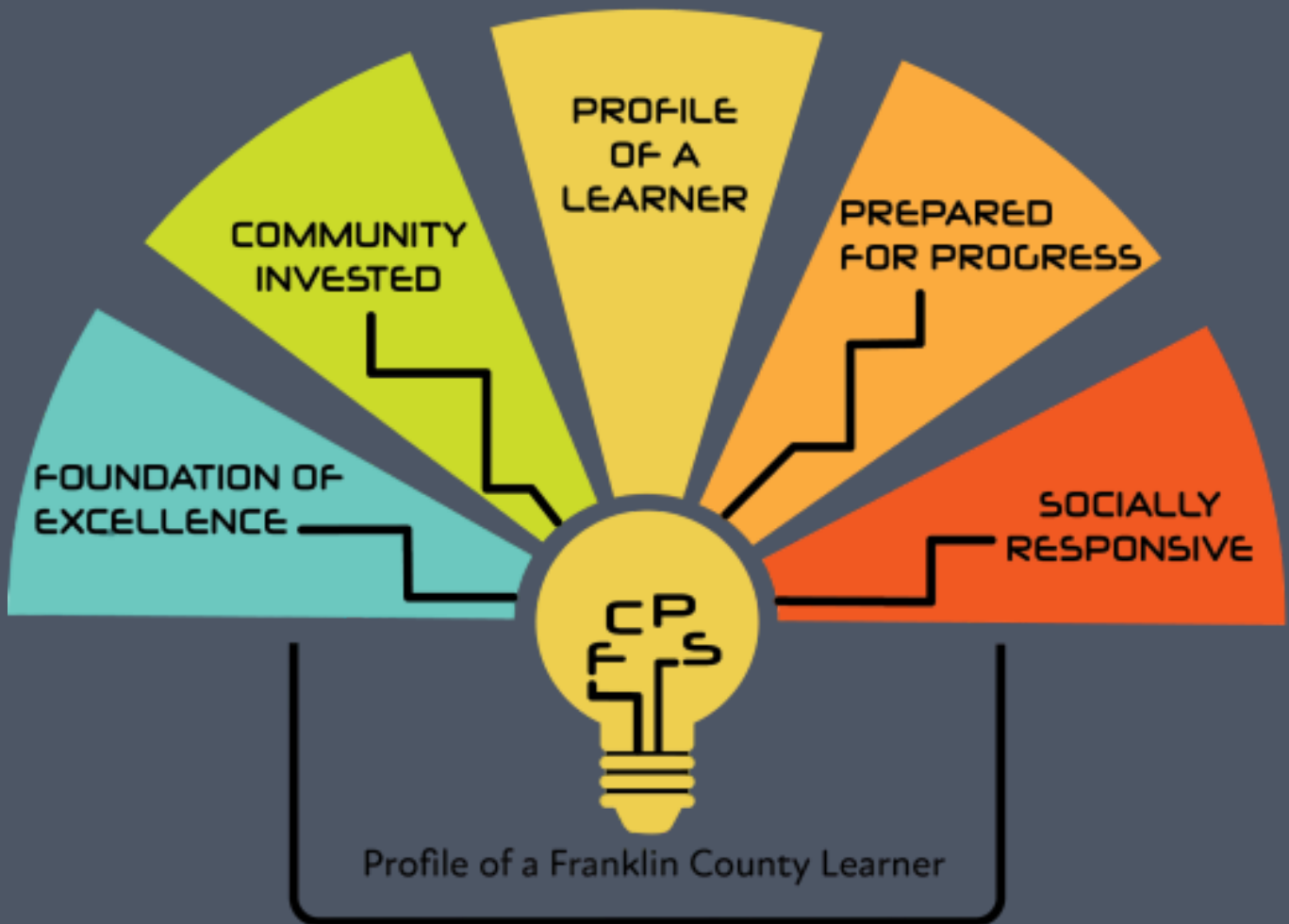


FRANKLIN COUNTY PUBLIC SCHOOLS

Franklin County Public Schools
Empowering All Learners



Return to
School Plan

2020

2021

Update to Return to School Plan (January 20, 2021)

On January 18, 2021, the School Board voted to proceed with the return to in-person learning 4 days a week (Mon, Tues, Thurs and Fri) **for grades PK-7 as well as self-contained classrooms** beginning January 26, 2021. Grades 8-12 will be virtual. After 2 weeks, *if the positivity rate and the number of Covid 19 incidences drop*, **grades 8-12 will return to in-person learning on February 15, 2021, 4 days a week.**

[Parents Letter \(English\)](#)

[Parents Letter \(Spanish\)](#)

Based on the November 7, 2020 school board meeting, the board voted:
(this update replaces pages 2 through 5 in the original plan and transportation section on page 11. Cleaning and sanitizing procedures will remain the same.)

Changes beginning January 26, 2021

All students PK-7 as well as self-contained classrooms will return to school 4 days a week - Monday, Tuesday, Thursday and Fridays, Wednesday will remain a virtual day for all students.

Students and Staff wear face coverings in the building, classroom and on the bus. Exceptions during Physical Education classes, when eating and outdoor recess.

3' social distancing will be maintained on school sites and in classrooms when feasible.

Tri-fold shields will be used in classrooms and/or cafeterias as an additional mitigation strategy, when possible.

Cafeterias will be opened when 3 foot social distancing can be maintained, otherwise students will eat in the classroom.

Face coverings will be the only mitigating strategy used for buses and other school transportation.

Parents are encouraged to provide transportation to and from school to reduce numbers on the bus.

A 100% virtual option is available second semester

Deadline to turn in commitment form for second semester:

Secondary Schools October 30, 2020

Elementary Schools November 30, 2020

The commitment form only indicates intent. Letter informing parents of placement in Virtual Academy based on acceptance conditions will be sent on **December 11, 2020**.

Requirements and Conditions for Elementary Virtual Academy:

Students must be passing reading and math courses with a letter grade of C or above in grades 2 - 5. The grade is averaged on Q1 and current Q2 grades. Students must meet minimum benchmarks in reading and math in grades K and 1 in Q2. In order to assess mastery of skills, students should complete assessments, learning activities, and/or performance tasks on a daily basis. Parental support is encouraged; however, students must complete their own assignments.

Students must have reliable internet access with acceptance to the virtual academy.

Parents/Guardians must ensure that your child has the access to necessary technology devices, Internet, and a workspace conducive to learning.

Parents/Guardians must become familiar with Parent Portal, Parent and Student Canvas apps, as well as progress reports.

Direct instruction will be provided during the hours of 8:00 a.m. - 3:00 p.m. Virtual instruction can be presented in two formats: synchronous and asynchronous. Attending live sessions is expected; however, if missed, students are responsible for reviewing the recorded instructional videos. Students and families should understand the virtual academy schedule and follow the schedule in order to complete and submit all coursework on time and with integrity. Students must also participate in instructional activities and submit assessments/assignments daily.

Based on the number of students who are accepted in the virtual academy, we may have to add additional classes or reduce classes. There is a potential for change in a child's teacher and learning program. Parents must understand that students in kindergarten through 2nd grades will require 3 - 4 hours of parental support.

Full-time virtual academy students must agree to remain for the completion of the semester.

If a student has an active 504 Plan or IEP, the district/school will work with the parents/guardians to determine if the document requires modifications due to virtual learning.

Virtual students will be responsible for state testing requirements and will be required to test onsite. Students who are accepted in the virtual academy are eligible to participate in all school extra curricular activities.

Technical support will be provided to students and parents when assistance is requested.

Requirements and Conditions for Middle School Virtual Academy

Student Expectations

1. Adhere to the *Code of Conduct* and *Acceptable Use Policy* while participating in the Virtual Academy.
2. Participate each school day in every enrolled class. Seek help from and communicate with the teacher.
3. Attend meetings at school, if required (by appointment and adhering to social distancing guidelines).
4. Complete and submit all coursework on time.
5. Ensure that you have reliable access to online courses during the regularly scheduled school day (8:30 - 3:00). Students who do not have reliable internet access will be denied acceptance to the Virtual Academy or may be removed from the academy and required to attend in person if they can not be in the live virtual classes..
6. Students must have passed English and math during the 1st semester of the 2020-2021 school year. If they are accepted, but do not end the 1st semester with a passing grade in English AND math, their acceptance will be overturned and they will be required to attend in-person classes at the middle school.
7. Student athletes must be enrolled in and pass a minimum of 3 courses in order to maintain VHSL eligibility.
8. Virtual students are responsible for all state testing requirements and will have to test onsite.

Parent Expectations

1. Ensure that your child has the necessary equipment and internet access to participate in the Virtual Academy during the regular school day (8:30 - 3:00).
2. Provide your student with a safe and appropriate place to work while at home.
3. Ensure that your student has sufficient time in his/her schedule to work each day on course work.
4. Become familiar with Parent Portal, Parent and Student Canvas apps, as well as progress reports. Ask your child to show you his/her course work and progress.

5. Ensure that all tests and work is completed by your child without the aid of others.
6. Be aware of all deadlines.
7. Communicate academic concerns with teachers as necessary.

Division/School Expectations

1. If a student is accepted into the virtual academy November 9th, but then does not meet requirements at the end of the 1st Semester (Passing English and Math), their acceptance will be overturned and they will be required to attend class in person at the middle school.
 2. Course offerings are limited to the courses that we are able to teach as virtual classes.
 3. Students will be enrolled in courses taught by BFMS / TGC teachers.
 4. Students who are accepted in the Virtual Academy are eligible to participate in all extracurricular activities.
 5. Tech Support will be available.
-

Requirements and Conditions for High School Virtual Academy

Student Expectations

1. Adhere to the *Code of Conduct* and *Acceptable Use Policy* while participating in the Virtual Academy.
2. Participate each school day in every enrolled class. Seek help from and communicate with the teacher.
3. Attend meetings at school, if required (by appointment and adhering to social distancing guidelines).
4. Complete and submit all coursework on time.
5. Ensure that you have reliable access to online courses. (Students who do not have reliable internet access will be denied acceptance to the Virtual Academy or may be removed).
6. Students must have passed at least 50% of the courses they were enrolled in during the previous semester.
7. Student athletes must be enrolled in and pass a minimum of 3 courses in order to maintain VHSL eligibility.
8. Virtual students are responsible for all state testing requirements and will have to test onsite.

Parent Expectations

1. Ensure that your child has the necessary equipment and internet access to participate in the Virtual Academy.
2. Provide your student with a safe and appropriate place to work while at home.
3. Ensure that your student has sufficient time in his/her schedule to work each day on course work.

4. Become familiar with Parent Portal, Parent and Student Canvas apps, as well as progress reports. Ask your child to show you his/her course work and progress.
5. Ensure that all tests and work is completed by your child without the aid of others.
6. Be aware of all deadlines.
7. Communicate academic concerns with teachers as necessary.

Division/School Expectations:

1. Course offerings may allow students to complete high school requirements for a Standard Diploma.
2. Course offerings are limited to the courses that we are able to teach as online classes.
3. Students may be enrolled in courses not taught by Franklin County High School staff; ie, Virtual Virginia or Edgenuity.
4. Students who are accepted in the Virtual Academy are eligible to participate in all extra curricular activities including athletics.
5. Tech Support will be available.

Index

PK-12 Schedule	2
FCPS Calendar 2020-2021	5
Health Plan for Reopening Schools	5
Promoting Behaviors that Reduce Spread	5
Cleaning and Sanitizing	6
Student and Staff Health	8
Protocol for staff or students with COVID-19 Symptoms	9
Maintaining Healthy Operations	9
Food Service	11
Transportation / Athletics	11
Administration	11

FRANKLIN COUNTY PUBLIC SCHOOLS RETURN TO SCHOOL PLAN 2020-2021 (UPDATED SEPTEMBER 02, 2020)

Franklin County Public Schools (FCPS) will open for the 2020-2021 school year on September 8, 2020. The return to school plan was designed for the first semester, however FCPS will return to full in-person learning as soon as the Governor and the Department of Education allow us to. The plan also includes FCPS's response in the event of a mandatory reclosure of schools.

FCPS's return to school plan was developed using the Virginia Department of Education's [Recover, Redesign, Restart](#) guidance document, information provided by the Center for Disease Control and Prevention and the Virginia Department of Health. Additionally, consideration was given to the information obtained through multiple task forces and a parent survey.

Considerations:

- Student and Staff safety and well-being are our number one priority
- Transportation
- Food Service
- Child care for staff
- Common schedule for students in same household
- Instructional gaps, new learning and student learning needs
- Remote learning
- Calendar impact

[Frequently Asked Questions](#)

PK-12 Schedule

Phase 2

- Remote learning grades 3-12
- In-person learning PK-2, self-contained and Early Childhood Special Education (ECSE) (2yr olds half-day only) everyday
- Students and staff to wear cloth facial covering on site. Students and staff who are unable to wear cloth face coverings due to bona fide medical reasons will be given an exemption.
 - PK-2 Students may opt to participate in 100% remote learning.
 - Parents/Guardians should enroll their children using PowerSchool registration just like they normally would.

- Parents/Guardians should then contact their student’s school to let them know that they intend to participate in 100% remote learning.
 - Parents/Guardians must complete an assurance that the student has daily access to the Internet and a device. Additionally, they must agree with their child taking required grade level or content area assessments.
- Transportation will be provided to schools for in-person learning. Students seating will be assigned with one student per seat. Students from the same household may be assigned to the same seat. Students are required to wear a cloth facing covering while on the bus.
- Teachers will provide new instruction to ensure new content covered over the course of the year.
- Revision to curriculum
 - Essential Skills from Spring 2020 to be embedded throughout the first 9 weeks
- Pacing
 - Data from reading and math screening used to adjust pacing to ensure coverage of new content.
- EL student will be screened to identify gaps and we will use Imagine Learning to provide additional support. Canvas translation features to support EL.
- Formative and Diagnostic Assessments will be administered
 - Grade level reading and math screening using Performance Matters
 - Checks for Understanding
 - Virginia Kindergarten Readiness Assessment (VKRP)
 - Phonological Awareness Literacy Screening (PALS)
- NWEA’s MAP assessment in reading and mathematics

Phase 3

- Students will be scheduled in Cohort A or Cohort B. Cohort A will be scheduled for in-person learning on Monday and Tuesday. Cohort B will be scheduled for in-person learning on Thursday and Friday. Wednesday will be virtual learning for all students.
 - Students and staff to wear cloth facial covering on site. Students and staff who are unable to wear cloth face coverings due to bona fide medical reasons will be given an exemption.
 - Transportation will be provided to schools for in-person learning. Students seating will be assigned with one student per seat. Students from the same household may be assigned to the same seat. Students are required to wear a cloth facing covering while on the bus.
- Early Childhood Special Education and Self Contained Special Education Classes will attend on site 4 days a week and virtual 1 day (Monday, Tuesday, Thursday, Friday on-site and Wednesday virtual)
- Students may opt to participate in 100% remote learning.
 - Parents/Guardians should enroll their children in PowerSchool registration just like they normally would.
 - Parents/Guardians should then contact their student’s school to let them know that they intend to participate in 100% remote learning.

- Students must be signed up for 100% remote learning by August 13, 2020. Students will be required to stay in the remote learning option through the first semester which is January 22, 2021.
- Parents/Guardians must complete an assurance that the student has daily access to the Internet and a device. Additionally, they must agree with their child taking required grade level or content area assessments.

Instructional Plan and Commitments:

- Students receive timely feedback and grades on in-person and remote learning.
- Teachers will provide new instruction to ensure new content covered over the course of the year.
- Student learning goals and success criteria will be included in all lessons.
- A Learning Management System with downloadable content will be deployed.
- Expanded Internet into all school parking lots.
- Ensure curriculum and instruction is culturally affirming.
- Low cost childcare for PreK-5 students available through YMCA.
- EL student will be screened to identify gaps and we will use Imagine Learning to provide additional support. Canvas translation features to support EL.
- Students with disabilities IEP will be fulfilled through specifically designed instruction remotely and in-person. ECSE and self-contained classrooms to receive onsite instruction 4 days a week.
- Students with health complications will be offered robust remote learning
- Students in need of specialized instruction, whether English learners, special All students will receive new instruction and ongoing feedback about their learning.
- Quality curriculum and instruction will be offered to students opting for 100% remote learning.
- Formative and Diagnostic Assessments will be administered
 - Grade level reading and math screening using Performance Matters
 - Checks for Understanding
 - Virginia Kindergarten Readiness Assessment (VKRP)
 - Phonological Awareness Literacy Screening (PALS)
 - NWEA's MAP assessment in reading and mathematics
- Revision to curriculum
 - Essential Skills from Spring 2020 to be embedded throughout the first 9 weeks
- Pacing
 - Data from reading and math screening used to adjust pacing to ensure coverage of new content.

School Attendance

- If a student is absent on a day they are scheduled to report to school, without an excuse, they will be marked absent. Franklin County School Board [attendance policy](#) will be followed.

- Parents are required to keep students at home who are exhibiting symptoms of COVID 19 or are required to quarantine. Parents should alert the principal and/or school nurse to determine a plan for continuity of instruction.
- Attendance will be taken daily for students who are participating in remote learning. If a student is not responsive to the remote learning, the teacher will contact the parent. If the parent is not responsive after 2 days, the school social worker will contact the family.
- Recognition for perfect attendance will not be recognized this year.

School Counseling Plan

- Counseling Support Teams exist at each school
 - Professional development in the area of social and emotional learning/trauma informed
 - Restorative Practices
 - Online counseling support form for staff and students
-

FCPS Calendar 2020-2021

2020-21 Calendar

Health Plan for Reopening Schools

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

Promoting Behaviors that Reduce Spread

Social Distancing:

The CDC advises that individuals maintain ~~six feet~~ of distance to reduce the risk of COVID-19. Social distancing should be practiced in combination with other everyday preventative actions to reduce the spread of COVID-19.

- School Bus – students sit one to a seat and wear a cloth face covering.
- Student desks spaced ~~6-ft.~~ apart.
- Eat breakfast/lunch in classrooms or socially distanced in the cafeteria.
- No large groups, no assemblies.

- No field trips.
- Playground equipment will be closed, however teachers will be encouraged to go outside for recess.
- Place tape on floor to promote ~~6 ft.~~ of social distancing in cafeteria, office, restrooms, gymnasium, hallways, clinics, entrance to school, etc.
- Temporarily remove area carpets, rugs, and pillows when possible.
- Display signage to promote social distancing, handwashing and wearing of masks from CDC.

Additional Considerations / Decisions

- How to group students (Phase III-Consider restricting mixing classes).
- How parents and visitors enter and exit the building.
- What will your car rider line/area look like, procedures?
- How to group students to restrict mixing students.
- Procedures for parents and visitors to enter and exit the building.
- How to clearly communicate new procedures to students and parents.

Personal Protective Equipment

The following items are on hand for immediate use at each school:

- Cloth Facial Coverings
- Gloves
- Forehead thermometers
- Hand Sanitizer
- Soap
- Paper Towels
- Disinfectant Wipes
- Sanitizing spray/solution
- Toilet Paper

Cleaning and Sanitizing

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening schools and public spaces.

- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on surfaces, you can further lower the risk of spreading infection.
- Wednesdays will be virtual learning for all students providing additional opportunities for cleaning and sanitizing.

Evaluate your school to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. **Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.**

You should also consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them.

All surfaces will be cleaned. Some surfaces only need to be cleaned with soap and water. For example, **surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.** Additionally, **disinfectants should typically not be applied on items used by children**, especially any items that children might put in their mouths. Outdoor areas generally require normal routine cleaning and do not require disinfection.

If your school has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

Ensure ventilation systems operate properly, and maintain routine maintenance as part of reducing risk of coronaviruses. Franklin County Public Schools has a routine filter replacement schedule in place.

Examples of **frequently touched surfaces** and objects that will need routine disinfection following reopening are:

- tables
- doorknobs
- light switches
- countertops
- handles
- phones
- keyboards
- toilets
- faucets and sinks
- touch screens
- desks
- paper towel dispensers

Clean surfaces and objects using soap and water prior to disinfection.

Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. When you finish cleaning, remember to wash hands thoroughly with soap and water.

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.

Again, surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be **cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use.**

- [Clean and disinfect](#) frequently touched surfaces (e.g., door handles, sink handles, drinking fountains) within the school and on school buses at least daily **or between uses as much as possible**. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be **limited when possible, or cleaned between use**.

Student and Staff Health

Cloth Face Coverings – will be required for students and staff. Teach and reinforce the use of [cloth face coverings](#). Cloth face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Individuals should be frequently reminded not to touch the cloth face covering and to [wash their hands](#) frequently. For more details please see school board policies [JFCN \(also GDP\)](#).

Cloth face coverings should be worn by **staff** at all times.

[Cloth face coverings](#) should **not** be placed on:

- Anyone who has a documented medical condition
- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

[Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

[Health Screenings](#)

- Parents/guardians will conduct daily health checks of their children. School district has provided a refrigerator magnet with daily health check questions.
- Staff is required to complete a daily health screening using online form provided by the district.
- Students attending in person classes at Franklin County Public schools will have their temperature checked daily as they arrive at school. Anyone with a temperature of 100.4 or higher will be sent home.
- Franklin County Public Schools staff will take their temperature daily as they arrive. Each employee will complete a health screening with questions concerning temperature 8 symptoms and recent exposure.

- Parents are required to keep students at home who are exhibiting symptoms of COVID-19 or are required to quarantine. Parents should alert the principal and/or school nurse who are the designated COVID-19 point of contact. The COVID-19 point of contact for the school division is Jason Guilliams – Director of Operations.
-

Protocol for staff or students with COVID 19 Symptoms

- Immediately separate staff or students with possible COVID-19 symptoms and send to the School clinic.
 - Staff or students with possible COVID-19 symptoms will be treated in the designated isolation room.
 - Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms, and follow [CDC guidance for caring for oneself and others](#) who are sick.
 - Individuals will be encouraged to contact their healthcare provider.
 - Close off areas used by the person for cleaning and disinfecting.
 - If symptoms continue, individuals should stay home until symptom free for at least 24 hours.
 - If there is a confirmed case the VDH will handle contact tracing and advise schools on how to proceed.
 - Individuals with a positive case will isolate for 10 days (VDH will offer guidance to individuals and school).
 - Must be symptom free for at least 72 hours.
 - Individuals with direct contact will quarantine for 14 days. (VDH will offer guidance to individuals and school). Return to school after the 14 day period if symptom free.
 - VDH will contact schools if there is a positive case.
 - School will follow VDH guidance for contact tracing and possible school closures.
 - School administration will inform staff and families immediately of any positive COVID-19 case while maintaining confidentiality.
-

Maintaining Healthy Operations

Educate Staff Student and Families

- Educate staff and families about when they/their child(ren) should [stay home](#) and when they can return to school.
- Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Gatherings, Visitors, and Field Trips

- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
- Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.
- Post COVID-19 face covering posters at school entrance and other frequently used entrances.

Additional Items:

- Teachers – allowing extra time for handwashing
- Shut down water fountains – including touchless
- Remove trash frequently
- Instructional supplies
 - Library books - If used, sanitize and quarantine for 72 hours
 - Discourage sharing of items that are difficult to clean or disinfect.
 - Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
 - Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
 - Avoid sharing electronic devices, toys, books, and other games or learning aids.

Food Service

- Children that bring their own meals may continue to do so.
 - Food Services will serve individually plated meals while ensuring the [safety of children with food allergies.pdf icon](#)
 - Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
 - If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the [safety of children with food allergies.pdf icon](#)
 - Students in attendance at school will receive a regular breakfast and lunch just like they always have.
 - Students that are at home (remote learning on A/B schedule) will have the option of coming to a drive-thru/grab-n-go distribution site to get their meal(s)
-

Transportation / Athletics

Students would be required to sit one to a seat on a school bus (siblings may be able to share a seat) AND wear a cloth facing covering while on the bus.

All buses will be wiped down and disinfected after each run.

Any bus that has transported a student who later tests positive for COVID-19 will be temporarily grounded until such bus can be thoroughly disinfected.

Administration

Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19

- Offer options for staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).
- Offer options for students at [higher risk of severe illness](#) that limit their exposure risk (e.g., virtual learning opportunities).
- Consistent with applicable law, put in place policies to protect the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions.

Staff Attendance

- Employees will be expected to come to work on their assigned days.

- Any employee with an underlying medical condition that puts them at an increased risk of illness from COVID-19 may contact his or her immediate supervisor for guidance and reasonable accommodations, if possible. A letter from a physician will be required.

Regulatory Awareness

- Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.

Designated COVID-19 Point of Contact

- Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). All school staff and families should know who this person is and how to contact them.

Communication Systems

- Put systems in place for:
 - Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19 external icon](#) (e.g. see “Notify Health Officials and Close Contacts” in the **Preparing for When Someone Gets Sick section below**) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
 - Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

Staff Training

- Train staff on all safety protocols.
- Conduct training virtually or ensure that [social distancing](#) is maintained during training.

Support Coping and Resilience

- Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Consider posting signages for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.

Notify Health Officials and Close Contacts

- In accordance with state and local laws and regulations, school administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\) external icon](#).
- Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.
- In the event of an outbreak in a school, the health department may recommend a 2-5 day closure for COVID-19 tracing. Once the extent of the outbreak is determined, additional days of closure may be recommended up to 14 days.