schoology and other online resources; utilize Department of Technology and Information Systems to provide instructional videos and live instruction for parents/guardians.
  - Establish common protocols for online submission of homework at the beginning of the school year.
  - Account for provisions for required minutes of service for special education services in anticipation of a remote learning format.
  - Utilize school counselors to develop resources for mental health supports, including video conferencing, phone calls, referral processes, and online resources.
  - Utilize the most recent benchmark and summative assessment data to prioritize instructional targets in core content areas.
  - Encourage collaborations between core content and non-core content area teachers to lessen individual teacher assignments and student workload.
  - Minimize the amount of instruction provided to the following number of minutes per grade level per day:
    - Pre-K                    60 minutes/day
    - K                         90 minutes/day
    - 1-2                     90 minutes/day
    - 3-5                     120 minutes/day
    - 6-8                     25 minutes/day/class or 150 minutes/day
    - 9-12                    30 minutes/day/class or 180 minutes/day
  - Extend deadlines and allow for flexibility with the submission of assignments.
  - Utilize the time between August 18-September 4 to consider dedicating a day to a specific subject areas in grades 6-12 (e.g., Math Monday, Social Studies Tuesday, English Language Arts Wednesday, Science Thursday).
  - Allow multiple reteach, retake, and redo opportunities when new material is presented.
  - Utilize the time between August 18-September 4 to establish school-wide protocols for consistency for due dates of assignments (e.g., every Saturday post assignments and then due dates would occur the following weekend), teacher availability windows for direct assistance to families, and response times.
  - Utilize the time between August 18-September 4 to collaborate with feeder-area schools to facilitate windows of time that programmatic levels will need to utilize technology in order to assist families with limited devices or internet availability (e.g., elementary school students, 8 AM to 10 AM; middle school students, 10 AM to 1 PM; high school students, 1 PM to 4 PM).

In order to inform and support families proactively, school administrators will collaborate with the school nurse to send the following information home on the first day of school as part of a COVID-19 Information Packet (West Virginia Association of School Nurses, June 2020):

- Harrison County Schools Chart for COVID-19 response levels,
- Age-appropriate Symptom Screen Checklist for Classrooms (See Addendum),
- Basic COVID-19 information sheets that include signs and symptoms, hygiene tips, and social distancing explanations, etc., from the CDC (e.g. “Symptoms of Coronavirus” and “What you should know about COVID-19 to protect yourself and others” and “Prevent the spread of COVID-19 if you are sick” and “How to Safely Wear and Take Off a Cloth Face-covering” and “Stop the Spread of Germs”) (See Addendum),
- A letter from the principal that may contain:
  - Clear directions on when to keep a student home and the process for notifying the school if COVID-19 is suspected.

- Restrictions on visitors, field trips, and non-essential gatherings in response to the pandemic.
- Cleaning and disinfecting guidelines the school will have in effect to help keep students safe.
- Locations where COVID-19 testing is available in the county.
- A method by which parents/guardians and students can contact the school outside of regular school hours when they think they or their student has symptoms of COVID-19.
- Information regarding the methods the school will use for communication during this time.
- Access to the link and the instructions for the Harrison County Schools Pandemic Response Needs Assessment.
- Protocols for the distribution and retrieval of school assignments if remote learning becomes necessary, including provision of services and instructional materials for populations who do not have Internet.
- A letter from the Coordinator of School Nurses to local health care providers concerning the district's expectations for symptoms identification and exclusion from school (See Addendum).

### **Child Nutrition**

In the event that a school or the district will be closed for a period of time to exceed five (5) days, the Office of Child Nutrition will utilize a multi-faceted approach to providing meals and food to the families of the school(s) impacted by the closure. The district will make use of existing programs, which include the backpack program, school-level pantries, and extended year/summer feeding program. Since congregate feeding will be discouraged, the district will concentrate on delivery and pick up of food supplies and meals. The district will continue to partner with faith-based groups and other community organizations for distribution where needed and available. The CDC recommends that students receive individually-plated meals in classrooms instead of in a communal dining hall or cafeteria, schools use disposable food service items when feasible, or cafeteria workers handle all non-disposable food service items with gloves and wash them with dish soap and hot water or the dishwasher. The food offered at any event must be pre-packaged boxes or bags instead of served buffet or family-style. The schools will utilize cafeteria spaces that provide for social distancing of 6 feet apart and additional lunch periods in the school schedule to reduce the size of cohorts of students in order to provide for social distancing of 6 feet apart in the cafeteria space. Procedures that maintain cafeteria capacity at 50% maximum threshold will be utilized, and spaced meal serving lines (marked on floors, spaced seating, and longer meal periods for more staggered meal delivery will be implemented. Food service employees will wear face-coverings at all times, to the greatest extent possible. Hand sanitizer stations will be provided at each serving line in the cafeteria. Self-service food stations and share tables will be eliminated along with family-style meal service. School administrators will sparingly utilize waive-lunch period forms for teachers when students need to remain in classrooms during lunch because all other opportunities to increase a lunch period(s) have been exhausted in an attempt to ensure proper social distancing during lunch.

### **Personnel Considerations**

The CDC has encouraged school districts to develop protocols for employee leave and excused absences due to COVID 19 (CDC, May 19, 2020) that include the following guidelines:

- Implement flexible sick leave policies and practices that enable staff members to stay home when they are sick due to COVID-19, have been exposed to COVID-19, or are caring for someone who is sick due to COVID-19.
  - Examine and revise policies for leave, telework, and employee compensation.
  - Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school and/or childcare closures, or if there is a need to stay home to care for sick family members related to COVID-19.

In consideration of this guidance, Harrison County Schools will encourage employees to stay home when they are feeling sick, have been exposed to a laboratory documented case of COVID-19, or are caring for someone who is sick due to COVID-19 through the utilization of sick and personal leave days under the county's personal leave policy, Policy 3106: Personal Leaves and Absences (Adopted August 9, 2016). Employees who have exhausted sick and personal leave should request utilization of uncompensated days in writing according to guidelines established in Harrison County Schools Policy 3106: Personal Leaves and Absences, Section F. Unpaid Medical Leave of Absence and 3106.4 Procedures and Regulations for Absences from Work (See <http://www.harcoboe.net/storage/file/39/3B1AC0F7CA/policy-31061.pdf>). Harrison County Schools will work to support employees and students who are medically fragile, have underlying medical conditions, or have other concerns on an individual basis. Requests should be made by the employee to the immediate supervisor.

The CDC has identified older adults and people of any age who have a serious underlying medical condition as being at higher risk for severe illness from COVID-19 (CDC, May 19, 2020):

- 65 years and older,
- Underlying medical conditions, including chronic lung disease or moderate to severe asthma,
- Serious heart conditions,
- Immunocompromised from cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, prolonged use of corticosteroids and other immune weakening medications,
- Severe obesity (BMI of 40 or higher),
- Diabetes,
- Chronic kidney disease undergoing dialysis, or
- Liver disease.

Employees who are documented as medically fragile may submit specialized medical documentation that supports a direct concern for the individual related to the susceptibility of contracting COVID-19 due to a current medical condition, in order to request reasonable accommodations through his/her immediate supervisor during this heightened time or utilize protocols established in Harrison County Schools Policy 3106: Personal Leaves and Absences to request a medical leave (See <http://www.harcoboe.net/storage/file/39/3B1AC0F7CA/policy-31061.pdf>). The district will review each submission on an individual basis in granting leave that applies under the Families First Coronavirus Response Act for Paid Sick Leave (80 hours) and Family Medical Leave Act. Questions concerning these benefits should be directed to the Harrison County Schools Personnel Department.

Based upon 2019-2020 student data for students with specialized medical care plans, 7 percent of the district's student population

**Schools are required to:**

- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Plan or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- Establish a dedicated space for symptomatic individuals that will not be used for other purposes.

has a documented medical need. Parents/guardians of students who are documented as medically fragile should review and update the current plan in place with Harrison County Schools and request reasonable accommodations through the school administration if necessary. Families who are requesting special consideration for delivery of instruction for any reason should first contact the principal or counselor of the school. These will be considered on an individual basis. The district will obtain complete health histories and current well-child checks for all students entering pre-K, kindergarten, grade 2, grade 7 and grade 12 to be alert for any conditions or chronic illnesses that may exacerbate symptoms of COVID-19. Parents/guardians of students who are documented as medically fragile, have underlying medical conditions, or have other concerns, may also consider supports through Harrison County School Policy 5701: Virtual School (Adopted May 24, 2018) (See

<http://www.harcoboe.net/storage/file/39/3B1AC0F7CA/policy-5701-virtual-schools-policy-6518.pdf>) or Harrison County Schools Policy 4103.4 Homebound Services (Adopted August 12, 2019) (See <http://www.harcoboe.net/storage/file/39/3B1AC0F7CA/policy-4103-manual-for-expected-behavior-in-safe-and-supportive-schools-81219.pdf>).

**Provisions for Employee and Student Safety**

Harrison County Schools believes that the health and safety of its students are always paramount. To this end, heightened cleaning and hygiene practices have been identified. A majority of Harrison County Schools students arrive at school via a school bus. The district will take every precaution when feasible and utilize CDC and WVDE recommendations to prevent the spread of COVID-19. In addition to heightened cleaning after each run, the district requires, per Governor's Justice's July 1, 2020 mandate, that passengers on school busses wear protective face-coverings. WVDE guidance requires bus operators to wear face-coverings during the exit and entrance of students. Bus operators may consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate, and safe, as advised by the CDC.

School administrators should work with the school nurse to develop protocols that decrease congestion in the school office and health office. It is recommended that each school utilize a COVID-19 Sick Area Form (See West Virginia Association of School Nurses, Appendix H). This includes the distribution of basic first aid kits containing band-aids to classrooms and other guidelines, including, but not limited to:

- Report of minor headache and/or fatigue to teacher or staff? Allow the student to have a snack or drink water. Re-evaluate after 20 minutes.
- Report of minor stomachache and/or nausea? Allow the student to use the restroom, drink water, and have a snack. Re-evaluate after 20 minutes.
- Report of localized bug bite? If no history of allergy, apply a cool paper towel to the area to help prevent scratching.
- Report of anxiety/stress/psychosocial issues if not affecting breathing or medical health? Allow the student to have a snack, drink water, redirect him/her, and/or refer him/her to the school counselor.

Also, the school will utilize Guidelines for Caring for Students with Infectious COVID-19 Symptoms (See West Virginia Association of School Nurses, page 14) in working with the school nurse when seeing ill students during the school day. The district will also convene a crisis response planning team meeting and advisory, consisting of school nurses, psychologists, counselors, and administration, to update and revise the [West Virginia Schools Crisis Prevention and Response Plan](#) through collaborative planning.

In response to the pandemic, the district recognizes that it may be necessary to address additional concerns that may not otherwise be monitored closely during normal operations. Employees are responsible for taking their temperatures daily and for self-checks using the Symptom Screen Checklist below. Students or employees who have a temperature of 100.4 or higher should not attend school and may be isolated and asked to return home.

### Schools are **required** to:

- Provide adequate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer for use by staff and students, paper towels, and tissues).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer.
- Provide hand sanitizer of 60% alcohol at every building entrance and exit, in the cafeteria, in every classroom, and on each school bus for safe use by staff and students.
- Require hand cleaning when entering each classroom.
- Restrict or screen (including temperature check) each visitor who enters the building.
- Systematically and frequently check and refill hand sanitizers.
- Require bus drivers to wear face-coverings any time children are entering or exiting the bus.
- Clean and disinfect school busses after each use. Students must not be present, and the windows must be open when a bus is being cleaned.
- Require teachers and students to view "Safe Bus Loading and Unloading Procedures" video to address best practices related to transportation safety.
- Develop seating charts and protocols to limit the number of students to no more than two per school bus seat (siblings and/or any students who cohabitate sit together) and recommend and provide face-coverings while students are on the bus.
- Consider keeping windows open while the vehicle is in motion to help reduce the spread of the virus by increasing air circulation.
- Develop a schedule to clean high-traffic areas every 1-2 hours; make a schedule for cleaning classrooms after each use.
- Encourage staff and students to cough and sneeze into their elbows, or to cover their noses and mouths with a tissue. Used tissues should be thrown in the trash, and hands should be washed immediately with soap and water for at least 20 seconds.
- Enforce that if a student becomes sick during the day, he/she must not use bus transportation to return home.
- Incorporate frequent handwashing and sanitation breaks into classroom activities.
- Allow time between activities for proper cleaning and disinfection of high-touch surfaces and high-traffic areas at least every 1-2 hours.
- 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, countertops, cafeteria and service tables, carts and trays) and increase the frequency of disinfection during high-density times and disinfect all shared objects between use (Note: Paper-based materials, such as books and loose-leaf paper, are not considered high-risk items for COVID-19 transmission, and do not need additional cleaning or disinfection procedures).
- Ensure safe and correct use and storage of cleaning and disinfection products.
- Ensure all non-disposable food service items are minimally handled and washed with hot water and soap or in a dishwasher, or use disposable food service items.
- Limit the sharing of personal items and supplies, such as writing utensils.
- Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- Limit the use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign individual student use.
- Develop a means for students and staff to report areas of concern regarding cleanliness/sanitation of the building.

Employees, students, and any person entering the building should utilize the following guidelines prior to entrance. Age-appropriate checklists are available in the Addendum. For teachers of students in grades pre-K through 2, the checklist should be used in conjunction with teacher observation and monitoring of student’s appearance, activity and level of engagement.

### SYMPTOM SCREENING CHECKLIST

1. **Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone with a laboratory diagnosis of COVID-19?**
  - ◇ **Yes** > *The person should not be at school. The person can return to school 14 days after the last time he/she had close contact with someone with COVID-19.*
  - ◇ **No** > *The person can be at school if he/she is not experiencing symptoms.*
2. **Since you were last at school, have you had any of these symptoms?**
  - ◇ **Fever**
  - ◇ **Chills**
  - ◇ **Shortness of breath or difficulty breathing** *If a person has any of these symptoms, he/she should go home, stay away from other people, and call a health care provider.*
  - ◇ **New cough**
  - ◇ **New loss of taste or smell**
3. **Since you were last at school, have you been diagnosed with COVID-19?**
  - ◇ **Yes** *If a person is diagnosed with COVID-19 based on a test, his/her symptoms, or does not get a COVID-19 test but has had symptoms, he/she should not be*
  - ◇ **No** *at school and should stay at home until he/she meets the criteria below.*

### RETURNING TO SCHOOL

**A person can return to school when a family member can ensure that he/she can answer YES to ALL THREE questions:**

- ◇ Has it been at least 10 days since the person first had symptoms?
- ◇ Has it been at least 3 days since the person had a fever (without using fever-reducing medicine)?
- ◇ Has it been at least 3 days since the person’s symptoms have improved, including cough and shortness of breath?

*If a person has had a negative COVID-19 test, he/she can return to school once he/she exhibits no fever without the use of fever-reducing medicines, and he/she has felt well for 24 hours.*

*If a person has been diagnosed with COVID-19 but does not have symptoms, he/she should remain out of school until 10 days have passed since the date of his/her first positive COVID-19 diagnostic test, assuming he/she has not subsequently developed symptoms since his/her positive test.*

*If a person has been determined to have been in close contact with someone diagnosed with COVID-19, he/she should remain out of school for 14 days since the last known contact, unless he/she tests positive, in which case, the above criteria would apply. He/she must complete the 14 days of quarantine even if he/she tests negative.*

Beginning August 24, 2020, the district will work in collaboration with the Harrison-Clarksburg Health Department to offer voluntary COVID-19 testing to all employees at their home school or work site. This voluntary COVID-19 testing and schedule will be communicated to employees in a welcome back letter from the Superintendent and building principal. Paperwork required by the health department will be provided in advance as an attachment to the welcome back letter to expedite the screening process.

From time-to-time, the district recognizes that students or school personnel may need to travel out-of-state or out-of-country. Individuals who do this during the school year are asked to self-report this travel to school administration or their immediate supervisors who will work in collaboration with the Coordinator of School Nurses and the Harrison-Clarksburg Health Department to assess risk. To limit the potential for exposure, students or personnel who travel out-of-state or out-of-country should be aware in advance that they may be asked to self-quarantine for 14 days upon return based upon the location visited and that location’s status on the CDC’s COVID-19 watch list or other advisements from the Harrison-Clarksburg Health Department.

Itinerant personnel and substitute personnel (service and professional) who travel from site to site during the school day will adhere to daily temperature screenings when entering each school facility or boarding school transportation in order to monitor for symptoms.

The district believes, and the WVDE strongly encourages in its guidance, that students remain enrolled in their school of origin during the pandemic. When it is necessary for a student to transfer in-county to another facility, additional questions and screenings may be utilized by the school administration to minimize potential spread from school to school, particularly if the student was at a school where confirmed cases of COVID-19 have existed in the previous 14 days prior to the transfer request. This plan, in no way, supersedes or replaces Harrison County Schools Policy 1101: School Attendance Areas.

Out-of-county new enrollment requests will be processed in accordance with Harrison County Schools Policy 1101: School Attendance Areas. Additional questions or documentation related to COVID-19 may be requested and presented to the school administration or district’s Attendance Director after September 21. Potential out-of-county, out-of-state, or out-of-country new enrollment transfers, including those new enrollments from placement facilities, should be aware that they may be subjected to additional health screenings for COVID-19 and asked to self-quarantine for 14 days at home based upon their previous residence location and that residence’s status on the CDC’s COVID-19 watch list or other advisement from the Harrison-Clarksburg Health Department. Harrison County Schools believes, and the WVDE strongly encourages in its guidance, that students remain enrolled in the district of origin during the pandemic. The district will utilize Transition Specialists when necessary to assist students who are leaving diversion and transition programs and re-entering county school systems or transitioning between counties.

If an employee or student is suspected, presumptive, or confirmed to have a positive case of COVID-19 while at school, Harrison County Schools will work to provide for the safety of all in the district under the following guidelines:

**Whole Child Supports**

“Educating the ‘whole child’ is not a single set of courses, policies, or activities, but rather a mindset that should inform both school-reopening plans and the support students receive” (Bailey and Hess, 2020). Students have successful educational experiences when adults around them model calming, supportive behavior. It is a goal of the district to provide a sense of consistency and comfort for students and staff, particularly during these times. Because the role of staff members in building relationships with students and sustaining the social-emotional well-being of their students is vital, Harrison County Schools reminds staff to be aware of the signs and symptoms of compassion fatigue, caused by secondary trauma. Resources related to support for one’s own well-being are provided by the WVDE (COVID-19 Social-Emotional Mental Health, & Wellness Resources for Educators, Families, and Students, May 2020):

Resource	Description
<a href="#">Butterfly hug (EMDR)</a>	This video from Daniel Davis, LMFT, demonstrates the “Butterfly Hug” process for reducing hyper-arousal. <a href="https://www.youtube.com/watch?v=2FnWd9Pb7to">https://www.youtube.com/watch?v=2FnWd9Pb7to</a>
<a href="#">Compassion Resilience Toolkit</a>	Compassion Resilience provides the “Staying Resilient During COVID-19” toolkit, with brief blogs and videos to support professionals and caregivers who help others. <a href="https://compassionresiliencetoolkit.org/staying-resilient-during-covid-19/">https://compassionresiliencetoolkit.org/staying-resilient-during-covid-19/</a>
<a href="#">Educator Self-Care &amp; Thriving During a Public Health Crisis</a>	From the Mental Health Technology Transfer Center (MHTTC) Network, this webinar provides helpful hints for surviving and thriving during this time, while simultaneously taking care of ourselves, our students, and their families. <a href="https://mhttcnetwork.org/centers/northeast-caribbean-mhttc/product/educator-self-care-and-thriving-during-public-health">https://mhttcnetwork.org/centers/northeast-caribbean-mhttc/product/educator-self-care-and-thriving-during-public-health</a>
<a href="#">Guide to Wellness</a>	This guide from the Substance Abuse and Mental Health Services Administration (SAMHSA) is a step-by-step guide to wellness. <a href="https://store.samhsa.gov/product/Creating-a-Healthier-Life-/SMA16-4958?referer=from_search_result">https://store.samhsa.gov/product/Creating-a-Healthier-Life-/SMA16-4958?referer=from_search_result</a>
<a href="#">Hand Reflexology - Anxiety</a>	This video demonstrates how to use Hand Reflexology to reduce anxiety. <a href="https://www.youtube.com/watch?v=Glk8MAVP1sE&amp;feature=emb_title">https://www.youtube.com/watch?v=Glk8MAVP1sE&amp;feature=emb_title</a>
<a href="#">ReClaimWV</a>	In response to the Opioid Epidemic, the West Virginia Department of Education (WVDE) provides support to and collaborates with local education agencies, schools, communities, and families to address the physical, social-emotional, behavioral, and mental health needs of our students, parents, educators, and communities. <a href="https://wvde.us/reclaimwv/">https://wvde.us/reclaimwv/</a>
<a href="#">Relaxation Skills for Anxiety PDF</a>	This resource guide from The University of Michigan provides guided techniques for developing relaxation skills when dealing with stress and anxiety. <a href="https://medicine.umich.edu/sites/default/files/content/downloads/Relaxation-Skills-for-Anxiety.pdf">https://medicine.umich.edu/sites/default/files/content/downloads/Relaxation-Skills-for-Anxiety.pdf</a>
<a href="#">Understanding Compassion Fatigue</a>	This fact sheet from the Substance Abuse and Mental Health Services Administration (SAMHSA), explains the causes and signs of compassion fatigue, which is the burnout and secondary trauma that disaster-response workers can experience. It offers self-care tips for coping and discusses compassion satisfaction as a protective tool. <a href="https://store.samhsa.gov/product/Understanding-Compassion-Fatigue/sma14-4869?referer=from_search_result">https://store.samhsa.gov/product/Understanding-Compassion-Fatigue/sma14-4869?referer=from_search_result</a>

In order to assess the social and emotional (SEL), mental health, and technology needs of students, Harrison County Schools will administer a needs assessment survey to students and families in August 2020 and at multiple points throughout the school year in order to have the most up-to-date information of needs of families concerning food, technology, mental health and other supports. Working under the guidelines of the Supervisor of Pupil Services, Coordinator of School Psychologists, and school counselors within Harrison County Schools, as well as various community mental health resources, the needs assessment survey will gather data concerning the need to increase current district supports and/or increase shared community responsibilities for counseling, healthcare, food, and/or other resources. The results of the needs assessment will be provided to school administrators for review by staff in preparation of the 2020-2021 school year.

Based upon the school's results of the needs assessment, school administration, in conversations with the school's curriculum team, school leadership team, LSIC, etc., may elect to provide additional social/emotional supports to students including, but not limited to, the following:

- Planning a period of time when students start the 2020-2021 school year with their 2019-2020 teacher.
- Participating in student celebrations, relationship-building strategies, and reconnecting activities.
- Identifying strategies and best practices to support staff and students traumatized by COVID-19.
- Providing engagement and training sessions for families on the topics of growth-minded feedback, maintaining student motivation, and parent and student transitioning.
- Engaging with community partnerships to provide summer school programs to maintain relationships and close achievement gaps.

On August 19, 2020, all school personnel will receive a minimum of three (3) hours of county-led professional development on 1) recognizing mental health symptoms and trauma-informed care; 2) diversity and equity; and 3) delivering instruction and student supports under the restrictions of a pandemic. This professional development may be offered virtually or face-to-face by national speakers and through collaborations with higher education institutes. For the 2020-2021 school term, the district previously added additional supports of school counselors at the elementary level, school psychologists, and behavioral interventionists at elementary and alternative schools/programs. Additionally, a pilot collaboration for school-based mental health clinics at 3 elementary schools, 2 middle schools, and 3 high schools continues and is expanded for 2020-21 with Community Care. In collaboration with experts and local resources, the district will continue to push out resources and supports on mental health and coping to students and families via social media, face-to-face interactions, and referrals to school-based counselors and local agencies for services.



In anticipation of meeting the diverse curriculum needs of students, the needs assessment survey, which will be administered to students and families in August 2020 and January 2021, will gather information on household access to technology equipment, including laptops, iPads, and cell phones. Harrison County Schools will roll out a one-to-one iPad initiative for grades K-5 in the Fall of 2020, thus making Harrison County Schools a K-12 one-to-one district. The maintenance of wifi access points at schools identified in the district will continue, and the addition of wifi access points on busses parked within communities, and in local church and/or business parking lots, will continue to be explored to increase student access to the internet.

The district is conscious that an outbreak of COVID-19 or the anticipation of an outbreak may cause stress, fear, and anxiety to students and staff. To that end, Harrison County Schools is committed to utilizing school counselors, social workers, school nurses, truancy diversion specialists, and community resources to help students cope and build resilience to support their well-being. The district encourages staff, students, and families to discuss their concerns about COVID-19 and reach out when supports are needed.

**Schools are required to:**

- Provide staff, families, and students (if age appropriate) with information on how to access resources for mental health and wellness.
- Post signage for the county, state, and national distress hotline: safeschoolhelpline.com, 1-800-985-5990, or text TalkWithUs to 66746.

Harrison County Schools recommends the following, as provided by the CDC (May 19, 2020), to support coping and resilience:

- Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including on social media, if they are feeling overwhelmed or distressed.
- Promote eating healthy, exercising, getting sleep, and finding time to unwind to employees and students.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.

**Academics**

Despite the rich and innovative delivery of instruction through an online platform provided by Harrison County Schools teachers in response to the pandemic, the district realizes the limitations placed on the academic growth and progress of all students due to a lack of continuous instruction under normal academic standards and conditions from March 15 through June 4, 2020. Due to the school shutdowns experienced nationwide, researchers indicate that students may be limited to 70 percent of their annual reading gains and/or 50 percent of academic growth in mathematics when compared to a normal academic year (The Coronavirus’s Lost Generation of Students, 2020). The symptoms of “the summer slide,” along with the closure of schools due to the COVID-19 pandemic, will necessitate that the district address the diagnosis of instructional gaps and provisions for a period of time for re-teaching at each grade level. In grades 1-8 (K encouraged but optional per school), Harrison County Schools administered the iReady online End-of-Year (EOY) benchmark during the previously designated three-week window in May 2020. As shown in the chart below, 72% of Harrison County students, grades K-8, participated in the online EOY diagnostic. The chart also includes information about the online individualized instructional tools utilized during the period of March 13 through June 4, 2020.

School	% Completed Reading EOY Diagnostic	% Completed Math EOY Diagnostic	Average Lesson Time on Task per Student (3/13/20-6/4/20)	Students Using Online Instruction (3/13/20-6/4/20)	Average % Lessons Passed (3/13/20-6/4/20)
Adamston Elementary	62%	62%	2h 57m	167/225	77%
Big Elm Elementary	57%	56%	4h 58m	412/595	79%
Bridgeport Middle	87%	84%	3h 10m	628/653	63%
Johnson Elementary	88%	93%	6h 5m	538/598	83%
Lincoln Middle	99%	99%	3h 24m	364/447	62%
Lost Creek	54%	53%	4h 9m	93/135	75%
Lumberport Elementary	55%	57%	4h 49m	193/246	76%
Mountaineer Middle	76%	77%	3h 20m	308/391	70%
North View	40%	40%	3h 57m	160/257	78%
Norwood	89%	89%	6h 21m	255/271	82%
Nutter Fort Intermediate	70%	72%	5h 8m	405/466	76%
Nutter Fort Primary	60%	58%	4h 33 m	363/438	86%
Salem	55%	55%	4h 10m	148/198	77%
Simpson	72%	70%	4h 15m	305/399	83%
South Harrison Middle	84%	86%	6h 29m	258/294	72%
Washington Irving Middle	73%	75%	4h 3m	483/566	63%
West Milford	66%	71%	5h 5m	281/375	82%

Wilsonburg	60%	62%	4h	126/173	79%
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Due to the cancellation of the West Virginia General Summative Assessment, iReady elementary and middle school benchmark results are the only data available to the district. There are limitations to this collection of data because some families do not have broadband availability at their homes, and some parents/guardians may assisted students on the EOY diagnostic. Schools will utilize the iReady EOY, as well as the beginning-of-year (BOY) benchmark data to ascertain individual student’s present levels of performance and reteach needs for the current grade level for a prescribed period of time not to exceed 9 weeks. The data for the EOY and BOY benchmarks is available immediately after the student completes the assessment. Teachers and curriculum teams will have the data to review prior to the first day of the 2020-21 school year, and they will continue to review the data during their individual planning periods and team planning time, as well as on the Professional Learning Days during the period of August 18-September 4.

Additional resources were utilized during the summer months, including Extended School Year for eligible students with exceptionalities, credit recovery, and Energy Express. Through a collaboration with the West Virginia Blue Ribbon Book Club and the WVDE, all Harrison County students who are exiting Kindergarten and first grade, will receive 4 book selections in mid-June and 6 book selections in mid-July. Next year, students in grades 1 and 2 in Harrison County will have these books in common to assist with the development of social and emotional support and to promote a sense of belonging through family engagement activities on the WV Blue Ribbon Book Club website. In addition, each classroom will receive sets of books to assist with literacy development and normalcy when students return in the Fall of 2020.

The administration of the Spring School Day SAT was canceled. Grades 9-12 will utilize an English Language Arts and Math BOY assessment generated by the district, as well as formative assessments provided by classroom teachers in individual classes. Teachers will ascertain individual student’s present levels of performance and reteach needs for the current math and ELA courses, as well as all classes, for a prescribed period of time not to exceed 6 weeks as determined by individual teachers, school-based curriculum teams, and departments.

On August 19 and 20, 2020, a minimum of 3-6 hours will be spent in county-driven and school-led professional development sessions so that teachers may collaborate with grade-level and vertical teams to diagnose instructional gaps and identify targeted standards that need to be retaught from the period of time during which online learning was utilized from March 15 through June 3, 2020. This professional development can be offered virtually or face-to-face as guided by school-level instructional leaders and with the assistance of Elementary and Secondary Curriculum and Special Education Coordinators and specialists. With the potential of “rolling closures” throughout the upcoming school year, the five (5) professional learning days may also be utilized to review BOY, middle-of-year (MOY), and EOY benchmarks as well as other formative assessments collected for grades K-8 and 9-12, in conjunction with the district’s pacing guides, to identify targeted or prioritized standards for the future grade level. These reviews can occur virtually through school-level teaming if the need arises. School-level teams are encouraged to develop project-based resources or collaborative packets for instructional delivery during the time period of August 18-September 4 in the event that remote learning is required during the 2020-21 school year.

The following tools may also be utilized in addition to iReady benchmarks in reading and math for Grades 3-8 to assist in the identification of gaps in learning or targeted/prioritized standards:

- Interim Module Assessments (IMA’s) identified in the district’s pacing guides,
- Science Interim Assessments (SIA’s) to assess clusters of related content standards in elementary and middle school science and measure student progress throughout the year,
- Teacher Item Previewer to preview and review IMAs, SIAs, and Diagnostic Assessments (DIAs) using a computer and projector,
- Interim Resources Website related to the WVGSA and interim assessments,
- WV PEAKS Team Site for professional learning related to assessment tools, and
- MetaMetrics Lexile and Quantile Hub to assist teachers, students, and parents in addressing the individual instructional needs of students.

Based upon the results of the district’s needs assessment survey administered to each household, each school will develop materials or gather resources during the period of August 18-September 4 to continue instruction for those students who do not have and cannot obtain, through one of the district-provided wifi resources or otherwise, internet connectivity. The materials or resources will

be utilized when a Level III is established at school(s), and they may be downloaded to a district-issued device or provided in other formats, including the district's online platform. These materials and resources should be made available to parents as near to the onset of the school year as possible in the event that the need to utilize a Level III arises.

Research suggests that year-round schooling and block scheduling have little impact on the average student in most subjects (Dickinson, 2010; von Hippel, 2015), and an increase of the length of the school day or attendance of a full day; an alternating schedule has more of an impact on student achievement than an every day, half-day schedule (Redd, et. Al., 2012). Harrison County Schools also acknowledges the research that "has consistently found fully online virtual schools to produce less effective outcomes than those for students who are in brick and mortar school settings" (Fitzpatrick, et. Al., 2018). Because of the limitations of a fully online delivery of curriculum, Harrison County Schools recognizes that physical rotations of cohorts of students have been included in the WVDE's guidelines to districts. However, the coordination and predictability of the model for families, staff, and students are extremely problematic at all levels of instruction. Harrison County Schools, therefore, will utilize model that includes three levels of response to the pandemic:

1. **Level I: (All Normal)** – All students report all days under normal circumstances
2. **Level II: (Minimal to Mild Community Spread)** All students report for all 5 days under heightened cleaning and preventative measures.
3. **Level III: (Moderate to Substantial Community Spread)** All students receive online instruction remotely or virtually.

Absent a vaccine, and in consideration of current COVID-19 cases in Harrison County, the Harrison-Clarksburg Health Department advises that the district begin the school year in September 2020 in **Level II: (Minimal to Mild Community Spread)**. The superintendent, working under guidelines provided by the Governor's Office and Harrison-Clarksburg Health Department, will determine when a school(s) moves into **Level III: (Moderate to Substantial Community Spread)** based upon documented cases of COVID-19 that directly impact a school(s).

#### ***Fine Arts***

Participation in choir, band, and theater is vital to students' social-emotional learning health as well as their overall mental well-being. Often, fine arts classes or events may include students who are from different cohorts within a school, from other schools within the county, across the region, or across the state. In consideration of the potential for mixed cohorts of students and other dynamics of the programs, the following guidelines will be utilized by Harrison County Schools:

- Utilize smaller pull-out programs at the elementary level to limit exposure and contact.
- Provide instruction in the cohort of students' regular classroom to discourage movement and mixing of cohorts of students *when feasible*.
- Abide by social distancing guidelines to maintain 6 feet distance between students.
- Utilize outdoor classrooms when possible.
- Modify students' schedules in larger bands or choirs into specific grade levels or musical sections at multiple periods of time and work to create smaller cohorts of students when feasible, particularly when social distancing guidelines cannot be met in a designated space.
- For the 2020-21 school year, postpone or cancel all in-county, out-of-county, and/or out of state field trips and/or travel, assemblies, and other large group activities as recommended by the state and local health departments.
- Encourage virtual field trips and collaborations.

The CDC and NAFME (National Association for Music Education) recommend general cleaning techniques for instruments that have not been used or handled for more than 5 days. Essentially, if students are picking up instruments for the first time since school has been closed, the instruments will not need more than general cleaning. However, out of an abundance of caution, it is suggested that all instrument cases be sprayed with an aerosol disinfectant. Also, school-owned instruments should not be shared or handled by more than one student unless cleaned as recommended by NAFME.

For the purposes of summer band camps in the district, band directors will utilize the guidance released by the WVSSAC, under Guidance for Return to High School Marching Band by the [National Federation of State High School Associations Music Committee](#), and the [NAFME Fall 2020 Guidance for Music Education](#).

### ***Special Education***

Harrison County Schools will be flexible in the delivery options to students with disabilities in order to make reasonable efforts to provide services. Regular communication and collaboration with families are always vital, but they are particularly integral when servicing the individual needs of students with disabilities. Harrison County Schools will follow the guidelines released by the U.S. Department of Education for implementing the Individuals with Disabilities Education Act (IDEA) during the response to the pandemic and as a school may enter into various level designations throughout the school year. When it is necessary to hold meetings for a required modification to services provided to students, it is recommended that teacher teams utilize teleconference meetings for IEPs, SATs, 504s, when possible.

### ***English Learners***

Virtual learning adds another dynamic for English Learners whose primary home language is not English. They are immersed in their native language many times with only the support of a parent/guardian who has limited English proficiency. Therefore, these students need exposure and the ability to speak and listen to the English language. The goal through the pandemic was to make sure the students were engaged in the regular classroom work rather than focusing on the English language development of the student. Therefore, several needs emerged which need to be addressed for the re-entry process, which include, but are not limited to:

- Working with parents and students through parent meetings at various times to establish the expectations of the virtual learning.
- Provide extended learning programs to support each student's academic learning to fill in his/her learning gaps.
- Provide support to classroom teachers so that they will be able to modify their virtual classroom work as well as provide opportunities for the student to engage in speaking and listening to the English language.
- Allow the EL teacher to provide additional instruction for developing English proficiency.

### ***Special Considerations for Grandfamilies***

In reflecting upon the needs of grandfamilies over the past few months of remote virtual learning, The Healthy Grandfamilies Support Group provided feedback for virtual learning. School administrators and the district should work together to address the following to support virtual learning if the need arises in response to the pandemic:

- Provide "How To" instructions or videos for:
  - Finding messages,
  - Navigating Schoology and other online platforms/tools, and
  - Accessing the internet if the school internet or hot spots cannot be accessed.
- Develop and communicate school protocols among teachers to provide consistency in how assignments and messages are posted or provide a separate checklist of work or organization-of-time tool for each day or week; provide the location of the assignment in the online platform and due dates.
- Communicate when the work will be posted by grade-level teachers and across subject areas.
- Create fillable PDFs or forms to aid those families who do not have access to printers.
- Hold virtual conferences with the class to promote contact and interaction with the students. The conference could be recorded for those that might not be able to join at that given time.

### ***Career Technical Education***

Harrison County Schools recognizes that some course content cannot be delivered effectively through an online platform. This is particularly true in CTE programs of study where students may normally be required to take part in hands-on activities, such as drawing blood, operating welding equipment, or participating in Simulated Workplace experiences that require face-to-face collaborations. The district will work closely, in collaboration with United Technical Center, and with guidelines from the WVDE Office of CTE, to make determinations about NOCTI testing, completer requirements, competency-based hours, and experiential learning project requirements.

### ***Dual Credit Offerings***

Students who are enrolled in dual credit courses will follow the guidelines put forth from the higher education institution that offers the dual credit course. Harrison County Schools will issue letter grades and credit for dual credit courses during all level designations among school(s) throughout 2020-2021.

### ***Advanced Placement Classes***

It is the intent that students who take AP courses will take the applicable AP exam associated with the coursework. Students enrolled in AP courses will receive instruction from a syllabus approved by the College Board. Harrison County Schools will issue letter grades and credit for AP courses during all level designations among school(s) throughout 2020-2021.

### ***Extracurricular Events***

It is the belief of Harrison County Schools that extracurricular activities are integral to a child's well-being and SEL health. Under guidance by the WVSSAC and the WVDE, the district will...

### ***Assessment & Grade Promotion***

Harrison County Schools believes that a child's teacher(s), who knows the student's academic abilities and compelling circumstances best during this time of a pandemic. Because of this belief, teachers were permitted to increase or decrease a student's March 13, 2020, grade if the teacher believes that this grade change was based upon the student's abilities and was in consideration of the student's individual circumstances. The teacher was required to thoroughly document the reason for this decision and had to defend the grade to the student, family, and principal. This documentation included lists of weekly attempts to reach out to the student through multiple mediums (Schoology, LiveGrades, apps, phone, etc.) to provide reteach and reassess opportunities, and to offer supports. Harrison County Schools teachers will utilize this same philosophy in the event of a Level II or Level III designation per school(s) during the 2020-2021 school year.

### ***Privacy Concerns***

The district will promote information sharing with staff, caregivers, and local health officials in compliance with FERPA. Families should alert the school if someone in the home has been diagnosed with COVID-19.

### ***Family Resources***

[COVID-19: Quarantine vs. Isolation by CDC](#)

West Virginia Department of Education COVID-19 Social-Emotional, Mental Health, & Wellness Resources for Educators, Families, and Students (May 2020).

[How to Protect Yourself and Others by CDC](#)

[Important Information About Your Cloth Face-coverings](#) by CDC

[Schools and Childcare Programs Checklist for Parents](#) by CDC

[State of West Virginia Executive Department at Charleston Executive Order No. 50-20 By the Governor](#)

[Stop the Spread of Germs](#) by CDC

[Symptoms of Coronavirus \(COVID-19\)](#) by CDC

[What you should know about COVID-19 to protect yourself and others](#) by CDC

[What Your Test Results Mean](#) by CDC

[What You Can Do if You Are At Higher Risk of Severe Illness from COVID-19](#) by CDC

### ***Administrator and Teacher Resources***

[Help Protect Yourself and Others from COVID-19](#) by CDC

[How to Safely Wear and Take Off a Cloth Face-covering](#) by CDC

Positive Screening Protocol: At School or Transportation Entry by NC Public Health Toolkit (K-12)



## Positive Screening Protocol: At School or Transportation Entry

WHO	EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
	Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic	Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Staff or Student presents with at least one of the following COVID-19 symptoms ( <i>Fever • Chills • Shortness of breath or difficulty breathing • New cough • New loss of taste or smell</i> )
<b>Staff Member OR Student: A designated individual (e.g., parent or guardian) is PRESENT to immediately support child to get home or to medical care safely</b>	<input type="checkbox"/> Immediately go home. <input type="checkbox"/> Notify Local Health Department and follow their procedures. <input type="checkbox"/> Can return to school once it has been 14 days since last close contact, if they do not develop symptoms. <input type="checkbox"/> Student and staff can participate in remote learning and teaching (if applicable) while out.	<input type="checkbox"/> Immediately go home. <input type="checkbox"/> May return 10 days since first positive COVID-19 test, if they did not subsequently develop symptoms since their positive test. <input type="checkbox"/> Student and staff can participate in remote learning and teaching (if applicable) while out. <input type="checkbox"/> Notify Local Health Department and follow their procedures.	<input type="checkbox"/> Immediately go home. <input type="checkbox"/> If a person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when: <ul style="list-style-type: none"> <li>- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and</li> <li>- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and</li> <li>- At least 10 days have passed since symptoms first appeared.</li> </ul> <input type="checkbox"/> 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. <input type="checkbox"/> Student and staff can participate in remote learning and teaching (if applicable) while out, if they feel well enough. <input type="checkbox"/> Notify Local Health Department and follow their procedures.
<b>Student: A designated individual (e.g., parent or guardian) is NOT PRESENT to immediately support child to get home or to medical care safely</b>	<input type="checkbox"/> If appropriate for that student, they should wear a cloth face covering. <input type="checkbox"/> Separate student in designated area with supervision by an adult wearing a cloth face covering standing at least 6 feet away. <input type="checkbox"/> Enact plan to safely send student home as quickly as possible. <input type="checkbox"/> Notify Local Health Department and follow their procedures. <input type="checkbox"/> Can return to school once it has been 14 days since last close contact and they do not develop symptoms. <input type="checkbox"/> Participate in remote learning while out.	<input type="checkbox"/> If appropriate for that student, they should wear a cloth face covering. <input type="checkbox"/> Isolate student in designated area with supervision by an adult wearing a cloth face covering standing at least 6 feet away. <input type="checkbox"/> Enact plan to get student home safely, and cannot be through using school transportation. <input type="checkbox"/> Return 10 days since first positive COVID-19 test, if they did not subsequently develop symptoms since their positive test. <input type="checkbox"/> Participate in remote learning while out. <input type="checkbox"/> Notify Local Health Department and follow their procedures.	<input type="checkbox"/> If appropriate for that student, they should wear a cloth face covering or surgical mask. <input type="checkbox"/> Isolate student in designated area with supervision by an adult wearing a cloth face covering or surgical mask standing at least 6 feet away. <input type="checkbox"/> Enact plan to get student home safely, and cannot be through using school transportation. <input type="checkbox"/> If student is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when: <ul style="list-style-type: none"> <li>- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and</li> <li>- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and</li> <li>- At least 10 days have passed since symptoms first appeared.</li> </ul> <input type="checkbox"/> If student 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. <input type="checkbox"/> Student can participate in remote learning while out, if they feel well enough. <input type="checkbox"/> Notify Local Health Department and follow their procedures.

### Positive Screening Protocol: During the School Day by NC Public Health Toolkit (K-12)



## Positive Screening Protocol: During the School Day

WHO	EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
	Staff or Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic	Staff or Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Staff or Student presents with at least one of the following COVID-19 symptoms ( <i>Fever • Chills • Shortness of breath or difficulty breathing • New cough • New loss of taste or smell</i> )
<b>Student</b>	<input type="checkbox"/> Separate student in designated area with supervision by an adult wearing a cloth face covering standing at least 6 feet away. <input type="checkbox"/> If appropriate for that student, they should wear a cloth face covering. <input type="checkbox"/> Enact plan to safely send student home as quickly as possible. <input type="checkbox"/> Notify Local Health Department and follow their procedures. <input type="checkbox"/> Can return to school once it has been 14 days since last close contact and do not develop symptoms. <input type="checkbox"/> Participate in remote learning while out.	<input type="checkbox"/> Isolate student in designated area with supervision by an adult wearing a cloth face covering standing at least 6 feet away. <input type="checkbox"/> If appropriate for that student, they should wear a cloth face covering. <input type="checkbox"/> Enact plan to get student home safely, and cannot be through using school transportation. <input type="checkbox"/> Return after 10 days since first positive COVID-19 test, if they did not subsequently develop symptoms since their positive test. <input type="checkbox"/> Participate in remote learning while out. <input type="checkbox"/> Close off facility areas used by the sick person. <input type="checkbox"/> Wait at least 24 hours, THEN <input type="checkbox"/> Clean and disinfect those areas with an EPA-registered product. <input type="checkbox"/> Notify Local Health Department and follow their procedures.	<input type="checkbox"/> If appropriate for that student, they should wear a cloth face covering or surgical mask. <input type="checkbox"/> Isolate student in designated area with supervision by an adult wearing a cloth face covering or surgical mask and standing at least 6 feet away. <input type="checkbox"/> Enact plan to get student home safely, and cannot be through using school transportation. <input type="checkbox"/> If student is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when: <ul style="list-style-type: none"> <li>- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and</li> <li>- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and</li> <li>- At least 10 days have passed since symptoms first appeared.</li> </ul> <input type="checkbox"/> If student has 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. <input type="checkbox"/> Participate in remote learning while out. <input type="checkbox"/> Close off and ventilate facility areas used by the sick student <input type="checkbox"/> Wait at least 24 hours, THEN <input type="checkbox"/> Clean and disinfect those areas with an EPA-registered product. <input type="checkbox"/> Notify Local Health Department and follow their procedures.
<b>Staff Member</b>	<input type="checkbox"/> Immediately go home. <input type="checkbox"/> Notify Local Health Department and follow their procedure. <input type="checkbox"/> Can return to school once it has been 14 days since last close contact. <input type="checkbox"/> Can participate in remote teaching while out, if applicable.	<input type="checkbox"/> Immediately go home. <input type="checkbox"/> Return after 10 days since first positive COVID-19 test, if they did not subsequently develop symptoms since their positive test. <input type="checkbox"/> Close off facility areas used by the sick person. <input type="checkbox"/> Wait at least 24 hours, THEN <input type="checkbox"/> Clean and disinfect those areas with an EPA-registered product. <input type="checkbox"/> Notify Local Health Department and follow their procedures.	<input type="checkbox"/> If appropriate for that staff member, they should wear a cloth face covering or surgical mask. <input type="checkbox"/> If well enough, immediately go home. <input type="checkbox"/> If not well enough, isolate staff member in designated area and provide support to get home or to medical care. <input type="checkbox"/> If a person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when: <ul style="list-style-type: none"> <li>- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and</li> <li>- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and</li> <li>- At least 10 days have passed since symptoms first appeared.</li> </ul> <input type="checkbox"/> If the staff member has 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. <input type="checkbox"/> Close off and ventilate facility areas used by the sick person. <input type="checkbox"/> Wait at least 24 hours, THEN <input type="checkbox"/> Clean and disinfect those areas with an EPA-registered product. <input type="checkbox"/> Notify Local Health Department and follow their procedures.

[Use Personal Protective Equipment \(PPE\) When Caring for Patients with Confirmed or Suspected COVID-19 by CDC](#)

[West Virginia Department of Education Digital Resources for English Learners](#)

**Important Notice: The guidance in this document is subject to change as additional information about the spread and prevention of COVID-19 is known. New directives from Governor Justice and public health officials may be forthcoming and may evolve prior to the start of the school year or during the school year. Harrison County Schools may alter this re-entry plan to comply with any new directives and to best safeguard student health and learning needs.**

[West Virginia Department of Education Special Education & Student Support Resources for Families and Educators](#)

[West Virginia Department of Education School Counseling Resources](#)

West Virginia Department of Education COVID-19 Social-Emotional, Mental Health, & Wellness Resources for Educators, Families, and Students (May 2020).

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DRAFT





**ELEMENTARY SCHOOL STUDENTS**

The person conducting screenings should maintain a six-foot distance while asking questions. Ask the person dropping off the child the following questions before entering the facility or school transportation vehicle. If no person accompanies the child during drop-off, use your best judgment if the child can respond on their own.

**Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.**

**1. Have any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?**

- Yes > The child should not be at school. The child can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
- No > The child can be at school if the child is not experiencing symptoms.

**2. Do any of the children you are dropping off have any of these symptoms?**

- Fever
- Chills
- Shortness or breath or difficulty breathing
- New cough
- New loss of taste or smell

If a child has any of these symptoms, they should go home, stay away from other people, and the family member should call the child's health care provider.

**3. Since they were last at school, have any of the children you are dropping off been diagnosed with COVID-19?**

- Yes
  - No
- If a child is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.

**Returning to School**

A child can return to school when a family member can ensure that they can answer YES to ALL three questions:

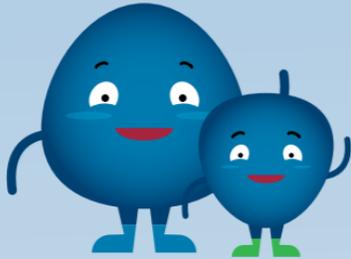
- Has it been at least 10 days since the child first had symptoms?
- Has it been at least 3 days since the child had a fever (without using fever-reducing medicine)?
- Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?

If a child 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 child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a child has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

# COVID-19 SHOULD I COME TO SCHOOL?



## HOW TO SCREEN FOR COVID-19

IF I HAVE:	THEN:
<b>1 NO SYMPTOMS</b>	<b>Proceed to school</b>
<b>2 EXPOSURE, NO SYMPTOMS</b>	<b>Cannot go to school</b> Home for 14 days since exposure
<b>3 DIAGNOSIS, NO SYMPTOMS</b>	<b>Cannot go to school</b> Home for 10 days since first positive COVID-19 test
<b>4 AT LEAST 1 SYMPTOM</b> ..... <ul style="list-style-type: none"> <li>• Fever</li> <li>• Chills</li> <li>• Shortness of breath/ breathing difficulty</li> <li>• New cough</li> <li>• New loss of taste or smell</li> </ul>	<b>Cannot go to school</b> Home until: <ul style="list-style-type: none"> <li>• 10 days since first symptoms</li> <li>• No fever for 3 days (without fever medicine)</li> <li>• 3 days of symptom improvement, including coughing and shortness of breath</li> </ul>



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## MIDDLE & HIGH SCHOOL STUDENTS OR ANY PERSON ENTERING THE BUILDING

The person conducting screenings should maintain a six-foot distance while asking questions. Ask each person entering the building the following questions prior to entering the facility or school transportation vehicle.

**Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.**

**1. Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?**

- Yes > The person should not be at school. The person can return 14 days after the last time they had close contact with someone with COVID-19, or as listed below.
- No > The person can be at school if they are not experiencing symptoms.

**2. Since you were last at school, have you had any of these symptoms?**

- Fever
- Chills
- Shortness or breath or difficulty breathing
- New cough
- New loss of taste or smell

If a person has any of these symptoms, they should go home, stay away from other people, and call their health care provider.

**3. Since you were last at school, have you been diagnosed with COVID-19?**

- Yes
  - No
- If a person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.

### Returning to School

A person can return to school when a family member can ensure that they can answer YES to ALL three questions:

- Has it been at least 10 days since the child first had symptoms?
- Has it been at least 3 days since the child had a fever (without using fever-reducing medicine)?
- Has it been at least 3 days since the child’s symptoms have improved, including cough and shortness of breath?

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 has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a person has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

# COVID-19 SHOULD I COME TO SCHOOL?



## HOW TO SCREEN FOR COVID-19

### IF I HAVE:

### THEN:

1

**NO SYMPTOMS**



**Proceed to school**

2

**EXPOSURE,  
NO SYMPTOMS**



**Cannot go to school**

Home for 14 days since exposure

3

**DIAGNOSIS,  
NO SYMPTOMS**



**Cannot go to school**

Home for 10 days since first positive COVID-19 test

4

**AT LEAST 1 SYMPTOM**

- Fever
- Chills
- Shortness of breath/  
breathing difficulty
- New cough
- New loss of taste or smell



**Cannot go to school**

Home until:

- 10 days since first symptoms
- No fever for 3 days (without fever medicine)
- 3 days of symptom improvement, including  
coughing and shortness of breath



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# BEST HEALTH PRACTICES IN YOUR SCHOOL



6 ft.



**Maintain six feet  
of social distance**

**Strongly suggest  
a face mask  
or face covering**



**Clean hands with  
soap and water  
or hand sanitizer**

**Avoid touching  
your face**



**Do not share pens/  
writing utensils**

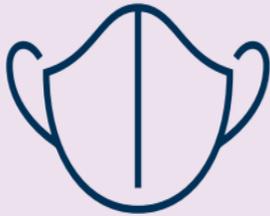


**Cough/sneeze into  
your elbow or a tissue**

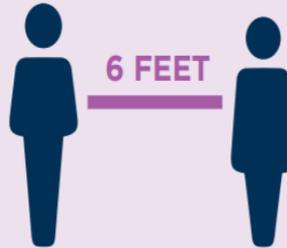
**Do not come to school  
if you're feeling sick**



# Know Your Ws



**WEAR**  
a cloth  
face covering.



**WAIT**  
6 feet apart.  
Avoid close  
contact.



**WASH**  
your hands  
often or use  
hand sanitizer.

**STOP!**

Do not enter if you  
have these symptoms  
of COVID-19

- Cough
- Shortness of breath
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

**Staying apart brings us together.  
Protect your family and neighbors.**

# BEST HEALTH PRACTICES IN YOUR SCHOOL



**Maintain six feet  
of social distance**



**Strongly suggest a  
face mask or face covering**



**Clean hands with soap and water  
or hand sanitizer**



**Do not share pens/writing utensils**



**Avoid touching your face**



**Cough/sneeze into  
your elbow or a tissue**



**Do not come to school if  
you're feeling sick**

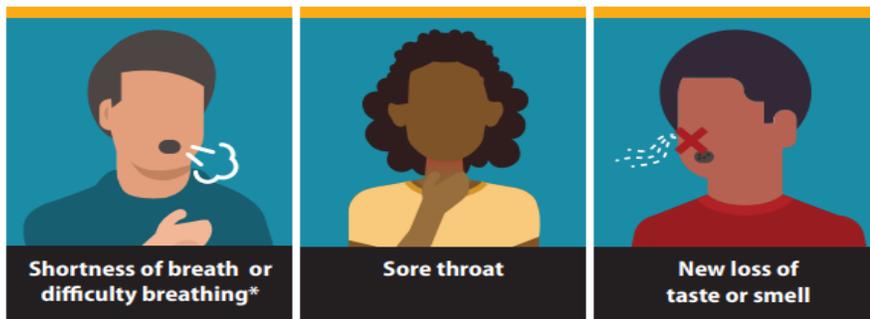


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# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



**Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.**

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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# Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

## Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation, ride-sharing, or taxis.**



## Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
  - See **COVID-19 and Animals if you have questions about pets:** <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>
  - Additional guidance is available for those **living in close quarters.** (<https://www.cdc.gov/coronavirus/2019-hj-ncov/daily-life-coping/living-in-close-quarters.html>) and **shared housing** (<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>).



## Monitor your symptoms.

- **Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well.**
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



## When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Bluish lips or face
- Inability to wake or stay awake

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

## Call 911 or call ahead to your local emergency facility:

Notify the operator that you are seeking care for someone who has or may have COVID-19.

## Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19.



## If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.



**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



CS 316120-A 06/11/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# COVID-19: Quarantine vs. Isolation

**QUARANTINE** keeps someone who was in close contact with someone who has COVID-19 away from others.



**If you had close contact with a person who has COVID-19**



- Stay home until 14 days after your last contact.



- 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.



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**ISOLATION** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



**If you are sick and think or know you have COVID-19**



- Stay home until after
  - 3 days with no fever and
  - Symptoms improved and
  - 10 days since symptoms first appeared



**If you tested positive for COVID-19 but do not have symptoms**



- Stay home until after
  - 10 days have passed since your positive test.



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# What You Can do if You are at Higher Risk of Severe Illness from COVID-19

(Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>)

## Are You at Higher Risk for Severe Illness?



Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

## Here's What You Can do to Help Protect Yourself



**Stay home** if possible.



**Wash your hands** often.



**Avoid close contact** (6 feet, which is about two arm lengths) with people who are sick.



**Clean and disinfect** frequently touched surfaces.



**Avoid all cruise travel** and non-essential air travel.

Call your healthcare professional if you are sick.

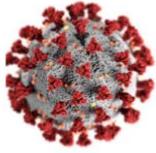
For more information on steps you can take to protect yourself, see CDC's [How to Protect Yourself](#).



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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# What you should know about COVID-19 to protect yourself and others



## Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



## Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



## Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



## Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



## Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



## Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 314937A 06/01/2020

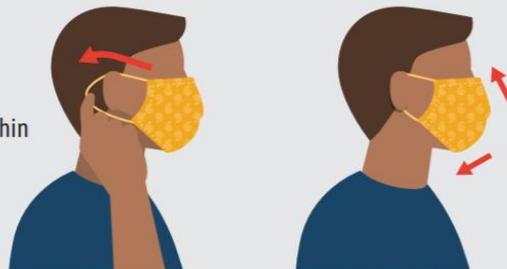
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

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



## USE THE FACE COVERING TO HELP PROTECT OTHERS

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

## FOLLOW EVERYDAY HEALTH HABITS

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



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



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

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CS 316488A 07/06/2020

## Employee Request for Emergency Paid Sick Leave

<b>Name of Employee:</b>	<b>Job Position:</b>	<b>Job Location:</b>

### A. INSTRUCTIONS TO EMPLOYEE

The federal "Emergency Paid Sick Leave Act" (EPSLA) (a part of the "Family First Coronavirus Response Act") provides employees up to 80 hours of emergency paid sick leave (EPSL) for specified Coronavirus (COVID-19) related reasons (listed in section B below). If you believe you qualify for EPSL, please complete sections B, D, and F of this form and submit it to Human Resources (HR) (submission instructions are below). Be as specific as you can. While you are not required to provide the information requested, your failure to do so may result in denial of your request. For some requests, you may be required to submit medical or other appropriate documentation.

### B. QUALIFYING REASONS FOR EPSL and SUPPORTING DOCUMENTATION / INFORMATION

The chart below lists *six* qualifying reasons for EPSL. To qualify for EPSL, you must be unable to come to work or to work from home (telecommute) due to one of these reasons. Please circle (in the first column) the reason you qualify for EPSL. The third column lists documentation you must provide to support your request. If documentation is unavailable, you may provide the information requested and certify that such information is true and accurate by your signature at the end of this form. For medical documentation, please review the clarification at the end of this form.

Select	Covered Reason for EPSL (please select one)	Documentation or Certification Required
1	I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.	Identify relevant Order received: _____ _____
2	I have been advised by a health care provider (HCP) to self-quarantine due to concerns related to COVID-19.	Medical documentation of advisement is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Or, provide name and contact info of advising HCP: _____  Date of advisement by HCP: _____
3	I am experiencing symptoms of COVID-19, and I am in the process of seeking a medical diagnosis.	Medical documentation of my diagnosis, or my efforts to see a diagnosis, is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Or, provide name and contact info of HCP contacted: _____  Date of contact with HCP: _____
4	I am caring for an individual subject to an order as described in Reason # 1, or who has been advised by a HCP to self-quarantine due to concerns related to COVID-19.	Identify relevant Order received: _____ Or - Medical documentation of advisement is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Or, provide name and contact info of advising HCP: _____  Date of advisement by HCP: _____
5	I am caring for my son or daughter because their school or place of care has been closed, or their childcare provider is unavailable, due to COVID-19 precautions.	Documentation of closure notification is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Or, provide name and contact info of school/childcare center: _____  <i>By signing below, I certify that, as a result of the closure, I cannot work or telecommute. My spouse or significant other is unable to care for my son or daughter in lieu of me, and is not receiving EPSL at the same time as me.</i>
6	I am experiencing another substantially similar condition specified by the Secretary of Health & Human Services in consultation with the Secretary of Treasury and the Secretary of Labor [Note: Reason #6 is pending further guidance by U.S. DOL, expected in the near future].	Documentation supporting Reason #6 is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No [Note: Reason #6 is pending further guidance from U.S. DOL]

<b>C. EXPLANATION OF BENEFITS AVAILABLE</b>
Full-time employees are eligible for up to <u>80 hours</u> of EPSL. Part-time employees may receive up to 2 weeks, based on the prior 2-week average. Rate of pay during EPSL depends on the reason for the leave, and certain caps apply.
<ul style="list-style-type: none"> <li>• For EPSL per Reasons 1-3, you will receive full current pay (wages or salary, as applicable), capped at \$510.00 per day, up to a maximum of \$5,110 for the full leave period.</li> <li>• For EPSL per Reasons 4-6, you will receive two-thirds (2/3) of your current pay (wages or salary), capped at \$200 per day, up to a maximum of \$2,000 for the full leave period.</li> </ul>

<b>D. AMOUNT OF LEAVE REQUESTED</b>	
EPSLA may be requested for a <u>consecutive</u> period (e.g., 2 consecutive weeks), or it may be used <u>as needed</u> on different days (up to the maximum hours permitted). You may use EPSL in increments of at least 4 hours.	
What is your requested start date?	
How many hours are requested? (Up to 80 hours for FT employees.)	
If consecutive days are not requested, list dates ( <i>if known at this time</i> ) of all days (or half-days of 4 hours) that you request for EPSL.	

<b>E. HOW TO SUBMIT THIS FORM</b>
Please sign and submit this form to HR by (1) hand delivery, or (2) email. If submitting by email, attach as a PDF. If you cannot create a PDF, attach a <i>legible</i> photograph of the form, taken on a smart phone.

<b>F. CERTIFICATION BY EMPLOYEE</b>
I certify that the information I provided above is true and correct, and that any documentation I submitted is true and correct. I understand that my failure to provide truthful information on this form, or my usage of Emergency Paid Sick Leave for any purpose other than those describe above, may result in disciplinary action, including termination.
Signature: _____ Date: _____

<b>G. IMPORTANT INFORMATION</b>
<b>MEDICAL DOCUMENTATION:</b> If you submit medical documentation in support of your request, it should be signed by a licensed HCP and state that you qualify under one of the designated reasons for EPSL. Such documentation <u>need not include</u> any explanation about a particular illness, injury, or other medical condition. You <u>do not need</u> to provide personal medical information. Moreover, recognizing the difficulty of obtaining medical documentation in the current environment, the alternative information requested may be sufficient to support your request.
<b>RETALIATION PROHIBITED:</b> The company will not take adverse action against you for requesting EPSL, using EPSL, or attempting to exercise any right under the EPSLA. If you believe you are being retaliated against for these reasons, <u>notify HR immediately</u> at (850) 650-9935.
<b>OTHER LEAVE:</b> The Company will not require you to use any other type of paid leave prior to using EPSL.
<b>EXPIRATION:</b> EPSL is available starting on April 2, 2020. The Act <u>expires</u> on December 31, 2020. You will not be entitled to cash out unused EPSL at the end of 2020 or upon separation from employment.

## Harrison County Schools Central Office Staff and Support Departments

<b>Dora L. Stutler, Superintendent</b>	<b>304-326-7347; <a href="mailto:dstutler@k12.wv.us">dstutler@k12.wv.us</a></b>
<b>Dr. Donna Hage, Assistant Superintendent</b>	<b>304-326-7329; <a href="mailto:dhage@k12.wv.us">dhage@k12.wv.us</a></b>
<b>Jimmy Lopez, Assistant Superintendent</b>	<b>304-326-7092; <a href="mailto:jlopez@k12.wv.us">jlopez@k12.wv.us</a></b>
<b>Todd Poole, Supervisor of Technology and Information Systems</b>	<b>304-326-7323; <a href="mailto:tpoole@k12.wv.us">tpoole@k12.wv.us</a></b>
<b>Julie Mancini, Supervisor of Pupil Services</b>	<b>304-326-7360; <a href="mailto:jmancini@k12.wv.us">jmancini@k12.wv.us</a></b>
<b>Lola Brown, Supervisor of Federal Programs</b>	<b>304-326-7369; <a href="mailto:lbrown@k12.wv.us">lbrown@k12.wv.us</a></b>
<b>Jody Sperry, Coordinator of School Nurses</b>	<b>304-326-7316; <a href="mailto:jsperry@k12.wv.us">jsperry@k12.wv.us</a></b>
<b>Jim Kirby, Attendance Director</b>	<b>304-326-7303; <a href="mailto:jvkirby@k12.wv.us">jvkirby@k12.wv.us</a></b>
<b>Ken Winkie, Director of Safety and Discipline</b>	<b>304-326-7337; <a href="mailto:kwinkie@k12.wv.us">kwinkie@k12.wv.us</a></b>