

Lewis County Schools



Operational Re-entry Plan *2020-2021*

#LewisReady

Disclaimer

This plan is subject to subsequent revisions as warranted given the conditions of the COVID-19 Pandemic by the local and state health officials, the WVDE, and the Governor.

MESSAGE FROM THE SUPERINTENDENT

Dear Employees, Parents and Students,

This document is intended to establish a clear process and a series of protocols for our school district in reconstituting the traditional face-to-face classroom instruction, disinfecting and sanitizing facilities, and ensuring the safety of students, faculty, staff, and visitors due to COVID-19 pandemic. This plan puts forth a balance between public health concerns, the importance of education, and the services our schools provide to the community. The development of this plan is in accordance with the current public health guidance and the West Virginia Department of Education Re-entry Toolkit.

This plan was developed with the goal of having students physically present in school in the healthiest manner possible recognizing we must all be willing to accept the premise that school will not look the same for the conceivable future. The procedures outlined in this plan are practical, feasible, and appropriate for child and adolescent developmental stages given the challenges of operating school amidst the COVID-19 pandemic. We also have learned it is critically important to develop strategies that can be revised and adapted depending on the level of viral transmission in a school and throughout the community. We are most definitely finding ourselves in uncharted waters and this plan will remain fluid as we work through the application process once school is back in session.

I am confident as a collective "TEAM" we can have a challenging school year!

I know that this may be the most challenging year of our careers, but I know that if we work together, we will get through it and make it a successful school year.

#LewisReady
Dr. Robin Lewis

PART I: Employee Return to Work Schedule

August 25 -	Staff to Report
August 26 -	Staff to Report
August 27 -	Staff to Report
August 28 -	Staff to Report
August 31 -	Staff to Report
September 1 -	Staff to Report
September 2 -	Staff to Report
September 3 -	Staff to Report
September 4 -	Preparation for Opening / Faculty Senate
September 7 -	Labor Day

PART II: Transition Entry to School



Phased-In Reentry Schedule

To better prepare our students and teachers for reentry we are going to employ a phase-in approach. This will allow students and teachers the time necessary to become familiar with the new protocols given to us by the state and local health officials. Groups will be determined by the school and families will be notified regarding which group they are in before the school year begins.

September 8	Group 1 Students in Grades K, 2 nd , 4 th , 5 th , 7 th , 9 th , and 10 th
September 9	Group 2 Students in Grades K, 2 nd , 4 th , 5 th , 7 th , 9 th , and 10 th
September 10	Group 1 Students in Grades 1 st , 3 rd , 6 th , 8 th , 11 th , and 12 th
September 11	Group 2 Students in Grades 1 st , 3 rd , 6 th , 8 th , 11 th , and 12 th
September 14	All Grades in Group 1
September 15	All Grades in Group 1
September 16	All Groups – Learn from Home
September 17	All Grades in Group 2
September 18	All Grades in Group 2
September 21	Pre-K Begins

Throughout this timeframe, school and district administration will monitor the effectiveness of the protocols and processes developed and implemented.

PART III: School Calendar

2020-2021 School Calendar Lewis County Schools

239 Court Ave.
304-269-8300 (Fax) 304-269-8305
Weston, WV 26452

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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30	31					

September 2020						
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October 2020						
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November 2020						
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December 2020						
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January 2021						
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31						

Aug 25-Sep 3	Professional Development Days
Sep 4	Preparation Day
Sep 7	H- Labor Day
Sep 8	First Day of School for Students
Sep 18	NTID
Sep 23	NTID
Sep 30	NTID
Oct 7	NTID
Oct 8	Progress Report Term 1
Oct 14	NTID
Sep 21	NTID
Oct 21	NTID
Nov 2	NTID
Nov 3	Election Day
Nov 5	End of Term 1
Nov 11	Veterans Day
Nov 23-25	NTID
Nov 26	Thanksgiving Day
Nov 27	Out of Calendar Day
Dec 11	Progress Report Term 2
Dec 23	NTID
Dec 24- Jan 1	Winter Break
Jan 15	End of Term 2 / Sem 1
Jan 18	H- MLK Day
Feb 17	NTID
Feb 23	Progress Report Term 3
Mar 23	End of Term 3
Apr 1	NTID
Apr 2	Out of Calendar Day
Apr 5	NTID
Apr 28	Progress Report Term 4
May 27	Last Day of School for Students
May 28	Preparation Day
May 31	H- Memorial Day
June 1	Parent Teacher Conference
June 4	Term 4 / Sem 2 Reports

TEST DATE:
LCHS SAT School Day Test Date: April 13, 2021

February 2021						
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March 2021						
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April 2021						
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May 2021						
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June 2021						
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20	21	22	23	24	25	26
27	28	29	30			



- | | | |
|--|----------------------------------|---|
| School Closed | Preparation Day- No Students | Parent Teacher Conferences |
| Out of Calendar Days | Report Card Go Home | Holiday- No Students |
| Election Day | Progress Report | No Students- Professional Learning / Faculty Senate |
| Outside School Enviro. | End of Nine Weeks Grading Period | Non-Traditional Instruction Day (NTID)
(Students not in School Buildings- Distance Learning) |
| First & Last Day of Instruction for Students | | |

PART IV: Entry to School / Health Checks / Meals

- Students will be assigned seats on the school bus limiting the number of students to no more than two per seat. Students living in the same household may be permitted to sit three to a seat, when possible.
- Students will be subjected to an appropriate Symptom Screening Checklist process to assess level of risk and or exposure to COVID-19 upon arrival to their classroom.
- Staff will be required to submit a self-check daily via O365 Forms. This data will only be accessible by supervisors and our school nurses.
- Temperature checks with staff will occur only as needed.
- Students will report directly to their homeroom / 1st period class upon arrival at school.
- Students will be provided breakfast and lunch in the classroom.
- Water bottle filling stations will be available for use.

PART V: Restrictions for Attending School In-Person

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

PART VI: Face Coverings / Masks

Face Covering or Mask

According to national and local health experts, face masks and coverings significantly reduce the spread of COVID-19 by preventing people from contracting and transmitting the disease. It is important to note, that all guidance (locally and nationally) strongly recommends the use of face coverings or masks. The science continues to support the same as these items reduce air droplets produced when people speak, sing, yell, cough and sneeze. This plan reinforces the importance of face masks or coverings when it is possible and when it does not aggravate existing health conditions. Not all students can use these because of their age or developmental constraints. However, the West Virginia Department of Education has strongly encouraged schools and counties to include face coverings and masks as part of their health and safety protocols. This is especially important when children are in congregant settings, unable to exercise six feet of social distancing and/or when there are active cases of COVID-19 in the school community.

Employees, Visitors, Vendors, and Students are Required to Wear a Face Covering or Mask as Follows:

- Students preschool through 12th grade are required to wear a face covering or mask while riding the bus to and from school.
- Elementary students in preschool, kindergarten and first grade are required to wear a face covering or mask when outside of their core classroom group or in congregant areas.
- Students in grades 2-12 are required to wear a face covering or mask in congregant areas and in classrooms.
- Students may provide their own face covering / mask or one will be provided to them.
- Students and employees who provide their own face masks must wash them daily.
- Any student who cannot wear a face covering, mask or face shield due to a medical condition, including those with respiratory issues that impede 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.

PART VII: Attendance Options

OPTION I: LEWIS COUNTY IN-PERSON LEARNING

Lewis County Schools have developed two plans to best serve our students attending in-person for the 2020-2021 school year. Which plan we utilize depends upon the direction of health officials and the Governor; Lewis County Schools will follow the direction of both in this matter. **Both plans are for a 9 weeks grading period. Subject to change determined by community spread of COVID-19.**

Arrival/Departure Times for BOTH Plans:

Student arrival/drop off time will begin at 7:30am.

Departure/dismissal will begin at 1:30pm.

This is for a 9 weeks basis determined by community spread of COVID-19.

Plan A – Students will attend 5 days a week with exception of PRE-K (PRE-K plan is listed below). This will occur with increased cleaning and social distancing measures in place.

Plan B – Students will attend an altered schedule with reduced days in the school setting. Students will attend

Monday and Tuesday (Group 1) or Thursday and Friday (Group 2) with Wednesday being a Non-Traditional Instructional Day for all students, meaning that they complete their work from home. All Schools will attend in groups. Group 1 would attend Monday and Tuesday, Group 2 would attend on Thursday and Friday. Both Group 1 and Group 2 would have Wednesday as a Non-Traditional Instructional Day, meaning that they complete their work from home. For the other 2 days that each group is not in person with their teachers(either Mon/Tues or Thurs/Fri), lessons would need to be completed as distance learners so that students continue to learn 5 days a week.

Elementary Schools PRE-K (Students in all PRE-K classrooms)

Lewis County Schools Preschool/Head Starts goal is to ensure the safety of our students and staff at all times while trying to provide meaningful and engaging instruction to meet the needs of all our students. As preschool parents, we realize there are a lot of fears and anxiety as this will be your child's first entry to school. The following re-entry plan has been developed to provide information to families. Please feel free to reach out if you have any concerns or questions at any point.

- Students will be grouped into smaller groups of no more than 8-10 students.
- Group 1 will attend Monday and Tuesday with an early release.
- Group 2 will attend Thursday and Friday with an early release.
- Preschool staff will use Wednesdays to monitor and check on their students/families via SeeSaw and/or phone calls as well as deep clean classrooms, toys, wash manipulatives, etc.
- Classrooms will still be cleaned daily.
- One teacher and one aide will be in the classroom. Related service providers such as speech, occupational therapists, and physical therapists will come to the classroom for services if applicable, but may take children in groups of no more than 2 to a therapy room that will have plexus-glass and PPE (personal protection). Parents may opt for a virtual related service if needed.
- Meals will be delivered and eaten in the classroom or other designated area. Family style meals will not take place until further notice. Due to a shortened schedule, rest time will be shortened or eliminated during this plan.
- This plan will be in place beginning September 8, 2020 and will be revisited as needed per 9 weeks or by December 2020 to ensure the appropriate delivery of services for students is met.
- Students will not be permitted to bring items from home. Each child will have a separate area and/or sealed bin to keep items in.
- Parents are encouraged to sign up for SeeSaw or other class communication to eliminate the amount of papers that come home. If papers are sent home, each child will have a folder (that will be cleaned daily) and/or paper copies to keep at home.
- If schools are closed by order of the Governor, preschool students will be given instructional delivery through use of the SeeSaw for remote learning as well as contact with families by teachers and family service providers for Head Start. All children enrolled in preschool will use SeeSaw at home for learning during the times they are not in the classroom or if full remote takes place.
- Preschool students and staff will follow Lewis County Schools' COVID-19 plan regarding medical care, absences, remote learning and other protocols related to COVID-19.
- WVDE Virtual School and Lewis County Distance Learning is not an option for preschool.
- Masks will be required on the bus and in the commons area or hallways; masks won't be required in the classroom unless social distancing isn't followed. Teachers will wear masks (clear masks or face shields). Staff will check children's temperature upon arrival to school.
- Classrooms will be set up to allow for appropriate play and instruction, while also adhering to social distancing guidelines.
- Lewis County Preschool/Head Start will continue to stay up to date on all COVID guidance and make changes as needed. All staff will be trained on COVID education through the Lewis County Board. Each school will have access to a nurse.
- Lewis County Preschool/Head Start will follow the Lewis County Schools' approved calendar.
- This plan is subject to change at any time based on COVID-19, Lewis County Health Department, Governor of

WV, Superintendent of Schools, or National Head Start Organization.

Elementary Schools (Students K – 4, including all grades at Leading Creek Elementary)

- Students will remain as a homeroom core group throughout the school day with limited contact with other students (in hallways, restrooms, etc.).
- Students will be provided increased time for outdoor recess and/or instructional class time as playground/outdoor space allows and weather permits.
- Students will be provided related arts instruction in their classroom or outside to minimize contact with other students.
- When feasible, student desks /seating will be arranged so that students are separated from one another by a 3-foot radius, resulting in a 6-foot total distance between any two students with all students facing the same direction, unless partitions are used.
- Students' personal items will be kept separate and there will be limited if any shared spaces.
- Students' classroom materials will be limited to small groups and disinfected between uses or provided for individual student use only.
- Whenever possible, field trips, parents/family meetings, assemblies, and performances will be conducted virtually.

Robert L. Bland Middle School (Students Grades 5-8)

- When feasible school administration will modify the master schedule and reassign teacher's classroom location to minimize hallway transition time for students.
- When feasible student schedules will be developed to minimize hallway transition time.
- When feasible school administration will develop and implement a plan prioritizing a team teaching and team planning model that will allow core groups of students to remain together throughout the day.
- When feasible school administration will develop and implement a schedule that electives/related arts classes are conducted in a manner that maximizes core group time and minimizes contact with other groups of students.
- When feasible, student desks /seating will be arranged so that students are separated from one another by a 3-foot radius, resulting in a 6-foot total distance between any two students with all students facing the same direction, unless partitions are used.
- Develop processes to keep students' personal items separate and limit shared spaces.
- Limit sharing of personal items and classroom materials to small groups and disinfect between uses or provide adequate supplies for individual student use.
- Whenever possible, conduct events such as field trips, parents/family meetings, assemblies, and performances virtually.

Lewis County High School (Students Grades 9-12)

- When feasible school administration will modify the existing block schedule to minimize hallway transition time for both students and staff.
- The school administration will develop and implement scheduling electives on a rotation that minimizes student and staff hallway transitions or providing certain electives virtually.
- When feasible, student desks /seating will be arranged so that students are separated from one another by a 3-foot radius, resulting in a 6-foot total distance between any two students with all students facing the same direction, unless partitions are used.
- Develop processes to keep students' personal items separate and limit shared spaces.
- Limit sharing of personal items and classroom materials to small groups and disinfect between uses or provide adequate supplies for individual student use.
- Whenever possible, conduct events such as field trips, parents/family meetings, assemblies, and performances virtually.

OPTION II: LEWIS COUNTY SCHOOLS DISTANCE LEARNING PROGRAM (Grades K - Grade 12)

Distance Learning students will work at home five days a week with instructional assignments provided by their Lewis County Schools teachers utilizing SeeSaw (K-2nd) or Schoology (2nd – 12th). While internet is preferred for this method, it is not required. This option is for the length of a 9 weeks, but families can choose to continue using this option, or select another, at the end of that time.

OPTION III: WEST VIRGINIA DEPARTMENT OF EDUCATION VIRTUAL SCHOOLS PROGRAM (Grades 6-12)

Our district will utilize the West Virginia Virtual Schools program (WVVS) to facilitate the required virtual option for students in grades 6-12. Our district will provide a mentor/facilitator who will receive regular reports about your child's progress and will serve as the student's first point of contact for academic problems. Parents and the mentor/facilitator will play a shared role in the student's success. The expectation is that the WVVS courses your child will take occurs when the online course is placed into the student's schedule as a daily class period or block of time where the mentor/facilitator works with the student. Because of state requirements, this option will only be offered in semester increments. Once students enroll in this course of study, they cannot choose another until after the semester has come to an end.



Student Eligibility and Requirements

Students who meet the following requirements are eligible to participate in the virtual education program:

- Enrolled in Lewis County Schools as a full or part -time student
- Enrollment deadlines August 21, 2020.
- Parents and students must successfully complete a district defined virtual education orientation course/program/session.
- Meet school system and/or state enrollment requirements for the county school system, including health requirements such as immunizations, physicals, dentals, etc.
- Meet school system and/or state enrollment requirements for the course(s) in question including successful completion of any prerequisite courses.
- Maintain a minimum grade of a 2.0 on a numerical grade scale in courses taken during the current academic year (grade would have to be high enough to maintain C average for sports).
- IEP committees will meet to determine the most appropriate least restrictive environment and the most reasonable accommodations for eligible students.
- ELL committees will meet to determine the most reasonable accommodations for eligible students.
- Have access to consistent, daily internet service.

Course Progression

Students are required to progress through online courses at a rate comparable to the progression of a traditional class. Student performance will be monitored and reported on regular intervals consistent with a traditional day program.

Attendance

Students who are enrolled in the full-time virtual program and otherwise meeting all course requirements are exempt from attendance requirements. Students participating in the virtual education option will be considered as being in attendance if the students are successfully progressing in the virtual education coursework.

Extracurricular Activities

Students enrolled full-time in the virtual program are eligible to participate in co-curricular and extracurricular activities in the school in which they are enrolled.

Elementary Students

Distance Learning at the elementary level is often a new concept for many areas. It is important to remember virtual schooling for young learners is not a substitution for in-person, classroom-based learning. The social-emotional, as well as academic, engagement that occurs daily during traditional schooling is difficult to replicate within the virtual model for young learners. The role of family engagement in the provision of virtual learning opportunities for students should be considered as critical to help ensure all young learners are successful. Attention to screen time is a critical consideration for young learners as well.

DRAFT

FULL-TIME REMOTE LEARNING - GOVERNOR'S ORDERS ONLY



Remote Learning will only occur if the prevalence of COVID-19 significantly increases to the point the Governor would suspend in person instruction, either on a statewide or regional basis. Our district is prepared to transition to remote delivery in the event a COVID-19 outbreak requires the temporary, short-term closure of a particular school.

WVDE School Re-Entry Metrics & Protocols

<https://wvde.us/school-reentry-metrics-protocols/>

ADJUSTMENTS TO WEST VIRGINIA SCHOOL RE-ENTRY METRICS AND PROTOCOLS

During 8-17-20 briefing, Gov. Justice announced that, after consulting with state medical experts over the weekend, the determination has been made to modify the School Re-entry Metric – the color-coded map system that will determine the level of openness for each Pre-K-12 school in West Virginia – originally announced on Friday, August 14, 2020.

However, Gov. Justice announced on 8-17-20 that several of the thresholds that determine each county's color have been changed.

The updated thresholds are as follows:

GREEN: 3 and fewer cases per 100,000

YELLOW: 3.1 – 9.9 cases per 100,000

ORANGE: 10 – 24.9 cases per 100,000

RED: 25+ cases per 100,000

*New daily cases per 100,000 people on a seven-day rolling average

The color-coded map, tracking each county's performance in the metric and associated color status, has been updated to reflect these changes.

PART VIII: Protecting Vulnerable Populations

Schools are required to:

- Systematically review all current health plans for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk of exposure to COVID-19.
- Create a self-referral process for students/families at high risk for COVID-19 and have a plan in place to address requests for remote learning (e.g., Virtual School, homebound).
- Obtain complete health histories and current well-child checks for all students entering pre-k, kindergarten, grade 2, grade 7 and grade 12. Be alert for any conditions or chronic illnesses that may exacerbate symptoms of COVID 19. Consider ways to accommodate the needs of children who are medically fragile, have underlying medical conditions and/or are prone to illness.
- Implement a remote learning option for students who have been identified by their physician as unable to be in a traditional classroom setting because of high-risk status for severe illness.

PART IX: Social-Emotional Wellness

Lewis County Resources for Parents and Students

COVID-19 has been stressful for many of our students and their families as well as our own families. Fear and anxiety about school re-entry and other concerns related to COVID-19 can cause emotional reactions in children and adults. Although public health actions, such as social distancing, are necessary to promote general welfare, they can make people feel isolated and lonely and can increase stress and anxiety. Coping with stress in a healthy way will make you, the people you care about, and your community stronger. All Lewis County Schools will design and implement a Comprehensive Counseling Plan which aligns to policies to support student, staff, and family well-being throughout the Re-Entry processes and during the 2020-2021 school year.

Lewis County Family Resource Network: (304) 269-4000

Most recent Lewis County Resource Quick Guide: <http://lewiscountyfrn.org/resource-guide/>

Lewis County DHHR: (304) 269-6820

24/7 help for sexual and domestic violence survivors: HOPE, Inc. (304) 367-1100

24/7 help for a child in immediate behavioral or mental health crisis:

Children's Mobile Crisis Unit 1-844-WV-KIDS-1

[Social-Emotional Support Resource Page](#)



[Safety and Mental Health Check-up](#)

Our team at Lewis County Schools wants you to feel comfortable reaching out for any reason. Responses to this form

will be sent to Mental Health Specialist, Brit Cooper, who will work to connect you with appropriate resources. Discussions will remain confidential unless reports include a threat to the safety or well-being of you or someone else. If you feel that your situation is an emergency, call 911.



National 24/7 Support Lines

Suicide Hotline
1-800-273-8255;
Text 741741

Trans Lifeline
1-877-565-8860

Human Trafficking Hotline
1-888-373-7888; TTY:77;
Text 233733

The National Domestic
Violence Hotline
1-800-799-7233;
TTY:1-800-727-3224;
Text 233733

School Requirements for Social-Emotional Support

- Communicate social-emotional and mental health priorities and needs through collaborative efforts, such as the Monthly Mental Health Collaborative meetings and Mental Health Bucket meetings.
- Convene a mental health and crisis response planning team meeting to develop and implement crisis prevention and response and provide adequate mental health supports.
- Develop and implement Comprehensive Counseling Plans (per school) based on Professional School Counselor Standards as listed in the State Model booklet.
- Provide access to professional student support staff and school-based mental health services, including school counselors, school psychologists, school nurses, Community in Schools site coordinators, and behavioral health providers.
- Deliver social-emotional learning curriculums, including online components.
- Develop a plan to ensure student feelings of safety as well as connection to at least one adult in the school.

PART X: Monitoring and Handling of Presumptive, Suspected & Confirmed Covid-19 Cases

Schools are required to:

- Educate staff, students and their families about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.
- Post signage at the main entrance requiring that people who have been symptomatic with fever and/or cough not enter.
- Establish and enforce wellness policies to prevent the spread of disease, including:
 - Require staff to stay home if sick; and
 - Allow flexibility with leave policies as provided by the CARES Act Temporary Rule for Paid Sick Leave and Expanded FMLA.
- Establish a dedicated space for symptomatic individuals that will not be used for other purposes.
- Immediately isolate symptomatic individuals to the designated area at the school and send them home to isolate.
- Ensure symptomatic students remain under visual supervision of a staff member who is at least six feet away. The supervising adult should wear an appropriate face covering and appropriate protective gear.
- Require the symptomatic person to wear a cloth face covering or a surgical mask while waiting to leave the facility when age and health appropriate.
- Conduct symptom screening of any visitors entering the building, including family members, vendors and others. Screening may be provided at the school entrance or at the main office.
- Require individuals waiting to be screened to stand six feet apart from each other. Use tape or other markers on the floor for spacing.
- The staff member responsible for screening must use the district issued touchless thermometer, must wear a cloth face covering and must stay six feet apart unless screening temperature.
- Staff member must wash hands or use hand sanitizer before touching the thermometer.
- Staff member must wear gloves if available, change between direct contact with individuals, and must wash hands or use hand sanitizer after removing gloves and between direct contact with individuals.
- Staff member must clean and sanitize the thermometer using manufacturer's instructions between each use.
- Require school nurses or delegated school staff who provide direct patient care to wear appropriate protective gear and perform appropriate hand hygiene.
- Implement cleaning and disinfecting procedures following CDC guidelines, once a symptomatic person is removed from the school.
- Have a plan for how to transport an ill student or staff member home or to medical care.
- Adhere to the procedures for allowing a student or staff member to return to school.

PART XI: Cleaning & Hygiene

Schools are required to:

- Provide adequate supplies to support healthy hygiene behaviors (e.g., paper towels, tissues, soap and hand sanitizer with at least 60% alcohol) for safe use by staff and older children.
- Provide hand sanitizer with at least 60% alcohol for safe use by staff and older children at entrances, exits, classrooms and the cafeteria.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer with at least 60% alcohol by staff and older children.
- Increase monitoring to ensure adherence to safety measures among students and staff.
- Supervise use of hand sanitizer by students.
- Ensure children with skin reactions to hand sanitizer use soap and water.
- Reinforce handwashing during key times such as, before, during and after preparing food; before eating food; after using the toilet; after blowing nose, coughing, or sneezing; after using bare hands to touch objects that have been handled by other individuals.
- Require hand cleaning when entering each classroom. › Systematically and frequently check and refill hand sanitizers.
- Encourage staff and students to cough and sneeze into their elbows, or to cover with a tissue.
- Ensure that used tissues are thrown in the trash and hands are washed immediately with soap and water for at least 20 seconds or cleaned with hand sanitizer.
- Ensure that proper cleaning and disinfection of high-touch surfaces occurs frequently throughout the day.
- 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, kitchen countertops, cafeteria and service tables, carts, and trays) with an EPA Approved Disinfectant for SARS-CoV-2 (the virus that causes COVID-19), and increase frequency of disinfection during high density times. Disinfect all shared objects (e.g., gym or physical education equipment, art supplies, toys, games) between use.
- Ensure safe and correct use and storage of cleaning and disinfection products, including securely storing and using products away from children, and allowing adequate ventilation when staff use such products.
- Utilize existing cleaning products to the extent possible because of allergies/sensitivities of chemicals.
- Develop a means for students and staff to report areas of concern regarding cleanliness/sanitation of the building.
- Ensure disinfectants are approved by manufacturers to be sprayed on surfaces (e.g., paint sprayers, backpack sprayers).
- Communicate to all stakeholders that paper-based materials, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission and do not require additional cleaning or disinfecting procedures.

PART XII: General Precautions for the Custodial Staff After an Ill Student Has Been in a School Building

The risk of getting COVID-19 from cleaning is low. The following are general precautions for custodial staff when a known case of COVID-19 has occurred:

- Staff should not touch their face while cleaning and must wash hands after cleaning.
- Custodial staff should wear disposable gloves and appropriate protective gear when cleaning and handling trash.
- Custodial staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids - blood, vomit, feces, and urine.

PART XIII: School Food Service

The following protocols are established for school food service consistent with statewide guidance for safely opening restaurants issued under the current State of Emergency declaration on June 2, 2020, by the West Virginia Department of Health and Human Resources, Bureau for Public Health.

Schools are required to:

- Ensure all food service employees will always wear cloth or disposable face coverings, to the greatest extent possible. Such coverings shall be cleaned or replaced daily. Reasonable accommodations will be made for employees who cannot wear a mask because of a specialized health condition; medical support documentation may be required by the employer to better understand what accommodation is appropriate. Local health departments can also be resources in exploring acceptable solutions.
- Thoroughly detail, clean and sanitize the entire eating areas before resuming meal services and continue to do so regularly. Focus such cleaning and sanitation on high-contact areas that would be touched by employees and students by always doing the following:
 - Procure and utilize cleaning products and protocols that include EPA-approved disinfectants that meet CDC requirements for use and effectiveness against viruses, bacteria and other airborne and blood-borne pathogens. For more information, please refer to the CDC guidelines on disinfecting buildings and facilities.
 - Between school meal services, clean and sanitize commonly touched areas.
 - Implement procedures to increase the frequency for cleaning and sanitizing surfaces in the kitchen. Avoid all food contact surfaces when using disinfectants.
- Ensure food preparation and distribution models are in place that adhere to social distancing guidelines.
- Establish a designated process where students can dispose of items at the end of the meal service in a manner that adheres to proper social distancing guidelines.
- Serve milk and water to students in individual bottles. If students will be reaching into a cooler to grab their own milk or water, the cooler must be cleaned and sanitized between groups.
- Eliminate self-service food stations for food, condiments and utensils.
- Eliminate family-style meal service (i.e., in pre-k collaborative settings within the school system).
- Eliminate share tables until the State of Emergency is lifted related to the COVID-19 pandemic or otherwise directed by the Governor's Office.
- Ensure that all students and staff wash their hands before and after the meal service.
- Ensure that USDA Civil Rights requirements (i.e., special diets, protected classes) are followed.
- Develop meal service contingency plans for remote and distance learning scenarios.
- Audit necessary supplies to ensure that schools are prepared to operate alternative serving models (i.e., serving meals in the classroom, disposable food service items).
- Use disposable containers and utensils when feasible.

PART XIV: Transportation

Schools are required to:

- Develop seating arrangements.
- Utilize seating arrangements that require siblings and/or any students who cohabitate to sit together. Students living in the same household may be permitted to sit three to a seat.
- Design appropriate bus loading and unloading procedures.
- If appropriate and safe, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation.
- Evaluate each bus route to safely maximize occupancy and capacity to ensure bus loads are equalized.
- When feasible, utilize procedures for loading and unloading buses to limit the number of students entering/exiting the building at one time.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) before all routes.
- Fully clean and disinfect transportation vehicles regularly and/or as needed. Children must not be present when a vehicle is being cleaned.
- Develop procedures for the proper disposal and/or laundering of cleaning supplies after use.
- Keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Clean, sanitize and disinfect equipment including items such as car seats, wheelchairs, walkers and adaptive equipment being transported to schools.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing products securely away from children and providing adequate ventilation when staff use such products.
- Provide hand sanitizer (with at least 60% alcohol) to support healthy hygiene behaviors on all school transportation vehicles for safe use by staff and older children. Hand sanitizer should only remain in school vehicles while they are in use as heat and direct sunlight can degrade its effectiveness.
- Systematically and frequently check and refill hand sanitizers.
- Require teachers and students to view "Safe Bus Loading & Unloading Procedures" video to address best practices related to transportation safety.

PART XV: Non-Discriminatory Disclosure

It is the policy of Lewis County Schools not to discriminate on the basis of race, color, national origin, sex or handicap in its educational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Lewis County Schools not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Lewis County Schools will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator/Section 504 Coordinator, Kyre-Anna Minney and/or alternate Title IX Coordinator, Aaron Radcliff 239 Court Avenue Weston, WV 26452, (304) 269-8300.