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# Dominion Academy and TEC Pandemic Emergency Plan

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## Introductory Statement

Dominion Academy/TEC is committed to maintaining a workplace that promotes the health and safety of all employees and students. The below plan has been communicated via email to all staff and families of Dominion Academy/TEC. The World Health Organization has declared a pandemic in connection with the respiratory disease, Coronavirus, or COVID-19, which is caused by the novel Coronavirus (SARS-CoV-2). The virus that causes COVID-19 is easily transmitted from person to person and, therefore, creates a risk of exposure in the workplace.

To decrease the spread of COVID-19 and lower the impact in the workplace, Dominion Academy/TEC has developed a Pandemic Emergency Plan (the "Plan"). The Plan addresses aspects of potential exposure and summarizes the steps Dominion Academy/TEC is taking to reduce such potential exposure. All employees are required to review and to reduce such potential exposure. All employees are required to review and to comply with the Plan. Failure to do so will lead to disciplinary action up to and including termination of employment. We are confident that by working together to reduce potential exposure to the Coronavirus, we will protect our students, families, employees, and our business from this pandemic.

As federal, state, and local laws, directives, and guidance change, the policies and procedures contained in the Plan may be modified, amended, or canceled by Dominion Academy/TEC at any time.

The Plan is not a contract of employment and does not confer contractual rights, either expressed or implied, guaranteeing work for any period. Unless an employee has a written agreement signed by an authorized agent of the school ensuring employment for a set period, all employees are employed at-will, and either the employee or Dominion Academy/TEC may terminate the employment relationship at any time, with or without cause, and with or without notice.

Questions about the Plan or COVID-19 should be directed to Dr. Joshua Lutz, Director of Education.

The Plan was developed out of an abundance of caution, and follows the currently published standards from the Center for Disease Control (CDC). The plan will be updated as needed to remain current with changing guidelines, however, as guidelines are changing regularly, they will be the standard, even if the plan has not been updated to reflect the most current guidance

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### Virginia Department of Health

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# **Academics**

## **Instruction**

All academic instruction will attempt to adhere to CDC guidance on social distancing. Staff will continue to and increasingly look for opportunities to provide education outside in one of several existing and newly created outdoor learning areas.

Protocols:

1. All instruction should be designed, to the highest degree possible, to allow for maximum social distancing between students and staff.
2. As appropriate, outdoor classroom spaces will be utilized for instruction.
3. Social distancing will be maintained in the whole group, small group, and individualized instructional settings.

## **Classroom & Class Size**

Social distancing arrangement will be accommodated through both a focus on class size and re-allocation of classroom space and design.

Protocols:

1. All classrooms will be arranged to allow for maximum social distancing between students and staff.
2. Students and staff desks will be placed as far apart as possible with their exact placement marked on the floor.
3. Students and staff will use the markings on the floor to identify when desks have shifted and move them back to their marked location.
4. Nonessential furniture and equipment will be removed from classrooms to allow for maximum spacing between desks.
5. Dominion Academy/TEC will maintain class sizes of no more than eight students in each classroom.
6. As enrollment increases, efforts will be made to maintain similar numbers of students in each classroom so that social distancing may be maximized for each class.

## **Remote Learning Plan**

A remote learning plan was planned and implemented in two phases starting in mid-March 2020 when the campus initially moved to distance learning. A remote learning plan is a required part of pandemic emergency planning. In the event of a future situation in which students need to be quarantined, and only essential staff remain on campus, a similar remote learning plan will be implemented, and teachers, aides, and residential instructors will provide support from off-grounds. The Plan that was used during the '19-'20 school year is outlined below and will serve as a framework for the possible creation of any similar future remote learning plans.

In the event of a future school closure, course content will be delivered using various instructional methods and strategies, including small group, whole group, individual, and self-paced instruction under teacher supervision. Our goal is to balance the whole group, small group, and individual sessions with on-and off-line time for students.

Following the Virginia Department of Education (VDOE) guidance, Dominion Academy/TEC has made decisions about graduation requirements, high school credit, grading, seat time, and statewide assessments. That information is outlined below.

## **Students Scheduled to Graduate with the 2020-2021 Cohort**

The state of Virginia will provide as much flexibility as is allowable by the Code of Virginia for students currently enrolled and graduating with the 2020-2021 cohort.

## **High School Credit**

Dominion Academy/TEC will award credit for high school credit-bearing courses by ensuring that students have completed a majority of the required standards, competencies, and objectives, including those that are essential for success in subsequent coursework. In the event of a future school closure, any missing content necessary for awarding standard credit will be delivered remotely, and students who are in good standing at the time of the school's closure will receive credit for their high school credit-bearing courses.

## **Grading, Seat Time, and Statewide Assessments**

The Virginia Department of Education (VDOE) does not recommend grading work completed during any school closure. Teachers will review and provide feedback to students on all work they complete, but this work will be graded on a pass/fail basis. Dominion Academy/TEC will follow all guidance from the Virginia Department of Education regarding grading, seat time, and statewide assessments as that guidance is made available.

## **Access to and Usage of Personal Protective Equipment (PPE)**

Access to and consistent and appropriate usage of CDC-approved Personal Protective Equipment (PPE) on the part of both staff and students is critical.

Protocols:

1. DYS will maintain a sufficient supply of medical grade PPE.
2. Staff and students will be trained on the proper use of PPE.
3. PPE is required in situations such as student onset of COVID-19 symptoms and isolation supervision.
4. Staff are advised to use PPE thoughtfully to conserve resources.
5. Unless otherwise indicated, PPE should be regarded as single-use.
6. If a student refuses to wear PPE and does not have a legitimate reason a conference will be held with the parent to address the refusal, should the student continue to refuse to wear PPE the student will be assigned to continue services via distance learning.

## **Clinical Team Meetings**

A student's social/emotional growth at Dominion Academy/TEC is highly dependent on maintaining critical meetings with the staff who directly impact them. Clinical Team Meetings will continue to be scheduled with an emphasis on meeting size, location, and sanitation.

Protocols:

1. Each student's Clinical Team will meet at least once per month.
2. Clinical Team Meetings are held in classrooms with teachers, counselors, administration, support staff, and parents in attendance.
3. The School Principal will designate which staff members will attend meetings so that the number of people in each classroom does not exceed stated classroom occupancy limits.
4. Student desks will be sanitized before and upon completion of each Clinical Team Meetings and arranged to provide for adequate social distancing.

## **Outdoor Activities**

Outdoor activities during the regular school year will continue as scheduled in their current locations. Group size will be limited, and no shared items/materials/supplies will be used. Outdoor activities are limited to the campus/school grounds. No off campus activities will be permitted.

Protocols:

1. Outdoor groups will be limited to promote social distancing.
2. All students will be asked to wear masks while outdoors.
3. Athletic equipment (e.g., basketballs) will be limited to single student usage/period and will be sanitized between uses.
4. Staff are not to participate in physical activities.
5. Outdoor activity leaders will sanitize their activity areas to the maximum extent possible at the end of each activity period before new students enter the space.

## **Cleaning (General)**

All staff will adjust to and adopt a general mindset of vigilance in sanitizing campus environments.

Protocols:

1. Staff members will sanitize frequently touched surfaces in their work areas before lunch each day, which include, but are not limited to, door handles, faucet handles, light switches, desk/counter/tabletops, computers, and phones.
2. All areas in the school buildings in use will be cleaned after each school day using most current disinfection technology.
3. Assigned staff members will sanitize the student, and staff bathrooms, hallway, and the entry doors of each building in use at 7:30 am, 9:30 am, 11:00 am and 1:00 pm daily.
4. Maintenance and housekeeping staff will plan for required, more frequent disinfecting of common areas and school vehicles.

## **Cleaning after COVID-19 Exposure**

Because a COVID-19 diagnosis cannot be confirmed until testing is done and results have been returned, any staff or student who shows symptoms associated with COVID-19 will adhere to the guidelines listed below.

Protocols:

1. In the event of a possible COVID-19 case on campus, as identified by the showing of COVID-related symptoms, all areas the person occupied will be closed to staff and students for 24 hours or until a deep cleaning can be performed.
2. Exterior doors and windows to these areas will be opened when possible to increase airflow.
3. Cleaning staff will adhere to CDC guidelines for cleaning after exposure.

## **Deliveries**

Packages containing essential items to the functioning of the school and the lives of students will continue to be permitted on campus by following the protocols below.

Protocols:

1. Package delivery services will only be admitted to the main entrance of each building and may not enter any building.
2. All packages received and to be delivered will be placed in a storage unit outside the main area of each building.
3. Only office staff and administrators may access the storage unit.
4. Special supply deliveries for maintenance staff will meet maintenance staff at the maintenance shop and then be escorted to the appropriate drop-off location.

## **Food Service**

Following state and federal social distancing guidance, a wide variety of food policies have been adopted in the areas of building usage and access, food delivery, health/safety equipment, serving, cleaning, and student/staff expectations. This initial guideline will be in place during the earlier phases of the re-entry plan, but some policies will be maintained as standard best practices indefinitely.

Protocols:

### **Building Usage and Access**

#### Conference Room:

1. The conference room or main office area of each building will serve as the health screening checkpoint and the first place staff visit when arriving on campus. Until the first group of students returns this screening area will be staffed Monday-Friday morning, an assigned staff member.
2. All staff should enter through the designated staff entrance door only. Staff should remain in the designated area during the screenings and should not enter any other area of the building/school.
3. The conference room will be disinfected by staff after screenings each morning.

#### Kitchen:

1. The kitchen area of the buildings, including the pantry and the back office, is strictly off-limits to anyone other than those staff assigned to that area.
2. Only two staff should be in the kitchen area at any one time.
3. Staff will wear masks during the designated period when staff and students are on campus.
4. As per current best practices, gloves will continue to be used at all times in the kitchen area for both the handling of food and equipment.

#### Student and staff Restrooms:

1. The Restroom's availability will be updated to have a "vacant/in use" sign mounted outside the restroom door.
2. A 20 second counter will support handwashing expectations in the student restroom.
3. Restrooms will be used by only one individual at a time. Staff will escort students to/from the restroom. The staff member responsible for the student, along with help from the student, will sanitize the restroom after use, wiping down all touch points (handles on the toilet/urinal, sink, doors, toilet seats) with an appropriate disinfecting cloth.

## **Food Supply**

1. A stockpile of non-perishable foods appropriate to specific individuals who have tested positive for 7

- COVID-19 will also be maintained, such as soups, crackers, Jell-O, ginger ale, juices, Gatorade, etc.
2. Containers will be available for storing water, if necessary.
  3. In the event of reduced staff, the menu may be altered to use the foods that are stockpiled. This consists of foods that will require no more than one or two staff to manage, if necessary.
  4. Individualized portions for meals will be prepared by staff and brought to each classroom for consumption. Classroom staff will place individualized portions for each student on the student's desk and remove the trash, etc.... after the student has finished eating. Staff will wear gloves throughout the entirety of meal service
  5. Student desks will be sanitized by classroom staff both before and after meal service.

### **Food Delivery**

1. The frequency of food deliveries will be minimized to the greatest extent possible.

### **Health and Safety Equipment/Food Serving**

1. The silverware, trays, and food preparation areas will no longer be accessible to students for any reason
2. Students and staff will select their menu items in advance and receive their full tray, utensils, and drink in their respective classrooms.

### **Staff and Student Expectations**

1. Students and staff should wash their hands or use hand sanitizer immediately before eating.

### **Face Masks**

All staff will wear face masks or face shields following federal, state, and local guidance. This guideline will remain in effect during all times in which the CDC, federal, state, or local authorities have declared pandemic or major outbreak conditions in the U.S. or any country of residence for our students. Any type of face mask is not a replacement for social distancing, which should be practiced whenever possible.

Protocols:

1. Staff must wear masks or face shields at all times on campus when in the presence of others (within 20 feet) except while eating or drinking. Exceptions to this may be requested and approved by the Director of Education for the following reasons: Medical condition precluding the wearing of a mask; disruption to the integrity of the learning/school environment.
2. The school will provide face shields or masks to staff, but the staff is asked to obtain a personal supply as well.
3. Masks are to be used for a single day and then taken home and washed or disposed of at the end of the day.
4. All visitors to campus must wear a disposable mask for the duration of their visit.
5. Any visitor or staff member who does not wear a mask will be denied access to campus.
6. Staff who do not wear a mask will receive disciplinary action up to and including separation. Students will be encouraged to wear face shields or masks during all school activities.



7. No off-campus activities will be permitted during Phases 1 and 2 of the reopening. Phase 3 reopening plans will be developed at that time.
8. Students may remove masks in settings where other social distancing and precautions mitigate disease transmission, such as during individual therapy sessions where therapists and students remain six feet apart.
9. Staff will review the following video for mask usage: <https://youtu.be/MNsj-8wtqA8>

## **Family First Coronavirus Response Act**

Dominion Academy/TEC and its employees are subject to the Family First Coronavirus Response Act

FFCRA. Protocols:

1. Staff is expected to acquaint themselves with the regulations and benefits contained in the FFCRA.
2. Any employee needing to use the benefits outlined in the FFCRA should contact Human Resources.
3. All questions about the FFCRA should be directed to the Human Resources office

## **Handwashing**

Proper handwashing is an essential component of disease transmission prevention as both staff and students will follow and maintain strict adherence to CDC hand washing guidelines.

Handwashing is mandatory for both staff and students before and after the following activities:

- Meals
- PE/athletic activities
- Occupational therapy sessions
- Speech Therapy Sessions
- Art
- Cooking
- Any activity utilizing group supplies
- Any time a staff or student leaves campus

Also, staff must wash their hands before and after the following tasks:

- Preparing & serving food
- Cleaning tasks
- Using the restroom
- Pouring medications
- Dispensing medications
- Providing first aid

Protocols:

1. Proper handwashing requires a minimum of 20 seconds of scrubbing with soap and water.
2. Signs will be placed at all public sinks and in all buildings encouraging handwashing and explaining the proper steps to handwashing.
3. Students will frequently be reminded of and practice proper handwashing techniques.
4. Each staff member must wash their hands when they first arrive on campus.

5. Staff and students are required to wash their hands before and after the activities listed above.
6. Signage will be posted throughout campus, encouraging CDC directed handwashing.
7. Students and staff are required to wash their hands after touching any orifice and after using the bathroom, as well as after having come into contact with any bodily fluids.
8. Hand sanitizer may be used when handwashing is not possible but is not a replacement for proper handwashing.
9. If hand sanitizer is used instead of handwashing, staff and students should wash their hands at the next possible opportunity.

## **Medications**

All current and standing medication protocols remain in effect for the pouring and passing of student medications. In addition to all standard DYS medication protocols, staff will wear face masks and gloves while pouring and passing medication.

Protocols:

- Current medication policies and procedures remain in effect.
- Staff will wear masks and gloves while pouring and passing medication.

## **Meetings/Counseling/Mental Health**

To ensure physical distancing, the following must be observed:

Protocols:

- All meetings must maintain social distancing practices of at least six feet or be held via video chat
- Counseling services in the school building will observe the use of PPE and social distancing of at least 6 feet of space between the counselor and student.
- In home counseling services will be made available for students upon request.
- Telehealth counseling will be available to students participating in distance learning.

## **New Student Enrollment/Admissions**

The rolling enrollment model will continue with a specific protocol implemented to support both admissions and health and safety needs of everyone. These protocols are part of the admissions process and are communicated clearly at various steps of admissions from the initial intake call to arrival day.

Protocols:

1. Upon initial contact, referral sources and those being referred will be notified that new enrollments to our program will be subject to enhanced screening procedures.
2. New Enrollees must self-quarantine for 14 days before enrolling.
3. Any student enrolling directly from another program is required to be quarantined by that program for 14 days before discharge and subsequent enrollment at DYS.
4. If any member of the household shows symptoms of the communicable disease during quarantine (e.g., persistent cough, fever at or above 100.0, vomiting, shortness of breath, fatigue, chills, diarrhea, aches, and pains, and cold/flu-like symptoms), the quarantine will restart once all household members are no longer showing symptoms.
5. All enrollees are required to be current on all vaccinations, including for influenza.
6. Only the parents/legal guardians of the enrolling student will be permitted to accompany the student onto campus on the day of enrollment, and no siblings, friends, or extended family members will be allowed on campus.
7. Wherever possible, admissions and enrollment documents will be converted to digital versions.
8. New enrollees will be requested to wear a mask, practice social distancing, and participate in limited activities during the first 14 days upon enrollment.

## **Related Services (Occupational, Physical, and Speech Therapy)**

All related services will continue to be delivered in individual settings while adhering to established social distancing guidelines.

Protocols:

1. Individual services will be provided on campus as appropriate.
2. Group services will take place in classrooms, where social distancing protocols can be maintained.

## **Outbreak Preparedness (General)**

In cooperation with local health authorities, DYS will report any positive test results of students or staff for COVID-19. In conjunction with guidance from the CDC and other regulatory agencies, the local health authority will directly guide the school's outbreak preparedness plan.

Protocols:

1. In the event of an outbreak at the school or in the immediate vicinity of the school, the campus will go into isolation for 14 days with no students or staff being permitted on campus during that time.

2. Classes will be taught remotely during the 14-day isolation period.
3. At the end of the isolation period, the campus will be deep cleaned.

The following items will be available on campus for student/staff use at all times. These supplies should be checked and rotated as needed due to expiration dates/shelf life.

<b>Item</b>
Tissues
Hand sanitizer
Disinfectant Towelettes
Disposable face masks
Acetaminophen 325mg
Disposable gloves – multiple sizes
Digital no-touch thermometer
Disinfectant wipes
KN95 or similar face masks
Ibuprofen 200 mg
Disinfectant Spray
Paper Towels
Face Shields
Microfiber Cleaning Cloths
Bleach

## Positive COVID-19 Test Reporting

COVID-19 testing will be utilized to confirm the re-entry of staff who are suspected of being exposed to the Coronavirus. The Family First Coronavirus Response Act (FFCRA) provides additional sick leave to support staff during qualifying events.

Protocols:

1. Any staff who is awaiting test results of a COVID-19 test may not return to work until they receive a negative test result, been on self quarantine for more than 14 days, or has made other acceptable arrangements for return with the Director of Education..
2. Staff who receive a positive test result may not return to work until they meet the CDC guidelines for recovery: resolution the fever for at least 72 hours without fever-reducing medications, at least ten days has elapsed since the onset of symptoms, general improvement of respiratory symptoms, and obtain a release from an authorized medical professional.
3. Staff who test positive must disclose all staff, students, and visitors they came in contact with for the three days before the onset of symptoms to support the local health department's efforts in contact tracing.
4. All staff and students who had contact with a person testing positive for COVID-19 will be isolated, and all spaces the person accessed will be deep cleaned.

## High Risk Individuals/ Isolated Students

Staff or students who are considered high-risk based on the guidelines from the CDC will engage in work from home or distance learning activities.

Protocols:

1. Students exhibiting symptoms of an infectious disease (e.g., fever, persistent cough, shortness of breath, diarrhea, vomiting, chills, fatigue, sore throat, upset stomach, or aches and pains) will immediately be isolated.
2. Staff should report any observed or reported symptoms to the administrator on duty who will then notify the student's parent/guardian and arrange for the student to be picked up.
3. No other student or staff will be admitted to the isolation area.
4. The administrator or administrator on call will then notify the Director of Education
5. School staff will ensure the student is isolated and notify the administration.
6. The student will remain at home and engage in distance learning until they are cleared by a medical professional and meet the CDC criteria for recovery from COVID-19, resolution of fever without fever-reducing medications, improvement of respiratory symptoms for 72 hours, and at least ten days have elapsed since the first appearance of symptoms.

## Service and Therapy Animals

According to the Centers for Disease Control, there is no evidence that animals play a significant role in spreading the virus that causes COVID-19. However, since animals can spread other diseases to people, it's always a good idea to practice healthy habits around pets and other animals, including washing hands before and after interacting with them. Canine Companions for Independence recommends that healthy students and staff members wear facemasks and gloves when interacting with the facility and therapy dogs on campus.

Protocols:

1. Students and staff who are sick should restrict contact with service and therapy animals
2. Healthy Students and staff should wear facemasks and gloves when interacting with service and therapy animals.
3. Service and therapy dogs' skin and fur should be treated daily at the end of the handler's shift with a chlorhexidine-based product to protect against the spread of micro-organisms

4. Staff may not bring any dog, or another animal, on campus without prior approval by the Director of Education.

## **Staffing**

Due to the uncertainty of current and future conditions, Dominion Academy/TEC will regularly assess its staffing needs. Efforts will be made to increase the available pool of relief staff and to promote cross-training.

Protocols:

1. All staff will be categorized as either eligible or ineligible to provide direct care to students.
2. In the event of a staffing shortage, eligible staff will be required to work in non-traditional roles
3. Dominion Academy/TEC will work with state and industry licensing and accrediting bodies to ensure staffing ratios are maintained to the extent possible.
4. Dominion Academy/TEC will notify any agency providing funding for a student of any staffing changes.

## **Staff/Visitor Temperature & Wellness Screening**

Temperature and wellness screenings will be performed consistent with guidelines outlined by the CDC.

Protocols:

1. All staff and visitors will be screened for signs and symptoms of COVID-19 before being granted access to campus, including fever and additional factors based on a screening questionnaire.
2. The check-in staff will log all staff and visitor temperatures.
3. Staff who exhibit signs of infectious disease, fever at or above 100.0, or answer yes to screening questions will be denied access to campus unless a clear, non-contagious cause for symptoms can be confirmed.
4. If a staff member has a temperature at or above 100.2, their temperature will be checked against a reading using an oral thermometer.
5. If symptoms arise while on the job, staff should immediately stop work, put on a face mask, and consult with the administrator who will request they self-isolate at home.
6. Staff will then inform the administrator of any individuals, equipment, and locations with which they had contact.
7. Staff who are denied access to campus must notify their immediate supervisor.
8. Staff and visitors who are denied access to campus must self-isolate until their symptoms have subsided, and they have been cleared by an authorized medical professional to return to work.
9. The school administrator will notify the Director of Education, who will consult with local health authorities.

## **Student Temperature & Wellness Screening**

Temperature and wellness screenings will be performed consistently by following guidelines outlined by the CDC.

Protocols:

1. Designated staff will check student temperatures at entry and again at lunch daily.
2. Student temperatures will be logged in a screening log.
3. Posters about COVID-19 symptoms and disease prevention will be displayed in all classrooms to educate and orient staff and students of COVID-19 symptoms, which are identified by the CDC.
4. If a student's temperature is at or above 100.2, the staff will notify their immediate supervisor and immediately isolate the student.
5. All staff will follow all isolation policies.

## **Transitions**

Transitions are a highly structured part of Dominion Academy/TEC's programming. Students transition to and from classes and therapy sessions several times during the academic day. To the maximum extent possible, transitions of students will be limited and staff will transition to the students, rather than vice-versa

Protocols:

1. In the hallways, marks will be placed on both sides of the hall so that students may line up six feet apart from one another before transitioning in and out of their classrooms.
2. Also, marks will be placed on the sidewalk outside of the buildings where students line up before entering.
3. Students and staff will maintain six feet of distance between one another while walking as a group from one location on campus to another.

## **Travel**

### **Employee Personal Travel**

All employees must notify their department head in advance of any personal domestic or international travel. Any travel places employees at more significant exposure to COVID-19, which in turn places students and other employees at higher risk. As a result, DYS may require a period of self-quarantine after an employee's return.

### **Professional Travel**

Until further notice, all nonessential staff travel, including, but not limited to, conferences, meetings, professional development, and training is suspended unless the Director of Education gives written permission. Travel will not resume until the CDC, federal, and state governments rescind any guidance restricting domestic travel.

### **Student Travel**

No off-campus activities will be allowed under Phase 2 reopening procedures.

Protocols:

1. All nonessential professional travel is suspended until further notice.
2. Exceptions to this must be given written permission by the Director of Education.
3. Professional travel will not resume until government guidance no longer restricts domestic travel.
4. Student travel will be on an as-needed basis and will not include off-campus travel

5. The Director must approve any exceptions to the above of Education.

## **Quality Assurance**

The Director of Education will coordinate communications with legal and regulatory points of contact and will maintain up-to-date contact information for families.

## **Licensing Agencies**

Virginia Department of Education  
Division of Special Education and Student Services  
P.O. Box 2120, Richmond, VA 23218-2120  
Phone: 804-786-3234  
Fax: 804-371-8796

## **Enforcement**

To ensure reduced risk of exposure of employees, customers, and worksite visitors to SARS-CoV-2, Dominion Academy/TEC expects employees to follow rules of conduct as outlined in the Plan, which is designed to protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered a violation of the Plan. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment, including but not limited to:

- coming to work with COVID-19 symptoms
- failure to undergo required health and safety screenings
- failure to socially distance in the workplace
- non-compliance with room occupancies and prohibitions
- failure to wear and utilize PPE
- failure to disinfect and clean workstations

Employment with Dominion Academy/TEC is at the mutual consent of Dominion Academy/TEC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **Progressive Discipline**

Will follow guidelines out lines in our employee handbook.



## **Acknowledgment of Dominion Academy/TEC Pandemic Emergency Plan**

The Pandemic Emergency Plan describes essential information about the steps Dominion Academy/TEC is taking to mitigate risks to potential exposure to COVID-19. I understand that I should consult Dr. Joshua Lutz, Director of Education, regarding any questions not answered in the Plan.

I acknowledge that I have received a copy of Dominion Academy/TEC's Pandemic Emergency Plan. I understand that it is my responsibility to review the Plan and to familiarize myself with the policies and procedures contained in the Plan.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_