



COVID-19 Mitigation Health Plan 2020 - 2021

Name of School: Sullins Academy

Head of School: Mr. Roy Vermillion

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Bristol, Virginia 24202

Accreditation Status: Virginia Accreditation of Independent Schools

Sullins Academy Health Mitigation Plan Chairman: Mr. Roy Vermillion

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The following COVID Mitigation Health Plan has been developed by the Sullins Academy Health & Safety Response Team.

The Plan has been evaluated and approved by the Sullins Academy Administrative Team and the Health & Safety Task Force.

The Sullins Academy Community recognizes that any plan designed in response to external health conditions must be flexible and at any time may fluctuate due to circumstances beyond our control.

**Campus Health & Safety
Response Team & Safety Task Force
2020 - 2021**

Sullins Academy Health & Safety Response Team:

Mr. Roy Vermillion, Head of School
Mrs. Twana Meade, Associate Head of Business Affairs
Mrs. Angie Schumaker, Administrative Assistant
Mrs. Susan Ruble, Director of Admissions & Student Affairs
Mrs. Mary Walling, Director of Marketing & Communications

Sullins Academy Health and Safety Medical Task Force:

Dr. Haytham Adada
Drs. Brian and Mary Dawson
Dr. Joe Foley
Scott Gilmer, PharmD
Rachel Gilmer, P.A.
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Campus Health & Safety Plan 2020 - 2021

I. Arrival & Dismissal

A. Arrival

1. Traditional Early Room will not take place in the library or cafeteria
 - a) Students may report directly to their homeroom or advisory beginning at 7:30 a.m.
2. Each family will be assigned a drop off location based upon the grade of their child(ren) and will be directed to the Primary, Main, or Middle School zone for check-in
 - a) See below for specific grade level guidelines
3. **Students with a temperature of 100.4°F or higher will not be permitted out of their car**
4. **Preschool, Junior Kindergarten, and Kindergarten**
 - a) Parents may park and escort their child into his/her grade level classroom using the exterior classroom door facing the front parking lot
 - (1) Please use the crosswalk at the Primary School entrance
 - (2) Exterior classroom doors will be labeled for convenience
 - b) **All adults and children (while wearing a mask) will have their temperature checked with a touchless thermometer prior to entering the classroom**
 - (1) Student temperatures will be recorded daily
 - c) **All adults will be required to wear a mask upon entrance and while inside the classroom**
 - d) **Students and adults must wash their hands upon entering the classroom**

5. 1st - 5th Grade (This is also available to students in PS, JK, & K)
 - a) **All students will have their temperature checked with a touchless thermometer prior to getting out of their car by a member of the faculty and staff**
 - (1) Parents and students must wear a mask and remain in the car during check-in**
 - (2) Student temperatures will be recorded daily**
 - b) **Students will enter into their grade level classroom using the exterior classroom door facing the front parking lot**
 - (1) Exterior classroom doors will be labeled for convenience**
 - (2) Students must wear a mask when entering their classroom**
 - (3) Students must wash their hands upon entering the classroom**
 - c) **Parents must remain in their car and will not be permitted to enter the building during drop-off**
6. Middle School
 - a) **All students will have their temperature checked with a touchless thermometer prior to getting out of their car by a member of the faculty and staff**
 - (1) Parents and students must wear a mask and remain in the car during check-in**
 - (2) Student temperatures will be recorded daily**
 - b) **Students must wear a mask and enter the building through the Middle School entrance**
 - c) **Students must report directly to their advisory classroom upon entering the building**
 - (1) Students must use hand sanitizer upon entering the classroom**
 - d) **Parents must remain in their car and will not be permitted to enter the building during drop-off**

B. Early Room

1. **All teachers will report to the classroom by 7:30 a.m.**
2. **Students may report directly to their homeroom or advisory beginning at 7:30 a.m. at no additional charge**

C. Tardies

1. Students are expected to arrive in the classroom by 8:10 a.m. each day in order to prepare for the school day
2. All students arriving after 8:10 a.m. must report to the main entrance of the school, press the button, and wait outside for a school employee to come outside for check-in
 - a) A parent must wear a mask and escort the child(ren) to the main entrance
 - b) **The student will have his/her temperature checked prior to entering the building and will not be admitted with a fever of 100.4°F or higher**
 - c) Students will be allowed three unexcused tardies each six-week-grading period before consequences will ensue
 - (1) Please see the Student Handbook for information regarding excused and unexcused tardies
 - (2) Due to the added precautions put in place for the current school year, after three unexcused tardies, a \$5.00 fee will be added to the family account for each tardy per student
 - (a) The money collected for unexcused tardies will be applied to the library renovations

D. Early Dismissal

1. Parents must communicate early dismissal plans with the front office staff and/or the classroom teacher
2. Students will wait in the front office foyer with their mask on
3. Upon arrival by the parent, student(s) will be sent out the front door to meet their parent
4. If a parent chooses to come into the building to pick up his/her child, they must follow all rules for visitors entering the building
 - a) Sanitize hands prior to or upon entering the building
 - b) Wear a face-covering when entering the building and while inside the building
 - c) Practice social distancing of 6 feet
 - d) Have their temperature checked by a school employee prior to entering the building

(1) No one will be admitted to the building with a temperature of 100.4°F or higher

5. Strict records, including day and time, will be kept of all visitors entering and exiting the building

E. Dismissal/Carline

1. Students will have their temperature checked and recorded prior to dismissal by the classroom teacher
2. Students will be dismissed from the grade level classroom facing the front parking lot

II. **Beyond the Classroom**

A. Arts

1. Related Arts teachers (Spanish, Music, Art, and Library) will either come to the classroom or conduct class virtually
2. Art supplies will be individualized in bags in the classroom
3. For music and art, students will focus upon Art History and Music Appreciation until it is deemed safe for students to sing, play instruments, etc.
4. Students in Preschool - 8th Grade will wear masks when Related Arts teachers visit the classroom

B. Assembly

1. Students will participate in Virtual Assembly until further notice
2. Monday dress uniform requirements remain the same

C. Athletics

1. Regarding Sullins Academy sponsored sports, plans will be forthcoming on a sport-by-sport basis by grade level
2. Recreational League sports will be permitted to practice outdoors on the Sullins campus on a restricted basis (i.e. Bristol Soccer Association team consisting of Sullins students)

D. Birthday Celebrations and Class Parties

1. **Outside guests/parents will not be permitted in the classroom until further notice**
2. Parents may send special treats (individually wrapped cookies, individually packaged cupcakes, prepackaged snacks and candy, etc.) for their child's class to enjoy
 - a) All individual treats must be dropped off at the exterior classroom door during morning arrival

E. Extra-Curricular Activities

1. All student and Sullins community activities will be delayed until further notice (Girl Scouts, Cotillion, Back to School Picnic, etc.)
2. No outside organizations will be using our indoor campus until further notice

F. Field Trips (Education Beyond the Classroom)

1. Education Beyond the Classroom trips will be scheduled for later in the school year
2. Overnight spring trips for students in 4th - 8th Grade will be planned with the understanding that they may be canceled at a later date

G. Gymnasium/P.E.

1. P.E. classes will take place in the gymnasium, back parking lot, on the playground, the front field, or at the track
 - a) Students in Preschool - 8th Grade will be required to wear masks in the gymnasium and outside if social distancing is limited
 - b) Students will wash their hands before and after P.E. in the classroom
 - c) Planned activities will take into account social distancing measures as well as limiting the sharing of equipment among students
 - (1) Gym equipment will be disinfected after each grade
2. Water
 - a) Students will not be permitted to use the water fountain
 - b) Students may get a drink of water upon returning to the classroom

H. Library

1. The library will not be open to students before or after school
2. Teachers will check books out in their name
 - a) Students will be able to check books out from their homeroom
 - b) Teachers will disinfect books with a Clorox wipe, return them to the library, and put them back on the shelf

I. Lockers

1. Students in 4th - 8th Grade will not be assigned a locker until further notice
2. Students will be permitted to keep their backpack and other personal belongings in their homeroom/advisory
3. During the first few weeks of school, students should only bring essential supplies necessary for the school day
 - a) Teachers will assist students in getting organized and streamlining their supplies
4. Students will report directly to their homeroom/advisory upon arrival

J. Lunch & Snack

1. All students in Preschool - 8th Grade will eat lunch in the classroom or outdoors until further notice
2. All students will still have access to purchase a school lunch on the days that it is offered (possibly on an abbreviated schedule)
 - a) Catered lunch and milk will be delivered to each classroom
3. Individual student snacks will be permitted in the classroom
 - a) There will be no shared or group snacks
4. Students and staff will wash their hands with soap and water before and after eating lunch and snack
5. No parent lunch volunteers will be needed until further notice
6. Since students will be eating lunch in the classroom, microwave ovens will not be available to students
7. Students are encouraged to pack a variety of healthy lunch options
8. While students are eating lunch in the classroom, please avoid packing foods that are easily spilled or otherwise messy
9. Since several classrooms have carpet, please avoid sending drinks with Red Dye 40 listed in the ingredients

K. Middle School Cell Phones

1. “Scientists at the University of Arizona have found that cell phones carry 10 times more bacteria than most toilet seats”
 - a) Students are strongly encouraged to leave all cell phones at home
 - b) If a student must bring a cell phone to school, it will be placed in an individual cubby within the student’s homeroom class closet for the duration of the school day
 - c) Please see the technology guidelines outlined within the Parent/Student Handbook for further details

L. Playground/Recess

1. The lower school playground will be open for student access each day during a designated time period per grade (Preschool - 4th Grade)
2. The middle school playground will be open for student access each day during a designated time period (5th - 8th Grade)
3. Only one grade (including both sections) will be permitted on the playground at a designated time
4. Students must wash hands before and after using the playground
5. Teachers will use Clorox wipes to clean community equipment (balls, frisbees, etc.) after use by each grade level
6. Classes are encouraged to utilize other outdoor space on campus for classroom and recreational activities throughout the day

M. School of Music

1. Guitar, Piano, Voice, and Violin lessons will be postponed until further notice

N. SOAR (After School Childcare Program)

1. Students in Preschool - 3rd Grade will enter SOAR in a staggered manner beginning with Preschool at 3:15 p.m.
 - a) Students will wash their hands with soap and water upon entering SOAR
 - b) Students are required to properly wear a face-covering throughout their time in SOAR
 - c) Parents/guardians will ring the doorbell at the exterior SOAR entrance in order to pick their child(ren) up in the afternoon

- d) Parents/guardians will not be permitted to utilize the main entrance for picking students up from SOAR
- 2. Students in 4th - 8th Grade will enter the designated area TBD (library, cafeteria, or classroom) in a staggered manner beginning with 4th Grade at 3:15 p.m.
 - a) Students will wash their hands with soap and water or use hand sanitizer upon entering the designated SOAR space
 - b) Students are required to properly wear a face-covering throughout their time in SOAR
 - c) Parents will ring the doorbell at the exterior designated entrance TBD in order to pick their child(ren) up in the afternoon
 - d) Parents/guardians will not be permitted to utilize the main entrance for picking students up from SOAR

O. Technology

- 1. Students will wash their hands prior to entering the technology classroom
- 2. All students in Preschool - 8th Grade will wear their face-covering during Technology
- 3. Social Distancing will be maintained by leaving a computer cubby in between each student when possible
- 4. There will be 15 minute increments between classes for thorough disinfecting (keyboards, doorknobs, etc.)
- 5. Students will use hand sanitizer as they exit the technology classroom
- 6. Students should use the restroom prior to entering the technology classroom
 - a) In emergency situations, students will be permitted to use the restroom located in the main hallway with no more than one student being in the restroom at any given time

III. Campus Health & Safety

A. Classrooms

1. All classrooms and common spaces will be cleaned and disinfected a minimum of twice daily
2. Classroom materials and furniture will be streamlined for more space and less surface contamination
3. Desks or tables will be facing the same direction toward the front of the classroom with as much space between them as possible (minimum of 3 feet between the center of chairs with 6 feet being optimal)
4. Tables in Preschool, Junior K, and Kindergarten will be equipped with acrylic sneeze-guards
5. Students will not be permitted to use community, shared materials, or school supplies within homeroom or related arts classrooms
6. Students will remain in the classroom as much as possible throughout the day in order to minimize exposure to the greater population
7. Teachers will be required to maintain general cleanliness of the classroom as specified for each grade level
8. Windows will remain closed when the central heating and cooling unit is running for extreme temperature differences between the inside and outdoors (no more than 5° difference between the thermostat setting and the temperature outdoors)

B. Hallway

1. The flow of foot traffic should be directed in only one direction at all times
2. Face-coverings must be worn correctly by teachers and all students while in the hallway
3. Staggered movements at incremental intervals will be in place to minimize the number of individuals in the hallway at any given time

C. Drinking Water

- 1. Water fountains will not be accessible at any point within the school**
 - a) Students are required to bring a clean water bottle clearly labeled to school each day**
 - b) For students in Preschool - 4th Grade, teachers will refill water bottles as needed from frequently disinfected classroom water fountain**
 - c) Students in 5th - 8th Grade will refill their water bottles using the refillable water bottle station outside the science classroom (only one student at a time will be permitted)**

D. Restrooms in Common Areas

- 1. All adults and students in 5th - 8th Grade will wash their hands with soap and water prior to entering the restroom and upon exiting the restroom**
- 2. Students will be permitted to use the restroom located in the main or middle school hallway with no more than one student being in the restroom at any given time**

E. Visitors

- 1. All visitors and parents must report to the main entrance of the school, press the button, and wait outside for a school employee to come outside for check-in**
- 2. Acrylic sneeze-guards will be installed at the front desk to prevent community spread when visitors require assistance from the front office staff**
- 3. All parents, campus visitors, and vendors must**
 - a) Sanitize hands prior to entering the building**
 - b) Wear a face-covering when entering the building and while inside the building**
 - c) Have their temperature checked prior to entering the building**
 - (1) No one will be admitted to the building with a temperature of 100.4°F or higher**
 - d) Practice social distancing of 6 feet**
- 4. Strict records, including day and time, should be kept of all visitors entering and exiting the building**

IV. Communication & Reporting

- A. Mrs. Susan Ruble will be the COVID-19 Point of Contact Person for questions or concerns regarding the Sullins Academy Health and Safety Plan
 - 1. sruble@sullinsacademy.org
 - 2. School 276-669-4101
 - 3. Cell 276-494-6421 (text)
- B. Families must communicate any positive COVID-19 diagnosis of a student or member of the household to Mrs. Schumaker immediately
 - 1. aschumaker@sullinsacademy.org
 - 2. School 276-669-4101
 - 3. Cell 276-614-0504 (text)
- C. Upon receiving notification that a child, faculty, or staff member has received a confirmed COVID-19 diagnosis, the following communication will take place
 - 1. The entire school community
 - 2. The VA Health Department

V. Digital Platforms

- A. In the event that the Governor mandates another state-wide school closure, please note the following
 - 1. Students in Preschool - 3rd Grade
 - a) Email
 - b) Google Classroom
 - c) Google Meet
 - 2. Students in 4th - 8th Grade
 - a) Email
 - b) RenWeb/FACTS
 - c) Google Classroom
 - d) Google Meet
- B. iPads will be available for use by families with minimal devices and multiple children

VI. Distance Learning

- A. The growth, development, and education of students in Preschool is highly dependent upon social interaction among their peers. However, the following components of Distance Learning for Preschool will be available
 - 1. Storytime read alouds
 - 2. Suggested activities and assignments
 - 3. Opportunity to video chat with Preschool teachers
- B. Students enrolled in Junior Kindergarten - 8th Grade at Sullins Academy will have the opportunity to participate in Distance Learning on a case-by-case basis
 - 1. All tuition and required fees will remain the same as in-person learning
 - 2. Attendance will be required and monitored for Distance Learning
 - 3. Grades will be recorded for students in 3rd - 8th Grade
- C. Distance Learning will also be available for students in JK - 8th Grade in the event of
 - 1. COVID-19 diagnosis (student or member of the household)
 - 2. Exposure of COVID-19 (student or member of the household)
 - 3. Traveling to what is designated a high-risk area by the CDC, state, or local governing agencies
- D. Teachers will be required to report to campus for Distance Learning from 7:50 a.m. to 3:30 p.m.
- E. Online time with teachers will be determined in increments on a grade level basis for students in Junior Kindergarten - 2nd Grade
 - 1. Not to exceed two hours throughout the day
- F. Students in 3rd - 8th Grade will spend a minimum of 30 minutes per core class subject actively engaged online with teachers
- G. Junior Kindergarten - 8th Grade teachers will post availability for individual student conferencing/assistance between 8:15 a.m. and 3:30 p.m. Monday - Friday

- VII. Emotional Support will be provided on an individual basis as needed**
 - A. COVID-19 Fear and Anxiety
 - B. Separation Anxiety
- VIII. Face-Coverings**
 - A. Employees, Faculty, and Staff
 - 1. All employees must have a clean face-covering at school each day (not provided by the school)**
 - a) Any mask with an exhaust valve is not approved as an acceptable face-covering
 - b) Masks should be professional, school appropriate, not political/controversial, and not highly distracting
 - (1) Although it is not required, masks may contain the Sullins crest/logo (available from Lands' End, Mrs. Jessica Statzer, and Mrs. Leanne Dellorso)
 - 2. Teachers are required to wear a mask throughout the entire school day while in the presence of others unless he/she is eating or social distancing on the playground/outdoors**
 - B. Students
 - 1. Students in Preschool - 8th Grade will be required to wear a mask at all times throughout the school day unless a "mask break" is taking place (specified times and activities will be determined by each individual teacher)**
 - 2. All students in Preschool - 8th Grade must have a clean face-covering at school each day**
 - a) A lanyard will be provided for each student by the school (labeled with the student's name) and will remain in the classroom
 - (1) The lanyard will secure each student's mask and prevent the child from placing the mask on their desk, floor, etc.
 - 3. Any mask with an exhaust valve is not approved as an acceptable face-covering**
 - 4. Masks must be school appropriate and should NOT be political, controversial, or highly distracting in any manner**

- a) If a mask is deemed to be distracting or not school appropriate, students will be asked to put on a disposable mask provided by the school for the day
- b) After receiving three mask infractions, a student will only be permitted to wear solid colored masks
- 5. Although it is not required, masks may contain the Sullins crest/logo (available from Lands' End, Mrs. Jessica Statzer, and Mrs. Leanne Dellorso)

C. Visitors

- 1. All parents, campus visitors, and vendors must
 - a) Sanitize hands prior to entering the building
 - b) Wear a face-covering when entering the building and while inside the building
 - c) Have their temperature checked prior to entering the building
 - (1) No one will be admitted to the building with a temperature of 100.4°F or higher
 - d) Practice social distancing of 6 feet

IX. Illness

- A. No perfect attendance awards will be given for the 2020-21 school year
- B. Daily health monitoring begins at home
 - 1. Parents should assess the health and well-being of their child(ren) prior to bringing them to school using the checklist provided by the school in accordance with the CDC guidelines
 - 2. Parents should not give their child(ren) any fever-reducing medication prior to school unless the purpose is for relieving pain (toothache, headache, etc.) and not for reducing fever
 - 3. Parents must inform the homeroom teacher if their child is exhibiting any symptoms of illness or received any medication before school
- C. Daily health monitoring will continue at school
 - 1. Daily Temperature Check
 - a) Prior to Arrival
 - b) Prior to Dismissal
 - c) Presence of Symptoms (i.e. fever, dry/continuous cough, shortness of breath, loss of taste/smell, aches/pains)

- D. Students will not be permitted to go to the office for mild health concerns, such as bug bites, bandaids, cough drops, etc.
 - 1. Classroom teachers will be equipped with bandaids, gloves, cough drops, hydrocortisone cream, etc.
- E. Response to Illness
 - 1. Students who go to the office with a fever of 100.4°F or higher, cough, or shortness of breath will not be permitted to return to class
 - 2. Designated areas will be provided for students to wait for their parent/guardian to pick them up
 - a) The designated area will be thoroughly cleaned and disinfected once the student leaves
 - 3. When the parent/guardian arrives, the student will be escorted outside to their car with their belongings
- F. When to Stay Home
 - 1. Student/Faculty/Staff Illness (COVID-19 and Non-COVID-19)
 - a) Fever of 100.4°F or higher
 - b) Refer to Page 19 “When to Return to School” for guidelines regarding the following illnesses/diagnoses/symptoms
 - (1) Bacterial Infection (strep throat, sinus infection, etc.)
 - (2) Viral Infection (flu, common cold, stomach virus, etc.)
 - (3) COVID-19 Confirmed or Suspected Diagnosis with Symptoms
 - (4) COVID-19 Diagnosis without Symptoms
 - (5) COVID-19 Diagnosis with Severe Symptoms or Immunocompromised
 - 2. COVID-19 Diagnosed Member of Student/Faculty/Staff Household
 - a) Household In-Person Interaction
 - (1) Student, faculty, and staff must self-quarantine for 10 days while the household member is contagious
 - (a) Someone with COVID-19 is considered no longer contagious when 10 days have passed since
 - (i) The onset of symptoms AND

- (ii) The first positive test AND
 - (iii) 24 hours fever free (less than 100.4° F) without fever-reducing medication AND
 - (iv) Symptoms have improved
 - (2) Student, faculty, and staff must self-quarantine for an additional 14 days after the individual is no longer contagious
 - b) Separation from COVID-19 Diagnosed Household Member
 - (1) Regarding household member with positive COVID-19 diagnosis, student, faculty, and staff may follow the non-household contact guidelines below if there has been
 - (a) No contact AND
 - (b) No time together in the same room AND
 - (c) No sharing of any spaces, such as a bathroom or bedroom
3. COVID-19 Diagnosed Non-Household Member
- a) Student, faculty, and staff must self-quarantine for 14 days after their last close contact with a non-household individual who has been diagnosed with COVID-19 using the following parameters
 - (1) Being within 6 feet of the individual for more than 15 minutes OR
 - (2) Having direct physical contact with the individual OR
 - (3) Sharing utensils for eating or drinking with the individual OR
 - (4) Having exposure to the individual's respiratory secretions (coughing or sneezing)
 - b) Close contact does not include
 - (1) Being indoors, such as in a classroom or doctor's waiting room with an individual diagnosed with COVID-19 and remaining 6 feet away OR
 - (2) Briefly walking by or being in the same room for a moment with an individual diagnosed with COVID-19
 - c) [Virginia Department of Health COVID-19 Exposure Guidelines](#)

4. Families must communicate any positive COVID-19 diagnosis of a student or member of the household to Mrs. Schumaker immediately

G. When to Return to School

1. Bacterial Infection (strep throat, sinus infection, etc.)
 - a) After 24 hours of taking an antibiotic AND
 - b) 24 hours fever free (less than 100.4° F) without fever-reducing medication AND
 - c) The absence of symptoms (headache, sore throat, etc.)
2. Viral Infection (flu, common cold, stomach virus, etc.)
 - a) 5 - 7 days after onset of symptoms AND
 - b) 24 hours fever free (less than 100.4° F) without fever-reducing medication AND
 - c) The absence of symptoms (headache, sore throat, diarrhea, vomiting, etc.) AND
 - d) Negative COVID-19 test AND/OR written confirmation from a physician that COVID-19 has been ruled out
3. COVID-19 Confirmed or Suspected Diagnosis with Symptoms
 - a) A minimum of 10 days have passed since symptoms first appeared (fever, dry/continuous cough, shortness of breath, loss of taste/smell, aches/pains, diarrhea, etc.) AND
 - b) 24 hours fever free (less than 100.4° F) without fever-reducing medication AND
 - c) The absence of COVID-19 symptoms
4. COVID-19 Diagnosis without Symptoms
 - a) A minimum of 10 days have passed since the date of the first positive COVID-19 diagnostic test AND
 - b) The continued absence of COVID-19 symptoms
5. COVID-19 Diagnosis with Severe Symptoms or Immunocompromised
 - a) Written release by the hospital, physician, or infectious disease expert
6. [Virginia Department of Health Quarantine Guidelines](#)

X. Personal Hygiene

- A. Faculty and Staff will teach and model the covering of coughs and sneezes
- B. Faculty and Staff will teach and model not touching their face (with or without a mask) or the face of others
- C. Faculty and Staff will reinforce frequent handwashing including but not limited to
 - 1. Upon entering and exiting the classroom
 - 2. Before and after eating (Lunch and Snack)
 - 3. Before and after recess
 - 4. Before and after using the restroom
 - 5. In increments of no less than every two hours
- D. Classrooms will be stocked with adequate supplies to support healthy hygiene behaviors including but not limited to
 - 1. Soap
 - 2. Paper Towels
 - 3. Hand Sanitizer
 - 4. Tissues
 - 5. No-touch trash cans

XI. Response to Travel

- A. If traveling to what is designated a high-risk area by the CDC, state, or local governing agencies, students and teachers are asked to self-quarantine for two weeks before starting or returning to school
- B. Exceptions will be made on a case-by-case basis (i.e. traveling to a cabin versus staying in a hotel/resort, etc.)

XII. Sanitizing & Disinfecting

- A. Hand sanitizing stations will be located throughout the school in common areas and at the main entrance
- B. High touch surfaces will be sanitized frequently
 - 1. Such surfaces include but are not limited to doorknobs, keyboards used by multiple persons, phones, light switches, sink faucets, etc.
- C. All classrooms and common areas throughout the school will be disinfected on a daily basis using the Victory Electrostatic Sprayer

1. Hospital-grade professional cleaner proven to disinfect against the germ that causes COVID-19 will be used on a regular basis but not while students are present
 2. Electrostatic sprayer allows the disinfectant to wrap conductive surfaces with an effective and even coverage
 3. Double-charged particles envelope all conductive surfaces - shadowed, vertical, and underneath
- D. Restrooms will be sanitized throughout the day
- E. Air filters will be upgraded throughout the school to increase air quality by utilizing the central heat and cooling system
- F. Recommended humidity levels will be maintained throughout the building
- G. Central heat and cooling system fans will remain on when students are present in order to improve air circulation
- H. Windows will remain closed when the central heating and cooling unit is running for extreme temperature differences between the inside and outdoors (no more than 5° difference between the thermostat setting and the temperature outdoors)
- I. In the event of a positive test among staff or a student, the classroom or areas exposed will be immediately closed for 24 hours prior to thorough cleaning and disinfection
1. Students will be relocated to an empty space within the school and not be permitted to return to the classroom for any reason until sanitization has been completed (48 hours)
 2. Windows will be open to increase air circulation
 3. Doors leading into the hallway will be closed for 24 hours prior to cleaning in order to minimize the risk of any airborne particles
 4. After 24 hours have passed, the classroom will be thoroughly disinfected using the 110 microns setting on the Electrostatic Sprayer and the hospital-grade cleaner
 5. The classroom will remain closed for an additional 24 hours after sanitization has been completed
- J. All cleaning staff will wear appropriate PPE as referenced in the CDC guidance for disinfection and cleaning (gloves, mask, etc.)

XIII. Social Distancing

- A. Desks or tables will be facing the same direction toward the front of the classroom with as much space between them as possible (minimum of 3 feet between the center of chairs with 6 feet being optimal)
- B. Tables in Preschool, Junior Kindergarten, and Kindergarten will be equipped with acrylic sneeze-guards
- C. Staggered movements at incremental intervals will be in place to minimize the number of individuals in the hallway at any given time

XIV. Substitute Teachers

- A. The school will attempt to locate a parent/guardian within each class to be available as a substitute teacher for their child's class in the event of a short-term or extended teacher absence
- B. All substitute teachers will be vetted through the guidelines set forth by the Commonwealth of Virginia