

Question	Answer
1. Email address: mckiernan.judy@wps.k12.va.us	
2. Name of School Division: Winchester Public Schools	
3. Contact Person: Judy McKiernan	
4. Email address of Contact: mckiernan.judy@wps.k12.va.us	
5. Phone Number of Contact: 540.667.4253	
Intent to Vary	
7. Will the health mitigation strategies vary from the Phase Guidance in any major ways?	WPS will continue to align health mitigation strategies with Phase Guidance.
8. Phase III: Program Offerings	Below is a description of all the programs WPS will offer students, in-person. • Students will attend in-person instruction two days a week. ◦ They will be assigned to a group and will attend Monday and Thursday or Tuesday and Friday. • Students will receive breakfast and lunch. • Eligible students will be allowed to participate in athletic conditioning while complying with all mitigation protocols
Phase III: Planning to Reopen	
9. WPS COVID-19 team within the school division and a point person at each school facility	Judy McKiernan,, Dir. of Student Services Doug Joyner, Dir.of Human Resources Chris Matthias, Operations Coord. Sherry Whittington, Transportation Coord. Covid Nurse, To Be Determined School Nurse is Point Person at each school.
10. Contact information and procedures for reaching the local health department.	Clarissa Bonnefond, Interim Regional VDH Chief Epidemiologist 540.771.3725

11. Plan for health and absenteeism monitoring/approaches.	• Review the usual absenteeism patterns at each school among both students and staff. • Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to COVID-19). • Review attendance and sick leave policies. • Encourage students and staff to stay home when sick, even without documentation from doctors. Use flexibility, when possible, to allow staff to stay home to care for sick family members. • Discourage the use of perfect attendance awards and incentives. • Identify critical job functions and positions, and plan for alternative coverage by cross-training staff. • Determine what level of absenteeism will disrupt continuity of teaching and learning.
12.a. Develop a Communication plan for staff, students and families specific to COVID-19 mitigation strategies	• Orientation & Training for Staff: ○ Prior to returning, administration and the school nurse will be meeting virtually with staff to review mitigation protocol ○ Administration will have powerpoints created by George Mason University for communicating with school staff ○ The attestation protocol including “When to miss work” will continually be communicated to staff through emails and memos. ○ The following mitigation steps will be emphasized throughout all communications ■ Social Distancing Plan ■ Hand Washing/Sanitizing stations ■ <15 minutes in one location ■ Use of face masks/coverings • Orientation for Students: ○ Elementary: Students will be presented safety procedures throughout the first week of school through video and teacher led instruction ○ Secondary: Four short lessons will be presented each day to students on topics related to social distancing, proper hygiene, use of common spaces and the use of face coverings. • Orientation for Families: ○ Phone calls with all students have been attempted prior to beginning school. This conversation has stressed the required compliance with health protocols. ○ Utilize powerpoints created by George Mason University for communicating with families.

	○ Special attention will be given to the diversity of stakeholder groups and their ability to access and assimilate messages. (R3, pg. 39). ○ A wide variety of appropriate methods of communication will be accessed (website, email, newsletter, social media) for each constituent group (parents, students, faculty, building staff, administrative staff) (R3, pg. 39).
12.b. Develop a Communication plan for staff, students and Families of new policies	When a new policy is implemented or a standing policy modified, a wide variety of appropriate methods of communication will be accessed (website, email, newsletter, social media) for each constituent group (parents, students, faculty, building staff, administrative staff)
12.c. Develop a Communication plan for staff, students and Families of an outbreak or positive cases detected at the school.	Staff and families will be notified through email, phone call, text or a home visit when one of the following situations has occurred: ● Positive case, but no exposure in school. ● Positive case with exposures in school. Templates provided by the VDOE will be used.
13.a. Plan for the provision of medical-grade PPE for health service staff	● Inventory current supplies, place order with Office of Student Services. ● Covid Nurse will ensure timely ordering of materials. ● Coordinate with WPS Operations dept. and City of Winchester Emergency Management Services for PPE acquisition.

13.b. Plan for the provision of maintenance of typical health services	● Immunizations & Physicals: ○ Letters have been mailed to parents in June. ○ Continual contact with VDH regarding availability of immunization clinics. ○ VASN COVID 19 Resource pg. 37 ○ VDOE School Enrollment Requirements for Reentry ● Medication Administration ○ Train additional staff in administration ○ Determine who will distribute to classrooms. ○ VASN COVID 19 Resource pg. 37 ● First Aid & Minor Ailments ○ Provide training to teachers on appropriate referrals to office and issues to be handled in the classroom. ○ VASN COVID 19 Resource pg. 15 ○ Provide First Aid kits to all classrooms, libraries, media centers... ● All annual staff Training: Do online. ○ Coordinate with the Office of Human Resources for placement of training onto the online professional learning platform. ● Specialized Nursing Care: ○ VASN COVID 19 Resource pg. 38-43 ● Hearing & Vision Screenings ○ Screening will be done with a cohort system calling only students from a particular classroom at a time, in small groups (3 to 5 students) to another room or location that allows for physical/social distancing (VASN Doc). ○ Equipment will be cleaned after each use. ○ VASN COVID 19 Resource pg. 44
13.c. Plan for the provision of maintenance of mental health services	School Psychologists, School Counselors and School Social Workers will dedicate time in July/August 2020 to develop mental health supports for students and staff upon return in the fall.
14. Barriers to any of the key elements from this section of your plan.	Delays in receiving PPE from manufacturers.

Promoting Behaviors that Reduce the Spread of Covid-19

15. Plan to create an education/training plan for staff, students and families related to hand hygiene, use of cloth face coverings, staying home when sick and encouraging physical distancing	● Training for Staff:: ○ Prior to returning, administration and the school nurse will be meeting virtually with staff to review mitigation protocol ○ Administration will have powerpoints created by George Mason University for communicating with school staff ○ The attestation protocol including “When to miss work” will continually be communicated to staff through emails and memos. ○ The following mitigation steps will be emphasized throughout all communications ■ Social Distancing Plan ■ Hand Washing/Sanitizing stations ■ <10 minutes in one location ■ Use of face masks/coverings ● Training for Students: ○ Elementary students: Students will be presented safety procedures throughout the first week of school through video and teacher led instruction ○ Secondary students: Four short lessons will be presented each day to students on topics related to social distancing, proper hygiene, use of common spaces and the use of face coverings. ● Training for Families: ○ Phone calls with all students have been attempted prior to beginning school. This conversation has stressed the required compliance with health protocols. ○ Infographics will be shared with families and shared through digital formats. ○ Utilize powerpoints created by George Mason University for communicating with families. ○ Special attention will be given to the diversity of stakeholder groups and their ability to access and assimilate messages. (R3, pg. 39). ○ A wide variety of appropriate methods of communication will be accessed (website, email, newsletter, social media) for each constituent group
16. Plans to promote social distancing?	Yes

17a. Plan to promote Social Distancing in Classrooms	• Administrators will aim for six feet of physical distance to the greatest extent possible however, if six feet of distance is not feasible, a combination of face coverings and a minimum of three feet distance between everyone present will be maintained. • The same protocol will be in place for all adults in the school. • Bathroom breaks: Most elementary rooms have bathrooms within the classroom which will be regularly cleaned. At the secondary level, an electronic hall pass system will be used to limit the number of students released at any given time. • Lunch: Grades PK-12 will be eating lunch within their classroom. It will be delivered by staff. When desks are less than 6 ft. apart, students will move to a larger common space in order to distance. • Source: Phase Guidance for Virginia Schools, July 1, 2020 Phase Guidance (VDOE/VDH)
17b. Plan to promote Social Distancing on buses	• WPS will adhere to all CDC recommended guidelines for bus usage. This includes their consideration of spacing of passengers, personal safety materials for operators, frequent cleaning/disinfection, and opening windows for ventilation. We have received VDH permission to have one child per seat on a bus, as long as they wear a mask for the duration of their time on the bus. We will have an aide assigned to each bus to help enforce mask wearing during the first few weeks of school.. Phase Guidance (VDOE/VDH)
18. Provision of adequate hygiene supplies	• The Operations department is procuring cleaning supplies and PPE for use throughout the system to include disinfectant for each classroom. • The Student Services department is procuring PPE for the health clinic and creating “1st Aid packs” for each teacher enabling them to address minor health issues within the classroom. (VASN COVID-19 HEALTH SERVICES RECOVERY PLAN, VASN Doc)
19. Provision of signs to promote health hygiene	• Visual Communications ○ Use CDC workplace resources such as posters with messages for staff about staying home when sick pdf icon and how to avoid spreading germs at work pdf icon. ○ For students: use CDC Hand washing Posters. ○ Explore other health and education professional organizations that also have helpful resources. For example, the American Academy of Pediatrics provides information on germ prevention strategies external icon and reducing the spread of illness in child care settings external icon

	○ Other Resources: ■ Communicate with families during COVID-19 K-12 Research ■ The Coronavirus Communications Crisis for Public Schools ● Office of Student Services to compile materials and use Winchester Printers for production of posters and other signage.
20. Barriers to any of the key elements from this section of your plan.	Not at this time
Phase III: Maintaining Healthy Environments and Operations	
21. Ensuring safe water systems	Water fountains have been turned off and will remain closed until further notice. School administrators will be reaching out to parents to encourage them to have their child bring a water bottle with them. Each school is being outfitted with at least one contactless water bottle refiller. CDC: Considerations for Schools
22. Plans for gatherings, field trips and volunteer restrictions	● There will be no gathering larger than 250 per Executive Order. ● Field trips have been suspended for the foreseeable future. ● Restrictions will disallow volunteer involvement unless approved through the Department of Student Services . ● Parents/Guardians will be unable to bring food to school for the first 9 weeks of school. ● All food deliveries must be contactless and take place outside of the building. CDC: Considerations for Schools VASN COVID 19 Resource , pg. 30
23. Daily Health Monitoring of Students and Staff	Protocols for Staff ● All employees physically reporting to work sites will be required to adhere to the following Phase Three Reopening Covid-19 Protocols. ● Each day prior to starting any onsite work, each Winchester Public Schools employee is required to self-certify that they are asymptomatic, had no close contact with a person diagnosed with Covid-19, have not been advised they have been exposed to Covid-19, and have not traveled outside the country or been exposed to someone traveling outside the country in the last 30 days. If they begin to exhibit symptoms or answer yes to any of these questions they are to immediately halt any work where they are in contact with others, notify their principal/supervisor, and vacate the premises. WPS Attestation Form ● Employees will ○ sign in each day on a spreadsheet at their work site or electronically by answering True (T) or False (F) next to their employee ID number.

	○ Electronic format ● Supervisors or their designee will review all submissions in the morning and take the necessary steps up to and including sending the staff member home. Protocols for Student: Daily Screening 8.4.20 ● Families are an essential partner in daily monitoring of students. Therefore communication will be frequent and varied supporting daily monitoring of their children. ● A daily screening will be conducted as recommended by current CDC/VDH guidelines.
24. Student Health Screening details	Currently this includes a daily check as students are leaving the bus or arriving at school by car or walking. This will be conducted by the bus aides and staff assigned the specific duty by their administrator.
25. Promotion of Hygiene Practices	● Protocols by Operations department will align w/CDC and industry standards. CDC: Cleaning of Community Spaces. ● Disinfectant and paper towels will be available in classrooms, meetings spaces and general use rooms (library, media rooms). ● Additional hand sanitizing stations will be added and handwashing stations will be explored. ● Each student's belongings will be separated from others' and individually labeled containers, cubbies, or areas. ● There will be adequate supplies to minimize the sharing of high-touch materials to the extent possible (e.g., art supplies), assign supplies to a single student, or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use. VASN COVID 19 Resource pg.14
26. Adequate Ventilation Systems	We will follow ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) recommendations regarding HVAC Settings and air flow. We are setting our HVAC systems to accept maximum air flow into the building from the outside. Also, each morning we will flush all inside air to the outside 2 hours prior to employee/student report times. CDC: Considerations for Schools
27. Ensure adequate staffing	● Additional substitute nurses will be recruited. ● Current staff will be trained in medication administration.

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28. Barriers to any of the key elements from this section of your plan.	None at this time
Protecting Vulnerable Individuals	
29. Create policy options to support those at higher risk for severe illness to limit their exposure risk (e.g. telework, modified job duties, virtual learning opportunities).	• CDC: Higher Risk will be used as guidance. • We will honor requests of parents who may have concerns about their children attending school due to underlying medical conditions of their children or others in their home. • If recommended by the child's health provider and supported by the parent distance learning will be expedited for high risk students. • Options for tele-working will be implemented for staff at higher risk. • Implement flexible sick leave and family policies. • Offer vulnerable employees duties that minimize their contact with students, parents and other employees. • Employees will complete daily self-screenings and attestations. • Employees are encouraged to self-identify and steps are being taken to reduce their risk of exposure, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations.
30. Implement flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.	Staff: • Options for tele-working will be implemented for staff in need of self-isolation. • Implement flexible sick leave and family policies. • Employees are encouraged to self-identify and steps are being taken to reduce their risk of exposure, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations. Students: • Current schoolwork extensions will be applied and/or supported through distance and home based services if appropriate. • We will honor requests of parents who may have concerns about their children attending school due to underlying medical conditions of their children or others in their home. • Processes for distance learning will be explained and expedited for high risk students.

31. Barriers to any of the key elements from this section of your plan.	None at this time
Preparing for When Someone Gets Sick	
32. Plan for separating and isolating those who present with symptoms	• There will be a separate room (Isolation Room) for students with possible COVID-19 symptoms. Physical distancing will be marked off in the Isolation Room when more than one person needs to be in the room. • Additional non-health compromised staff will be secured to monitor students in areas not visible by the school nurse or health technician. Staff will wear gloves and masks. • Restroom facilities will be nearby for sick students. • Students will sanitize/wash hands . • Students will put on masks. • Non-contact thermometers will be used. • A separate phone will be used and regularly disinfected. • Procedures for safely transporting anyone sick home or to a healthcare facility will be established.. If 9-1-1 is called, the dispatcher will be told the individual has signs or symptoms of COVID19. Public Health/contact-tracing teams will be notified. • The room will be ventilated to outside air if possible after the student leaves and cleaned 24 hours after. VASN COVID 19 Resource, CDC: Cleaning and Disinfecting your Facility
33. Plan for the safe transportation of those who are sick to home or healthcare facility.	• Communication to parents/guardians will stress the requirement to provide emergency numbers and need to pick up a sick child within an hour. a. This will be communicated heavily through social media and phone calls. • Explore placement of plexiglass barriers in each school car. • If 9-1-1 is called, the dispatcher will be told the individual has signs or symptoms of COVID19. Public Health/contact-tracing teams will be notified.
34. Implement cleansing and disinfection procedures of areas used by sick individuals.	The Department of Operations will follow CDC protocol for cleansing after exposure. • CDC: Cleaning and Disinfecting your Facility
35. Develop a communications plan with the local health department to initiate public health investigation, contact tracing and consultation on next steps.	• Continue bi-weekly meetings with COVID 19 City Team including VDH, city administrators and school. • A strong line of communication has been established with the Director of Student Services and the Chief Epidemiologist since onset of COVID 19. This has included

**Working Health Plan
Phase III**

9.2.2020

	guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community.
36. Barriers to any of the key elements from this section of your plan.	None at this time
37. Which conditions will result in the reduction of in-person Classes?	The following conditions will impact a reduction in in-person classes: • Exposure within the classroom will be analyzed on a case by case situation. • Executive Order • Inadequate staffing
38. Which conditions will result in a complete school closure?	The following conditions will impact a reduction in in-person classes: • Executive Order • Recommendation of local Health Department • Inadequate staffing
39. Which conditions will result in a complete division closure?	The following conditions will impact a reduction in in-person classes: • Executive Order • Recommendation of local Health Department • Inadequate staffing
40. Barriers to any of the key elements from this section of your plan.	None at this time
The Plan	
41. Availability of WPS Health Plan	The WPS Health Plan will be available online and a copy will be in each building.
42. Link to the WPS Health Plan	Phase 3 WPS Health Plan
43. Is there anything you want us to know about your plan?	Not at this time.