



## **Overview**

### **Dominion Academy and Dominion TEC**

#### **Return to Campus/Health and Safety Guidelines**

In light of recent guidance from the Governor of the Commonwealth of Virginia and the Virginia Department of Education, Dominion Academy/TEC (all locations) has implemented the following plan for the resumption of full-time school services for TEC students and Extended School Year (ESY) services for students of Dominion Academy

#### **Schedules**

- The timeline of events for re-opening is as follows
  - **06/14 – 06/21/2020** Local Education Agencies (LEA) are contacted with lists of students enrolled and to determine transportation needs. Parents of enrolled/ approved students are contacted to discuss the option of returning to campus or remaining part of distance education for the summer sessions

- **06/22/2020 – ESY services for math and reading and TEC services (all subjects) resume in distance learning format. Professional deep cleaning of all buildings occurs.**
  
- **06/29/2020 – 08/06/2020L** Both TEC and Academy students will have the *option* of continuing distance learning **or** attending on-campus services per the regular ESY and TEC calendars when transportation services have been secured. A combination of on campus and distance learning services is available on a per student basis. The LEA may choose to convene an IEP team meeting to review on campus services for the student if the LEA believes that a meeting is necessary.

Transportation schedules will be determined by the students LEA.

Parents may choose to transport students for on-campus services as of 06/29/2020 until LEA provided transportation is available.

Heightened safety and cleaning protocols (see attached Dominion Academy and TEC Pandemic Emergency Plan ) will be in place. Students *without transportation* services from their LEA will continue with distance learning (same plan for TEC students, ESY to focus on reading and math only from 8-1 daily Mondays-Thursdays. TEC students continue with the regular year-round program via on-site or distance learning programs.

- **08/06 – 08/28** – TEC students continue services either on campus or via distance learning per the published TEC calendar.

Teachers and staff contracted to work the summer schedule will work from home from 06/22-06/28 and return to campus on 06/29 – 08/28.

- Rotating student/staff schedules will be determined by site administrators and will be based on census and need.

### **Staff Precautions**

- All staff will receive a daily screening for COVID -19 symptoms and follow guidelines for return to work for any illness/exposure, as outlined by the CDC.
- Staff will be provided with staggered arrival times to the school each day
- All staff will be required to wear a mask upon arrival to the school building and will be worn at all times throughout the day unless contraindicated for medical reasons. Scheduled breaks/areas for safe mask removal will be identified.
- Staff will be assigned to one entry into the building. Staff will wait 6 feet from the next staff member for both safety and privacy. Visual distance reminders will be painted/ marked on the ground.
- A designated staff member at each building location will be assigned to take each staff member's temperature and ask questions regarding possible symptoms. If a temperature or other symptoms are present, the staff member will be immediately sent home.

- Signs will be posted on all entrance doors advising any entrants that if they are symptomatic or have been possibly exposed to COVID-19 that they should not enter the building.
- Hand sanitizer or handwashing will be immediately used upon entry to the building, and staff should proceed directly to their classrooms.
- Staff will provide documentation of training on how to correctly put on/remove PPE (masks, gloves, face shields).
- No shared food between staff will be allowed.
- Staff must wear gloves during student check-in/pat-downs, contraband collection, and during any situation where physical contact with a student is needed.
- Staff will have designated break/eating areas.

### **Transportation**

If Dominion Academy/TEC has been contracted to provide transportation for students, the following safety protocols/precautions will be in place

- Whenever possible, a 15 passenger van or school shuttle bus will be used to transport students, and minivans will not be used unless used as a last resort.
  - **Fifteen passenger vans** – students will be seated with at least 6 ft. of space between them in all directions; this will necessitate using every other row of seats.
  - **Shuttle bus** – students will be seated on the window seat of every other row on either side of the bus to allow for appropriate social distancing.
  - **Minivans** – minivans should not be used unless all other options have been exhausted. In the case of minivan use, two staff members will ride in the front of the van, wearing masks throughout any trip or vehicle use. No

more than one student may be in the van and will be seated in the rear row on the driver's side to maximize the distance between staff and students.

- Vans and busses will be wiped down/disinfected after every use.
- Staff operating vans/busses will be required to wear face coverings/masks while operating the vehicles
- Students will be asked to wear masks/face coverings while in the vehicles.

**Parent Transportation** – if any parent/guardian chooses to transport students to/from school during the summer time frame it is expected that students' temperature will be checked before leaving the home and that any student showing symptoms of COVID-19 is kept at home.

### **Student Arrival/Departure**

- Student arrival will be staggered to the maximum extent possible such that students do not gather in any specific area. Whenever more than one student is in any area, appropriate social distancing will be maintained.
- Dismissal will be staggered to the maximum extent possible, and dismissal will occur in staggered intervals.
- Students will be assigned to a specific school entrance for arrival and departure.
- A specific staff will be assigned to take a student's temperature and provide a visual assessment of each student before the student enters the building in the morning and again at lunch each day.
- If symptoms are present, the student will be isolated from others in a designated area, required to wear a mask, and parents will be contacted to pick up the student. The designated area will be cleaned thoroughly both before and after the student is present.

Parents will be called, and documentation with guidelines for when the student may return to school will be provided.

- Hand sanitizer or handwashing stations will be available at designated entry points and in all classrooms. All students will be prompted to sanitize or wash before entering the building and once per hour throughout the day.
- Students will be brought into the building at the entrance that is closest to their classroom to space out entries. Six feet of space will be provided between student/staff pair before entering the building. (\*to the greatest extent possible)
- Visual reminders will be on the ground outside and floors inside to represent 6 feet, especially leading up to doors/entrances.
- Students will proceed immediately to classrooms, using caution in the hallways to maintain 6 feet distance from others.
- Students will wash/sanitize their hands frequently throughout the day - between class periods, before eating, after using the restroom, and after leaving or re-entering the classroom or buildings for any reason.
- Students of all ages will be asked to wear face masks or shields at all times unless the student has a medical or other reason preventing the student from wearing a mask.
- Students will be asked to wear gloves during any activity that could involve person to person contact.
- Students will be required to place all personal items in a bag marked with the student's name during entry.
- Students will not participate in any off-campus activities

### **Cleaning – Cleaning Staff**

- Professional cleaning staff will be contracted to thoroughly deep clean each building before 06/29 and if a documented exposure to COVID-19 is confirmed.
- Cleaning staff will ensure restrooms are stocked at the beginning of each day, and entrance doors will be wiped down before staff arrival.
- High traffic areas – doorknobs, restrooms, stair rails, water fountains, sinks - will be added to the schedule to be cleaned multiple times during the day.
- Appropriately vetted cleaning products will be used in each classroom each evening.
- All touchpoints in reset rooms will be wiped down after each use for an emergency safety intervention.
- Signage will be available for areas that have been used and need cleaning before use again (isolation areas/safety separation rooms).

### **Cleaning – Classroom Staff**

- Each classroom will have a bin to place items that have been placed in a student's mouth and cannot be cleaned immediately. This bin will be out of the reach of students and items cleaned thoroughly at the end of each day.
- Buildings will be outfitted with a safe/secured storage unit for cleaning supplies that may be required throughout the day. The support staff will be responsible for restocking cleaning supplies in classrooms throughout the day.
- Clorox wipes will be used sparingly, and only when student presence prevents using other methods. A spray bottle with disinfecting spray will be used with paper towels to wipe down surfaces throughout the day. If paper towels become scarce, cloth towels will be used instead.
- Staff will take care to keep student materials separate from one another. For materials that must be shared, such as computers, staff will wipe down keyboard/mice, tablets, etc. between uses.
- If work areas must be shared, furniture (table, chairs, etc.) will be wiped down between student/staff uses.

## Space/Distancing

- Breakfast and lunch will be eaten in classrooms. Tables in classes will be cleaned before and after eating.
- Students will not physically attend PE class – PE teacher will provide health instruction at the scheduled time.
- The playground will only be used by students as necessary/approved by a supervisor. No more than four students plus four staff will be allowed on any playground at one time. Playground equipment will be sanitized after use.
- Group instruction will be limited to that which can be done with students in separate areas.
- There will be no more than 10 individuals to a room at any time provided that the room allows for at least six feet of space between individuals. Should the room not allow for sufficient social distancing, the maximum number of individuals in the room will be decreased until a minimum of six feet of space between desks is feasible
- Desks will be spaced out as much as possible, or students placed at opposite ends of larger tables.
- Sensory room – if the distance cannot be maintained between students, will be used one student at a time.
- Restrooms – no more than one student (with one staff escorting) will be allowed in shared bathrooms at any given time. Restrooms will remain locked when not in use. Touchpoints in all restrooms will be wiped down after every use (toilet seats, handles, sinks/faucets, doorknobs etc...)
- Crises that require hands-on intervention will be managed by immediate classroom staff as much as possible, followed by staff in the same program, before assistance from outside of the program is requested. Any staff using a hands-on intervention will be required to wear gloves and facemasks during the encounter.
- Multi-purpose areas will be utilized by rotations of classrooms to provide exercise space, with easy to clean equipment.
- Staff who do not work with students directly or semi-directly must remain in their assigned office locations when not performing a critical function around the building.



This must be monitored and enforced by Directors and above. Personnel must also utilize phone and videoconference rather than in-person meetings/interactions unless necessary.

### **Safety Gear/PPE**

- Each staff will be provided with their PPE by the school to include disposable masks and gloves, face shields (if requested), and any needed safety gear
- Staff may use their own face mask or shield if desired
- Disposable PPE will be thrown away daily
- Any personal PPE or safety gear will be washed weekly (or if soiled).
- 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.

### **Common Areas**

- No more than two staff will be allowed in the common areas at any one time and must engage in appropriate social distancing in common areas.
- Front office use will be minimal.
- Meetings will be limited to rooms that can accommodate social distancing. Videoconference/phone will continue to be utilized rather than in-person when possible.
- Signage to communicate area restrictions/markings on the floor will be provided for areas that distance is required (e.g., front desk).

### **Community/Visitors**

- Visitors to the building will not be allowed (including parents and transportation staff), with rare exceptions approved by Directors.
- Contracted related service providers will be allowed to enter the building, following the same precautions for temperature and symptoms as well as all requirements as indicated for school staff. They will enter and exit via a specified entryway.
- Related service providers will use caution to wash hands or sanitize after leaving each classroom and before entering the next class. They will limit contact to only the

immediate student they are providing services to in a classroom. Related service providers will be required to wear face masks during service provision and to wear gloves in any situation that would require physical touch for the therapy to occur.

### **Clinic/Medication**

- Medication will be brought to students in each classroom.
- Students will be brought close to the door, whenever possible so that the clinic staff do not need to enter fully into the classroom
- If a student needs to visit the clinic for an injury or illness, the teacher will call the clinic on the phone or radio the clinic to report the injury or symptoms, and the clinic or support staff will determine if the student needs. (e.g., treat the injury in the classroom using first aid kit, take student's temperature, take the student to specified observation room) If the student has an injury that requires care, the clinic/support staff will treat the injury right outside of the clinic. If the student is displaying symptoms of COVID-19, the clinic/support staff will see the student in a specified observation room.

### **Student Illness**

- The parent will be called for immediate pick-up for suspected illness.
- Students with Covid-19 symptoms will be brought to a designated area. Staff will separate as much as possible until parent pick-up.
- Guidelines for return to school will be followed – these will be updated continually as any new guidance from the CDC and VDH is provided.

### **Parent Responsibilities**

- Parents will check the child's temperature each morning and monitor for symptoms.
- Parents will send children to school each day with a mask, and work with school staff to assist in introducing the mask to the student.
- Parents will be available at all times or ensure emergency contact is available, in case pick-up is needed at any time throughout the day.
- Student pick-up and drop-off will occur in the car line. If a parent needs to pick-up or drop-off a student at times other than designated, they will be asked to call the front desk, and staff will meet the parent at the car to retrieve the student/bring the student to the car.

- If a parent needs to drop off items (lunches, supplies, etc.), they will be asked to call the front desk before arrival, ring the bell, and leave at the front door for front office staff to come out and retrieve.

**Communication regarding symptoms or confirmed case of COVID**

- Follow the lead of Local Education Agencies and VDOE, CDC, Department of Health