

Regents School of Charlottesville COVID-19 Mitigation Health Plan

Guiding Principles from the VDOE

According to the VDOE document, the more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. Regents School is submitting a COVID-19 mitigation plan with *moderate risk* as described in the VDOE school reopening document:

- More Risk is defined as the following: small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain 3-6 feet apart and do not share objects

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| 1. Planning to Re-Open | |
| A. Establish a COVID-19 team within the school and a point person at each school facility. | Courtney Palumbo -Head of School Johnnie-Ann Campbell -Grammar School Academic Dean* Clay Daniel - Logic School/Rhetoric School Academic Dean* Travis Johnson - Athletic Director (*Denotes COVID point person on each campus.) |
| B. Know the contact information and procedures for reaching the local health department. | Ta'Kindra Westbrook --Epidemiologist for TJHD takindra.westbrook@vdh.virginia.gov \434-972-6244 Thomas Jefferson Health District |
| C. Plan for health and absenteeism monitoring/approaches | <ul style="list-style-type: none"> • Electronic Temperature screening equipment has been purchased for use at each campus. Students, staff members and visitors will be screened each day for elevated temperatures. |

- Students and/or staff members who fail the initial screening will be assessed using a handheld temperature device.
- Students and/or staff members with elevated temperatures will be quarantined in the nurses station until such time as their parent arrives to pick them up. *LS/RS students will be quarantined in the administrative office.
- If the bus service is to be used with the limited number of family groups allowed (12), handheld temperature screening devices will be used each day prior to admission on the bus.
- Regents School sick leave policies are generous with regards to documented illnesses of employees or their dependents. We will continue to extend extra measures of grace and potentially sick leave to those employees directly affected by COVID.
- Regents School attendance policies are generous with regards to documented illnesses. We will continue to allow make up work and extra time on assignments for any student affected by an illness including COVID with communication from his or her parent.
- Regents School will have a policy this fall with regards to the level of absenteeism which could trigger a school closure. We have employed such measures in the past when necessary with regards to a severe flu season or episodes of norovirus.
- Staff members have been asked to self-quarantine and not travel for two weeks prior to returning to campus on August 17th.

D. Develop a communications strategy that includes orientation and training for staff and students specific to new COVID-19 mitigation strategies:

- Regents School will dedicate the equivalent of one day of our staff pre-planning process in August to COVID-19 mitigation at our facilities where all policies relating to COVID-19 in our school will be well discussed and distributed to staff members.
- COVID-19 mitigation and monitoring documents have been developed for staff members to fill out and keep track of their activities prior to returning to school in August for staff training.
- Regents School will dedicate a portion of our parent orientation evening in August to COVID-19 mitigation.
- We have already held one family webinar this summer to address COVID-19 concerns as well as taken a parent survey. We will offer an additional COVID-19 information session in early August.
- Space will be dedicated as needed in the weekly announcements to COVID-19 mitigation.
- Parents have been asked to take their family vacations in June and July to avoid traveling too close to the re-opening of school. We consider this a “covenantal agreement” between school and families to help ensure the safety of our students and staff members.
- Parents have been asked to self-quarantine their family two weeks prior to the opening of school.
- Students will be well informed as is age appropriate and within their divisions, primarily by their individual teachers on new policies regarding the mitigation of COVID-19 in the school. This process will begin on orientation day in the late summer.

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| | <ul style="list-style-type: none"> ● We will communicate within the parents of grade levels if a positive case is detected at the school. Parents will be notified on the same day as the school is notified (within the hours of 8-3) if a classmate or their child’s teacher(s) have tested positive for COVID via email. |
| <p>E. Participate in community response efforts</p> | <ul style="list-style-type: none"> ● Continue to participate in monthly meetings of private school administrators in Albemarle County. ● Continue to monitor TJHD briefings and communication from the Governor’s office ● Continue to monitor communications generated by the VCPE to our association, ACCS. |
| <p>F. Prepare your school’s health services</p> | <ul style="list-style-type: none"> ● Utilize parent nurse volunteers (RNs) for the screening of temperatures and commitment to best practices for the first month of school and all fall as necessary. ● Utilize administrative staff who have been carefully trained on temperature screening equipment when RN is not available. ● 15 additional touchless hand sanitizer dispensers have been purchased and will be installed before the first day of school. ● An additional employee, a full-time janitor, has been added to our very small staff to ensure constant sanitizing of surfaces in the school. |
| <p>G. Assure the provision of medical-grade PPE for health services staff.</p> | <ul style="list-style-type: none"> ● Face masks, gloves, PPE, face shields, and hand sanitizer have been purchased for use by all staff members, especially those interacting with potentially ill students. ● Face masks have been purchased for the use of any visitor |

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| | <p>or student who comes to school without a face covering.</p> |
| <p>H. Maintain typical health services (non-Covid 19):</p> | <ul style="list-style-type: none"> ● Immunizations and physicals were due June 1st and reminders continue to be sent so that every student is compliant by the first day of school. ● Contact made with VDH on July 17, 2020. ● We do not employ health services personnel; therefore, we will utilize administrative staff to take temperatures, etc. as is our normal operation and parent expectations in the school. Staff members are trained in CPR and epi-pen administration and will be brought up to date in staff training. ● First Aid bags and medical emergency bags are standard protocol for all classrooms and school bus. ● Provide training to teachers on appropriate referrals to office and issues to be handled in the classroom. |
| <p>I. Provision of Mental Health Services</p> | <ul style="list-style-type: none"> ● Regents School refers all mental health services needs to each family's counselor |
| <p>2. Promoting Behaviors That Reduce Spread of COVID-19</p> | |
| <p>A. Create an education/training plan for staff, students, and families. Consider COVID-19 prevention education (hand washing, staying home if ill, etc.) Education should be part of staff and student orientations and to be sent to all parties before reopening schools and include:</p> <ul style="list-style-type: none"> ● hand hygiene and respiratory etiquette, ● use of cloth face coverings ● staying home when sick ● encouraging physical distancing | <ul style="list-style-type: none"> ● Regents School will create an education/training plan for staff, students and families as described in section 1 to encompass the following: <ul style="list-style-type: none"> ○ Hand hygiene and respiratory etiquette ○ Use of cloth face coverings ○ Staying at home when sick ○ Encouraging physical distancing ● Regents School will dedicate the equivalent of one full day to COVID-19 mitigation education |

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| | <ul style="list-style-type: none">○ Traffic patterns throughout the school day (hallways, bathroom breaks, recess)○ Maintaining social distancing when traveling from one location to another○ Mask requirements for traveling from one class space to another or anytime students are in common spaces○ Procedural changes to arrival and dismissal plans○ Water fountain protocol (changing to bottle filling stations throughout the school and disabling water spouts if possible.○ Protocols for in classroom approaching of teacher's desk spaces○ Classroom first aid plan and supplies○ Information regarding staying at home when sick○ Information regarding the reduction of spreading germs○ Cleaning and disinfecting workspaces and student workspaces. |
| <p>B. Maintain adequate supplies to promote healthy hygiene</p> | <ul style="list-style-type: none">● Hand sanitizer dispensers installed at frequent distances● Personal hand sanitizer required for every student's desk● Extra disposable masks purchased for all visitors or students who occasionally forget their face covering.● Bleach solution readily available in every bathroom, common space, and classroom● Ready supply of Windex germ killer for maintaining personal acrylic desk shields.● Daily checks of hand soap dispensers and paper towels by janitorial staff. |

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| | <ul style="list-style-type: none"> ● Frequent removal of trash in bathrooms ● Hand sanitizing stations outside for use by children as they re-enter the building |
| <p>C. Provide signs and messaging to promote healthy hygiene in school and at home</p> | <ul style="list-style-type: none"> ● Mnemonic devices for promoting healthy practices and to help students and teachers remember the new protocols ● Signage to support new protocols/hand washing, etc. ● Dots to promote social distancing ● Use of pool noodles during recess and PE times to encourage and teach social distancing |
| <p>D. Regents School will encourage and promote physical distancing</p> | <ul style="list-style-type: none"> ● Layouts of classrooms have been modified to accommodate as much physical distancing as possible (3-6 feet in 1st - 12th, 2 feet in Kindergarten.) ● Communal areas have been re-designed to encourage one-way traffic where possible as well as reduction of interaction in communal areas between classes. ● Lunch breaks are taking place in the students' classrooms or in the common area by themselves (one class at a time.) ● Microwave usage and refrigerator usage will be discouraged for the 2020-2021 school year. ● Purchased lunches will be delivered to the individual classroom to reduce interaction between classes and staff members. ● Our entire student staff population is under the state limit of 250 persons. We do not have the space to congregate as an entire student body under the guidelines; therefore, we will limit gatherings to what the spaces can accommodate with 3 feet of physical distance maintained at all times. |

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| | <ul style="list-style-type: none"> ● Our sports program will re-open under the guidelines of the VACA conference directives which is carefully considering all relevant Virginia Phase Guidance[1] for Schools and CDC guidance for recreational sports for school-related sports and other recreational activities. Transportation of students to events will be modified to rely heavily on parent transportation or use of the 70 passenger bus for the small teams. |
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| 3. Maintaining Healthy Environments | |
| A. Plan for daily health screening of staff and students | <ul style="list-style-type: none"> ● Regents School has purchased FDA approved temperature scanning software and equipment for the daily health screening of all staff, students, and parent visitors. ● Symptoms of students and staff members will be monitored on a daily basis and symptomatic (symptoms that resemble a cold such as sneezing, coughing, fatigue) students and staff members will be sent home. |
| | <ul style="list-style-type: none"> ● Bus riding students will have their temperatures taken upon entry to the bus every morning. Any temperature above 100.3 will be considered not able to ride the bus nor be in school. ● Masks will be required at all times on the bus. ● Temperature and symptom screening will be performed for all children as they arrive at school. 100.3 and higher will cause a student, staff member, or visitor to not be allowed in school. |

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| <p>B. Hygiene practices:</p> <ul style="list-style-type: none">i. Cleaning and disinfection protocolsii. Additional hand sanitizing stationsiii. Adequate supplies for school and students | <ul style="list-style-type: none">● Cleaning and disinfection protocols have been developed to include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.● Regents School has purchased 15 additional hand sanitizer/handwashing stations for communal areas as well as required two bottles of hand sanitizer per child in the classroom and desks.● Students bring their own school supplies on orientation day. Regents will ensure sharing will be minimized to the extent possible in the Logic and Rhetoric schools for lab equipment and computers. Grammar school teachers will be asked not to put supplies together and keep them individualized in the students' desks. Proper cleaning materials for wiping down computers and shared spaces will be readily available.● Regents School does not normally hire a cleaning crew for every day of the week. For the 2020-21 school year, Regents School has committed to hiring a full-time janitor to ensure proper cleansing of surfaces throughout the day for at least the first eight months of the school year. |
| <p>C. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible</p> | <ul style="list-style-type: none">● Our ventilation systems have been evaluated by the commercial HVAC service which checks our systems quarterly. We will increase circulation of outdoor air as much as possible. We will also hold activities outside as much as possible.● Portable HEPA filter equipment has been purchased for every classroom. |

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| <p>D. Ensure that water systems and features are safe to use after a prolonged facility shutdown.</p> | <ul style="list-style-type: none"> ● Our water systems and features are safe to use after a prolonged facility shutdown ● Filters have been replaced and use of water bottles has been strongly recommended for the 2020-21 school year. ● Two additional bottle filling water stations have been installed for student use. |
| <p>4. Maintaining Healthy Operations</p> | |
| <p>A. Implement protections for staff and children at higher risk for severe illness from COVID-19</p> | <ul style="list-style-type: none"> ● All the measures being taken for the 2020-21 school year should apply to both low risk and high risk students and staff members. Our school is private; therefore, we will not encourage families to attend our school this year if the measures we are taking this year do not appropriately address their family’s medical needs. |
| <p>B. Align plans for gatherings, field trips, and volunteer restrictions consistent with any Executive Order in place.</p> | <ul style="list-style-type: none"> ● Most field trips will be moved to the Spring unless the class is small enough to ride our 70 passenger bus with proper distancing (3-6 feet.) Our communal gathering policy has been addressed in section 1.k. ● Late August events such as parent orientations, student orientation, and the first day of school have modified procedures and attendance practices to limit the numbers of parents and students in the building and the classrooms for proper social distancing. |
| <p>C. Implement 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.</p> | <ul style="list-style-type: none"> ● Sick leave policies will be generous in the 2020-21 school year to enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed. |

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| <p>D. Train substitute staff to ensure continuity of operations.</p> | <ul style="list-style-type: none"> ● RSC division heads will train substitute staff to ensure continuity of operations. |
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| <p>5. Protecting Vulnerable Individuals (65+ and underlying health conditions.)</p> | |
| <p>A. Create policy options to support those at higher risk for severe illness to limit their exposure risk.</p> | <ul style="list-style-type: none"> ● The oldest staff member at Regents School is 56; therefore, our exposure to high risk individuals due to age is limited. We will survey our staff members to determine if we employ any high-risk individuals; however, we do not think this is the case. ● We always honor requests of parents who have concerns about their children attending school due to an underlying health condition. We will continue to provide packets for home instruction in the event that our students need to stay at home. ● Our sick leave policy this year will be generous and reflect the need for staff members to self-quarantine if exposed to the virus. ● Employees will participate in daily temperature screenings. ● Employees are encouraged to quarantine for two weeks prior to returning for pre-planning and discouraged from travel which could expose them to the virus this fall. ● Regents School will follow the recommended guidelines of our local health department (TJHD) for return to |

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| | <p>class/work after COVID-19 illness for full, part-time, and contract staff members as well as students.</p> |
| <p>B. 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.</p> | <ul style="list-style-type: none"> ● Our sick leave policy this year will be generous and reflect the need for staff members to self-quarantine if exposed to the virus. ● The school will support students who need to miss school due to exposure to the virus or sickness with extensions and work at home as necessary. |
| <p>C. Develop policies for return to class/work after COVID-19 illness.</p> | <ul style="list-style-type: none"> ● Teachers will be supportive of students who need extra help to return to the classroom. Workload will be modified if necessary such as our “essential” track this past spring to support students who may struggle with their work while needing to be home due to illness or exposure. ● With the permission of the academic dean, students may receive incompletes on report cards to provide additional time to catch up from missed assignments. ● Regents return to class/work policies will comply with current applicable CDC or health department guidelines. |
| <p>6. Preparing For When Someone Gets Sick</p> | |
| <p>A. Separate and isolate those who present with symptoms</p> | <ul style="list-style-type: none"> ● Regents School will separate and isolate those who present with symptoms, particularly elevated temperatures upon arrival at school. ● As is our policy, parents will be contacted if students are ill or symptomatic for immediate return to home. ● Staff members emergency contact information is readily available for contacting next of kin should a staff |

member become sick quickly. The fire station is one street away equipped with paramedics as well.

- Areas used by sick individuals will be cleansed and disinfected after each incident every day. Laundry facilities are on site and easily accessible as well.
- Grammar School students who present with symptoms will be isolated in the nurse's station. We can accommodate two students in this space.
- A plan will be developed on the unlikely occurrence that there are more than two students presenting with symptoms at the same time.
- Logic and Rhetoric School students will be isolated in the school office until they can be picked up by his or her parent.
- Staff monitoring students who present with symptoms will be provided with medical grade PPE for these encounters.
- Students will sanitize/wash hands
- Students will put on masks
- Non-contact thermometers will be used
- Phones and all compromised surfaces will be regularly disinfected
- Procedures for safely transporting anyone sick home or to a healthcare facility will be established. If 911 is called, the dispatcher will be told the individual has signs or symptoms of COVID19. The TJHD will be notified.
- The room will be ventilated to outside air after the student leaves and cleaned within 24 hours.

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| <p>B. Facilitate safe transportation of those who are sick to home or healthcare facilities.</p> | <ul style="list-style-type: none"> ● All families are required to provide excellent emergency numbers. It will be communicated well this year that it's imperative to pick up a sick child quickly. ● If 911 is called, the dispatcher will be told the individual has signs or symptoms of COVID19. The TJHD will be notified. |
| <p>C. Implement cleansing and disinfection procedures of areas used by sick individuals.</p> | <ul style="list-style-type: none"> ● The janitorial team will follow CDC protocol for cleansing after exposure. |
| <p>D. Develop a communications plan with local health department to initiate public health investigation, contact tracing, and consultation on next steps.</p> | <ul style="list-style-type: none"> ● Continue to participate in all webinars with our local health department ● Continue to participate in VDH and VCPE COVID19 meetings. ● Consult with local TJHD epidemiologist as necessary. |
| <p>7. Planning To Close Down If Necessary, due to severe conditions.</p> | |
| <p>A. Determine which conditions will trigger a reduction in in-person classes</p> | <ul style="list-style-type: none"> ● Regents School will determine which conditions will trigger a reduction in-person classes. <ul style="list-style-type: none"> ○ Executive Order ○ Inadequate staffing ○ Consultation with local health department and our board of directors |
| <p>B. Determine which conditions will trigger complete school closure.</p> | <ul style="list-style-type: none"> ● Regents School will determine which conditions will trigger complete school closure. <ul style="list-style-type: none"> ○ Executive Order ○ Inadequate staffing |

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| | <ul style="list-style-type: none">○ Consultation with local health department and our board of directors |
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