

Doddridge County Schools



Re-entry Plan 2020

ADAM L. CHEESEMAN, SUPERINTENDENT

BOARD OF EDUCATION MEMBERS

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The guidance in this document is subject to change as additional information about the spread and prevention of COVID-19 is known. New directives from Governor Jim Justice and public health officials may be forthcoming and may evolve prior to the start of the school year or during the school year. Doddridge County schools must be prepared to alter this re-entry plan in order to comply with any new directives and to best safeguard student health and learning needs.

MESSAGE FROM THE SUPERINTENDENT

I wish to thank everyone that has helped contribute to this reentry plan. Over the past months I have held conversations with teachers, service personnel, parents and health care workers about what school will look like this fall. In creating our plan, we have relied upon guidance from our Board of Education, our Governor, the Doddridge County Health Department, the State School Superintendent and the CDC. Our Central Office staff has discussed many contingencies and plans. The resulting plan balances the needs of our students, employees and the community; but primarily it favors our students – the reason our schools exist. Our students benefit greatly by being in school and receiving a quality education from professional teachers. We are taking great care to provide the maximum amount of protection for our students and our staff while also ensuring our students receive the education they need. This includes having hand sanitizer and face coverings available for our students, limiting access to our schools to reduce the chance of infection and practicing social distancing to the extent possible.

Our planning for the opening of schools this year has been like no other year. We have looked at each moment students are in our care; from the moment they step on the school bus in the morning until they are returned in the evening. We have examined how high school and middle school students change classes and how they move throughout the building. We have looked at how to keep our pre-k and elementary school students safe with their classmates throughout the day. We have looked at lunch time, band and choir time, and recess. We have prepared to keep your children and our teachers safe.

We have also upgraded our facilities with safety in mind. We will have sensors that will identify students and staff with high temperatures. We are also upgrading our HVAC to install air purification modules that will help to prevent the coronavirus from circulating through the air ducts. We are also changing our visitation policy by greatly limiting who comes into our buildings while students are present. We believe that the best way to keep our students safe is to provide a space that has limited possibility of exposure to the virus.

We will be following the protocols as laid down by the West Virginia Department of Education and by the Doddridge County Health Department. We are training our teachers, food service personnel, custodians and bus drivers to make sure they are aware of proper hygiene and safety procedures.

A few students have opted to continue their education virtually. This will work best for those families with great, high speed, internet. If you do not have good internet service, we are placing Wi-Fi transmitters at a few county locations for our student's use. Our students can login to the internet to download their work and take it home on their device.

We, of course, would love to see each student at school. However, we understand parents and students may prefer remote learning during this pandemic. We respect parents' decisions and will do our best to provide a quality education to each student. More information regarding remote learning, including the locations to download materials will soon be available on our website: dcschools.us

The importance of reopening the schools should not be overlooked. We must maintain progress with our students, otherwise they will fall behind. Getting back to their grade level will be more and more difficult the longer they are away from school. For many students being in school is a return to much needed normalcy. A set routine of getting out of bed, riding the bus and coming to school can provide structure. Young people need that structure to prepare for the world after school. Students also need to learn the skills to prepare themselves for job opportunities after high school.

We are so very excited about the return of students to our buildings. As educators we look forward to these new beginnings each year. This year our preparations not only included making sure our students have all of the supplies they need; but also making sure that we can care for their safety. Each of your children have a special place in our school system. We are prepared to welcome them.

Our mission statement at Doddridge County Schools is "Now is the Time: United to Make a Difference." Being united is easy when things are going very well. But now, more than ever, we need to stand together for our children.

Adam L. Cheeseman,
Superintendent, Doddridge County Schools

United to Make a Difference

STAKEHOLDER COLLABORATION

Doddridge County Schools has conducted multiple stakeholder meetings which included Board of Education members, Doddridge County Health Department staff, central office staff, and teacher leadership team members from each school. Superintendent Cheeseman facilitated a Facebook live question and answer event for parents and community members, and central office staff have also participated in several WVDE led virtual meetings regarding school re-entry.

SECTION I: EMPLOYEE RETURN TO WORK SCHEDULE

Tuesday August 18th	OSE Day
Wednesday, August 19th	OSE Day
Thursday, August 20th	OSE Day
Friday, August 21st	OSE Day
Monday, August 24th	OSE Day
Tuesday, August 25 th	Curriculum Development Day (In-Lieu of On-Line Training Day)
Wednesday, August 26 th	Opening Day/Professional Meeting Day—All staff in attendance
Thursday, August 27 th	Professional Learning Day
Friday, August 28 th	Professional Learning Day
Monday, August 31 st	Professional Learning Day
Tuesday, September 1 st	Professional Learning Day
Wednesday, September 2 nd	Professional Learning Day
Thursday, September 3 rd	Curriculum Development Day
Friday, September 4 th	Prep Day
Monday, September 7 th	Holiday

SECTION II: STUDENT RE-ENTRY SCHEDULE

The first day for students will be Tuesday, September 8, 2020. In order for a more effective transition back to the school environment and to have time to teach and acclimate everyone to new protocols and processes, we will stagger re-entry as follows:

Tuesday, September 8 th	Grades Kindergarten, 5 and 9 will report for a full day
Wednesday, September 9 th	Grades 1, 2, 6 and 10 will report for a full day
Thursday, September 10 th	Grades 3, 7, and 11 will report for a full day
Friday, September 11 th	Grades 4, 8 and 12 will report for a full day
Monday, September 14 th	All students Kindergarten – 12 th and Pre K Group A will report for a full day
Tuesday, September 15 th	All students Kindergarten – 12 th and Pre K Group B will report for a full day
Wednesday, September 16 th	All Students report for a full day of instruction
Friday, September 18 th	Non Traditional Instruction Day for Deep Cleaning
Friday, October 2 nd	Non Traditional Instruction Day for Deep Cleaning and Faculty Senate
Friday, October 16 th	Non Traditional Instruction Day for Deep Cleaning
Monday, November 2 nd	Non Traditional Instruction Day for Deep Cleaning
Tuesday, November 3 rd	Election Day – No School for students
Wednesday, November 11 th	Veteran’s Day – No School for students
Monday, November 23 rd & 24 th	Non Traditional Instruction Days
Wednesday, November 25 th	OS Day – No school for staff or students
Thursday, November 26 th	Thanksgiving – No School for students
Friday, November 27 th	OS Day - No school for staff or students

Throughout this process, Doddridge County Schools will monitor the effectiveness of the protocols and processes developed and implemented. These plans are subject to revisions as warranted.

During the 2020-20201 school year, Doddridge County Schools will work closely with the Governor’s Office and the WVDE to follow all guidelines set forth by these two entities, including, but not limited to closing schools in our district if necessary. Additionally, working in collaboration with the Doddridge County Health Department, Doddridge County Schools may close classrooms, grade levels, or schools as appropriate, when directed.

SECTION III: INSTRUCTIONAL OPTIONS

Traditional In Person Instruction

Doddridge County will make decisions that best meet the needs of our students. Mr. Cheeseman, working with the Board of Education and stakeholders will decide the structure of the school schedule. Students must be engaged in learning five days a week

Virtual Instruction

Doddridge County Schools can establish their own virtual school program or can partner with the WVDE for virtual offerings.

Consideration will need to be given to internet access and available technology.

Remote Learning – Governor's Orders Only

Doddridge County Schools must be prepared to implement full remote learning should it be required by the Governor. Full remote plans require students to complete school assignments and engage remotely five days a week. This will require the teacher and students to communicate regularly and develop a process for monitoring, reviewing and/or grading of student engagement activities.

SECTION IV: DODDRIDGE REENTRY OPTION DEFINITIONS

	In-Person	Virtual School	Homebound	Homeschool	Full Remote
Student Enrollment	All Doddridge County Schools students not requesting or requiring one of the other options	K-12 students may request this option by contacting their principal or the BOE. Student will still be enrolled in DCS. Student must meet enrollment guidelines and make application. Enrollment is required for at least one semester.	Students medically unable to attend (as required by physician). Student will be still be enrolled in Doddridge County Schools.	Parent/guardian must complete applicable paperwork through the BOE. Student will not be enrolled in Doddridge County Schools.	All students receiving instruction through in-person/blended model (if/when governor determines full remote is required) will transition to full remote. Students will be required to complete assignments and engage remotely five days a week.
Curriculum, Assignments, Grading and Instruction	Curriculum instruction, assignments and grades will be provided via DCS instructors. In-person instruction/ assignments will be delivered in a traditional manner.	Curriculum, instruction, assignments and grades will be provided by WVDE instructors and/or DCS staff.	Curriculum instruction, assignments and grades will be provided via DCS homebound instructor.	Parent/guardian is responsible for curriculum, assignments, grading and instruction.	Teacher and students required to communicate regularly and utilize a process for monitoring, reviewing and/or grading student engagement activities. All assignments will be counted towards the student's grade.
Special Education Services	As determined by the IEP.	<i>May not be appropriate for some students with disabilities. An IEP meeting is required to determine if/how FAPE can be provided.</i>	As determined by the IEP. (Services are documented as OSE.)	None	Based on the IEP, a remote learning plan will be developed to determine services.
Times/ Location	5 days a week – In-Person instruction	As determined by the WVDE instructor and/or DCS staff.	Up to six hours per week. In-person or remote based on individual student need.	As determined by parent/guardian.	Five days per week with instruction determined by DCS teachers.

SECTION V: Entry Procedures/Health Checks

- 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' temperatures will be taken at the entry of the school building by a Thermal Scanner System, which can perform large-area detection, or by a designated staff member responsible for screening using a district issued touchless thermometer.
- Students will report directly to their homeroom/ 1st period class upon arrival at school.
- Students will be provided breakfast in the classroom.
- Lunch will be provided in the classroom at DCES and DCMS
- Lunch will be provided in the cafeteria at 50% maximum threshold including: spaced serving lines (marked on floors), spaced seating and adequate length of meal times for staggered meal delivery at DCHS.
- Bottles of water will be provided, and the use of water fountains are prohibited.

SECTION VI: Guidelines 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 Home for 14 days since exposure
3 DIAGNOSIS, NO SYMPTOMS	✗ Cannot go to school Home for 10 days since first positive COVID-19 test
4 AT LEAST 1 SYMPTOM • Fever • Chills • Shortness of breath/ breathing difficulty • New cough • New loss of taste or smell	✗ Cannot go to school Home until: • 10 days since first symptoms • No fever for 3 days (without fever medicine) • 3 days of symptom improvement, including coughing and shortness of breath

SECTION VII: Face Coverings

Face Covering

According to national and local health experts, face 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. 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 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 as part of their health and safety protocols. This is especially important when children are in congregate 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, and Vendors Students Are Required to Wear a Face Covering as Follows:

- Face coverings are required of all staff when they cannot provide instruction in a socially distanced manner and in all hallways and congregate areas.
- Students grades PK and above are required to wear face coverings unless medically waived when outside of their core classroom group or in congregate areas.
- Students in middle and high school are required to wear a face covering in congregate areas and in classrooms if their core groups and/or socially distancing cannot be maintained.
- Face coverings/shields are required for bus drivers any time children are entering or exiting the bus
- Face covering may be required for all staff and students on the bus if six feet social distancing is impractical on the school bus. (Exceptions may be made for special needs students.)
- Students may provide their own face covering or one will be provided to them.
- Any student who cannot wear a face covering 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, but should wear a face shield when at all possible. 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.
- Visitors will be required to wear face coverings at all times.

 Doddridge County Schools Face Covering Requirements for In-person Learning				
Grades	Required in Classroom?	Required in Hallways/Large Areas?	Required on the bus?	Required for Staff Members when social distancing cannot be maintained?
PK-2	NO	YES	YES	YES
3-4	NO	YES	YES	YES
5-8	YES- When social distance can't be maintained.	YES	YES	YES
9-12	YES- When social distance can't be maintained.	YES	YES	YES

*In areas where face coverings aren't required, parents may choose to have their child wear a face covering.
 *This information is accurate as of 7/28/2020 and is in accordance with guidelines Distributed by the WVDE and other governing health agencies.
 *If you have questions, please contact your school principal

SECTION VIII: INSTRUCTIONAL PRACTICES/PROTOCOLS

OPTION 1: TRADITIONAL IN-PERSON LEARNING

Doddridge County Elementary School (*Students Pre-K- 4*)

- Students will attend school in-person 5 days a week.
- Students will complete schoolwork at home on non-traditional instruction days, which may include digital learning tools, out of class assignments and other learning engagement activities.
- 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 6 feet with all students facing the same direction.
- Students' personal items will be kept separate when feasible 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.

Doddridge County Middle School (*Students Grades 5-8*)

- Students will attend school in-person 5 days per week.
- Students will complete schoolwork at home on non-traditional instruction days, which may include digital learning tools, out of class assignments and other learning engagement activities.
- 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 plan that requires content teachers to rotate between classrooms, thereby keeping core groups of students in one classroom.
- 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.
- The school administration in collaboration with the related arts teachers will develop and implement an alternate delivery method for physical education instruction and music courses so that age-appropriate social distancing is maintained, and the spread of respiratory droplets is reduced.
- When feasible, student desks/seating will be arranged so that students are separated from one another by 6 feet with all students facing the same direction.
- 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.

Doddridge County High School (*Students Grades 9-12*)

- Students will attend school in-person 5 days per week.
- Students will complete schoolwork at home on non-traditional instruction days, which may include digital learning tools, out of class assignments and other learning engagement activities.
- When feasible school administration will minimize hallway traffic during transitions.
- When feasible students will be grouped in four main content areas to minimize contact with other groups of students.
- The school administration will develop and implement a plan to supervise and monitor the transition of students to and from the United Technical Center (UTC).
- The school administration in collaboration with the related arts teachers will develop and implement an alternate delivery method for physical education instruction and music courses so that age-appropriate social distancing is maintained, and the spread of respiratory droplets is reduced.
- When feasible, student desks/seating will be arranged so that students are separated from one another by 6 feet with all students facing the same direction.
- 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 2: DODDRIDGE COUNTY SCHOOLS DISTANCE LEARNING PROGRAM (Preschool- Grade 12)**

* Distance Learning students will work at home five days a week with instructional assignments provided by their teacher. They do not report for in-person learning but are expected to be able to actively participate virtually via TEAMS, when directed. Students will be expected to complete and submit assigned work electronically. They will also be required to work within digital learning tools and complete other learning engagement activities. Quality Internet access is imperative. Eligibility for students who attend the United Technical Center to participate in this model will be addressed on a case by case basis. All assignments will count towards the student's grade in the course.

OPTION 3: WEST VIRGINIA DEPARTMENT OF EDUCATION VIRTUAL SCHOOLS PROGRAM (K-12)

Our district will utilize the West Virginia Virtual Schools program (WVVS) to facilitate the required virtual option for students in grades K-12. Please note, West Virginia Universal Pre-K is not considered for virtual schooling, as this program is voluntary. 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 WWS 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.

Student Eligibility and Requirements

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

- Enrolled in Doddridge County Schools as a full or part-time student
- Enrollment deadlines
 - By August 28, 2020 for first semester.
 - By January 14, 2021 for second semester.
- 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).
- Have access to consistent, daily internet service.
- Weekly communication between online student and the district provided mentor/facilitator.

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 according to attendance zone.

Elementary Students

Virtual School 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 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.

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.

SECTION IX: 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.
- Ensure health records and emergency contacts for students and staff are updated.

SECTION X: SOCIAL-EMOTIONAL WELLNESS

Fear and anxiety about COVID-19 can be overwhelming. The precautions that continue to be in place to slow the spread of the virus and the uncertainties these precautions may create can give rise to unexpected emotions in both children and adults. Schools must prioritize efforts to address social-emotional learning and the mental health needs of students. Additionally, students, their families and school staff must feel their physical and mental health needs are being supported. Schools play a critical role in supporting the social emotional well-being of students, their families and school staff.

Schools are required to:

- Convene a crisis response planning team meeting to update and revise the West Virginia Schools Crisis Prevention and Response Plan through collaborative planning.
- In response to a crisis, make an immediate referral to the district expanded mental health crisis response team provide supports.
- Provide access to professional student support staff, including school counselors, school psychologists and school nurses.
- Implement a continuous advisory system that provides students with meaningful supportive relationships and maximizes each student's personalized learning experience.
- Provide an integrated delivery of social-emotional standards (West Virginia College and Career Readiness & Dispositions and Standards for Student Success).
- Develop a plan/protocol to ensure students feel safe, welcome and connected to at least one caring adult in the school
- Engage in resource mapping to identify available resources and needs. This process should include an examination of existing school-based teams

SECTION XI: 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.
- 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.

SECTION XII: CLEANING AND 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. Hand sanitizer dispensers will be touchless to the maximum extent possible.
- 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, 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.

SECTION XIII: 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 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.

SECTION XIV: 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 wear cloth or disposable face coverings at all times, 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 cafeteria facility before resuming dine-in 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.

SECTION XV: TRANSPORTATION

Schools are required to:

- Develop seating arrangements and protocols to limit the number of students to no more than two per seat.
- 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, when possible. Keep bus stop groups of students together in the same section of the bus. WVBE Policy 2525 stipulations for pre-k students still apply.
- Design appropriate bus loading and unloading procedures and/or seating charts to minimize contact between students.
- 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, armrests, 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.

Administration:
Adam L. Cheeseman, Superintendent
Michelle Robey, Human Resources Manager
Daniel L. Minney, Chief School Business Official
Wesley S. Ezell, Director of Instructional Services
Jeff T. Harvey, Director of Student Support Services
Ken D. Heiney, Director of Student Achievement



Doddridge County Board of Education

268 Bulldog Drive, West Union, WV
Phone: (304) 873-2300 Fax: 304-873-2210

Board Members:
Denver L. Burnside, President
Laura M. Cottrill, Vice President
Angela B. Curran
Chad E. Evans
Justin E. Holtz

VIRTUAL SCHOOL OPTION

STUDENTS PARTICIPATING IN MICROSOFT TEAMS LIVE.

Must have internet service capable of participating in LIVE virtual school.

Parents and students must complete a virtual education orientation.

Doddridge County Schools will monitor the wellbeing of students, which may include a home visit.

All virtual school students will participate in state wide assessments and school benchmarks.

Students must be signed-on at designated time. Attendance during designated time is required.

All assignments are to be submitted on same schedule of face to face instruction.

Students must submit a help desk ticket for technology issues.

Grading and attendance will follow county policies.

Grades will be given by Doddridge County Schools staff.

Parents/guardians, students, and staff must be aware of live participation and realize that conversations in the classroom and home will be heard as well as video displaying any person who is in the camera view.

Live classroom settings will be recorded.

Students may return to face to face instruction by September 18 or at the end of a grading period.

All electronic devices provided to students are monitored by Doddridge County Schools.

I AGREE WITH THESE TERMS _____ DATE _____.

Administration:

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VIRTUAL SCHOOL OPTION

STUDENTS UTILIZING RECORDED CLASSROOM INSTRUCTION.

Parents and students must complete a virtual school education orientation.

Doddridge County Schools will monitor the wellbeing of students, which may include a home visit.

All virtual school students will participate in state wide assessments and school benchmarks.

Parents must be able to access recorded classroom instruction. This may be done through internet service in home or accessing a hot spot. Parents may need to locate a facility in which they have internet access, such as school parking lot or public library, to download recorded instruction.

Submission of assignments will be extended one day.

Grading will follow county policies.

Grades will be given by Doddridge County Schools staff.

A help desk for parents and students will be provided from 3:30 p.m. — 7:30 p.m. Monday–Thursday. Technology questions and assistance must be addressed through help desk.

Students may return to face to face instruction by September 18 or at the end of a grading period.

All electronic devices provided to students are monitored by Doddridge County Schools.

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VIRTUAL SCHOOL OPTION

VIRTUAL SCHOOL PROVIDED THROUGH WEST VIRGINIA VIRTUAL SCHOOL.

Must have internet service capable of participating in West Virginia Virtual School.

Curriculum, instruction, and grades will be provided through West Virginia Department of Education virtual school staff.

Parents and students must complete a virtual education orientation.

Doddridge County Schools will have a facilitator(s), based on need of school, to communicate with parents/guardians and West Virginia Virtual School teacher.

Must be enrolled by August 28, 2020.

Students may return to face to face instruction no later than September 18.

Students may return to face to face instruction at the end of the semester.

Students must participate in school benchmarking and State Wide Assessments.

All electronic devices provided to students are monitored by Doddridge County Schools.

Doddridge County Schools will monitor the wellbeing of students of students, which may include a home visit.

I agree with these terms _____ Date _____.