



VIA COVID-19 Health Mitigation Plan

Revised 8/18/2020

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1 Introduction

- 1.1 The Health Plan for Virginia Institute of Autism (VIA) James C. Hormel School has been created by the COVID-19 team. Member of this team are as follows:

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- 1.2 As the plan was developed, it was reviewed by one of our primary contacts at the Thomas Jefferson Health District. Our primary contact is Ryan McKay, Senior Policy Analyst. Secondary contacts, who are also available for consultation and resource support during the COVID-19 Pandemic are Kate Baker (COVID Epi Response Team) and Kathryn Goodman (Communications and Public Relations Manager). Contact information for these contacts is as follows:

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- 1.3 The purpose of the plan is to identify and create policies and procedures to address COVID-related topics. The primary sources of guidance used to create the plan for the Center for Disease Control (CDC), Virginia Department of Health (VDH) and the Virginia Department of Education (VDOE). As information regarding COVID-19 changes, the plan will be revised to include the additional information. The plan addresses modifications in the environment and instruction; screening for staff and students; schedules for the school; and communication with staff, parents and the community. The plan may not address every issue related to COVID-19 but does address topics recommended by the three agencies addressed above. The plan is closely monitored and updated as needed.

2 Environmental modifications

- 2.1 Air purification systems will be placed in each mobile classroom or in duct system for buildings with HVAC systems.
- 2.2 Automatic hand sanitizer and soap dispensers will be placed in each building.
- 2.3 All water systems will be evaluated for quality following any sustained shutdown.
- 2.4 Signage posted to indicate all staff and students must be screened at one of three designated locations prior to entering any building (see Sections 14 and 15).
- 2.5 All student, client and staff work stations will be taped off with at least 6ft between workstations (marked with tape). Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- 2.6 Stand-alone barriers will be placed between workstations as required.
- 2.7 Toys, books, tablets will be removed from common areas. Each student will be assigned their own materials, toys, etc. Additional storage will be identified to keep each student's materials in a designated bin/shelf.

3 Cleaning & disinfection

- 3.1 Each classroom will utilize a schedule and checklist for cleaning and disinfecting.
- 3.2 All staff will receive training on all cleaning and disinfection procedures.
- 3.3 Each classroom will clean and disinfect all hard surfaces at the start and end of each day. Frequently touched surfaces, such as tables, writing utensils, wheelchairs, visuals etc. will be wiped down prior to and following each use. All other frequently touched surfaces will be wiped down on the hour.
- 3.4 All surfaces and objects that are frequently touched will need to be cleaned per the established checklist and schedule. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, cubbies/lockers, and playground structures.
- 3.5 All commonly touched surfaces will be disinfected following each use of the restroom.
- 3.6 All commonly touched, hard surfaces will be disinfected prior to and following any use of a VIA vehicle.

- 3.7 Personal items belonging to students that are not needed for class will remain in their locker/cubby.
- 3.8 Soft items (e.g., backpacks, lunch boxes) will not be disinfected at school, but will remain in the locker or at the student's work station at all times. Items not necessary for school must remain at home (e.g., blankets). Hands will be washed or gloves changed upon touching personal items from home.
- 3.9 All cleaning products will be used according to the directions on the label.
- 3.10 If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- 3.11 Disinfecting wipes will be provided to staff members so that commonly used surfaces such as keyboards, desks, and tablets, etc., can be wiped down before use.
 - Plastic key-board covers will be used and sanitized across users.
- 3.12 All cleaning materials will be kept secure and out of reach of children.
- 3.13 Cleaning products will not be used near children, and will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- 3.14 Toys that cannot be cleaned and sanitized will not be used.
- 3.15 Toys that students have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- 3.16 Machine washable cloth toys will be used by one individual at a time (washing between uses) or will not be used at all.
- 3.17 Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep the dish pan and water out of reach from children to prevent the risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- 3.18 Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission, however students will wash their hands prior to and following use.
- 3.19 All students and staff members will wash their hands at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding students
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a student use the bathroom

- After coming in contact with bodily fluid
 - After sneezing, coughing, or blowing your nose
 - After playing outdoors or in sand
 - After handling garbage
- 3.20 Washing hands steps
- Step 1: Wet hands with safe running water
 - Step 2: Apply enough soap to cover wet hands
 - Step 3: Scrub all surfaces of the hands – including palms, backs of hands, between fingers, wrist, and under nails – for at least 20 seconds
 - Step 4: Rinse thoroughly with running water
 - Step 5: Dry hands with a clean, dry cloth, single-use towel
- 3.21 Always wash hands with soap and water if your hands are visibly dirty.
- 3.22 If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- 3.23 Supervise children when they use hand sanitizer to prevent ingestion.
- 3.24 Assist students with handwashing as needed to ensure that they are thorough.
- After assisting children with handwashing, staff will also wash their hands.
- 3.25 Posters describing handwashing steps will be posted near sinks.
- <https://www.cdc.gov/handwashing/posters.html>

4 PPE (staff & students)

- 4.1 Per May 26th Governor’s order and guidance from CDC, all staff, students, and visitors to the campus are expected to wear masks/face coverings in all VIA buildings and in outdoor spaces where the recommended 6 feet physical distancing cannot be met. For staff, it is recommended that masks/face coverings be worn even if 6 feet physical distancing is attained. Staff and students should be given masks/face covering breaks in safe physically distanced spaces at various times during the day.
- 4.2 Exceptions - The requirement to wear a face covering does **not** apply to following:
- While eating or drinking;
 - Individuals exercising or using exercise equipment;
 - Any person who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance;
 - Any person seeking to communicate with the hearing impaired and for which the mouth needs to be visible;
 - When temporary removal of the face covering is necessary to secure government or medical services; and
 - Persons with health conditions that prohibit wearing a face covering.

- Nothing in this order shall require the use of a face covering by any person for whom doing so would be contrary to his or her health or safety because of a medical condition.

<https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/EO-63-and-Order-Of-Public-Health-Emergency-Five---Requirement-To-Wear-Face-Covering-While-Inside-Buildings.pdf>

- 4.3 Staff will be trained on all PPE procedures including how to don and doff PPE.
 - [The CDC has recommended sequences for donning and doffing PPE.](#)
- 4.4 Google form to track use of PPE (to make sure we are on top of burn rate and re-stocking adequately in advance).
- 4.5 All PPE will be stored securely at each location.
- 4.6 Each classroom will be fully stocked with gloves, hand sanitizer, cleaning solution, paper towels, and disinfecting wipes at the end of each school day.
 - Staff will sign that this was completed as part of the cleaning checklist each day.
- 4.7 Each staff member will wear a cloth mask and face shield when working with students.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- 4.8 Each staff member will wash their hands and then put on new gloves when assisting with meal times, applying first aid, assisting in the restroom, or working directly with a student requiring high levels of support with personal hygiene, or when there is excessive drooling.
 - Gloves will be removed and hands washed following the termination of any of the listed activities.
- 4.9 Each staff member is permitted to wear a covering over their shirt (e.g., long sleeve button-up shirt, smock, etc.) that can be easily removed if soiled.
- 4.10 Contaminated clothes will be placed in a plastic bag or washed in a washing machine.
- 4.11 Staff will have multiple changes of clothes on hand.
- 4.12 Long hair will be pulled back.
- 4.13 Additional PPE may be required when working with certain individuals.
- 4.14 The nurse is provided medical grade N-95 masks and full PPE for use to serve students and staff.

5 Schedules, rules and guidelines for physical proximity for staff

- 5.1 To minimize exposure, staff will be assigned to a small group of students to work with (e.g., two staff members will be assigned to two students).
- 5.2 All work stations will be at least 6 ft. apart.
- 5.3 JCH School: Access to the staff break room is limited to food storage and preparation for staff meals. No more than 4 staff members may access the staff breakroom at one time and breaks will be staggered so that staff may use empty, non-instructional spaces to eat their lunch. Weather permitting, staff may eat outside, positioning themselves so they are not facing another person while eating and ensuring physically distancing at all times. Any staff assigned to an office, will eat their lunch in their office with the door closed. All surfaces will be cleaned and disinfected prior to and following eating.
- 5.4 Remson Post-High: Breaks will be staggered so that there are no more than 4 staff members in the downstairs Remson Staff Room at one time. The Remson Conference room can be used as a staff room during non-service hours – at such times, no more than 4 staff members in the conference room at any one time.

6 Limit exposure to outside persons

- 6.1 All non-essential visitors will be limited.
- 6.2 Essential visitors must be screened if they need to enter our facilities.
- 6.3 Essential visitors will be required to wear the minimum of a cloth face mask at all times while on campus.
- 6.4 Special events such as festivals, holiday events, and special performances will be postponed or cancelled.
- 6.5 Group Art and Music classes taught by outside instructors will be cancelled until further notice.
- 6.6 Activities and events such as field trips, outings to local businesses, including vocational placements will be on hold until further notice.
- 6.7 Continue to hold all meetings with families and LEAs remotely.
- 6.8 Interviews will be held via Google Meet.
- 6.9 Intake assessments will be held via Google Meet.

7 Distancing and containment in the classroom

- 7.1 Students will remain in their assigned classroom (rooms may change based on social distancing).
- 7.2 Mixing of students and staff will be limited.
- 7.3 All student work stations will be 6ft or more away from one another (denoted by tape on the floor). Students will attend for the full school day.
- 7.4 If classrooms have more than 5 students total, then additional spaces in the school will be utilized.
- 7.5 Daily group activities that may promote transition will be altered or halted.

- 7.6 Students will eat all meals at their assigned work stations in their classrooms.
- 7.7 Students using a restroom with multiple stalls – one student at a time.

8 Modifications to instruction

- 8.1 Place students at least 6ft. apart when running group instruction and individual sessions.
- 8.2 Tooth-brushing and flossing programs will be altered (i.e., if a student does well following a video model or schedule, continue, but if they require full support with a staff member directly in front of them, place on hold) or halted.
- 8.3 Shaving programs will be evaluated on a case by case basis and may need to be placed on hold if instruction would put the student or staff member at an increased risk of exposure.
- 8.4 During any essential feeding programs, staff will be wearing a face mask, face shield, gloves, and a covering over the clothes (e.g., disposable gown or large shirt that can be removed).
- 8.5 Physical prompting during instruction will occur from behind or to the side of the student whenever possible. Other prompting strategies will be considered (e.g., text prompts, model, etc.).
- 8.6 Any supplies/materials that must be used across students will be wiped down with a disinfecting wipe between students.
- 8.7 Evaluate step size daily for desensitization programs to minimize or eliminate problem behavior.
- 8.8 Evaluate schedules of reinforcement daily to avoid ratio strain and/or problem behavior.

9 Snack and meal times

- 9.1 Use of the kitchen areas will be restricted to staff members only. All surfaces will be cleaned and disinfected prior to and following use.
- 9.2 Families will be encouraged to send cold lunches or lunches that require minimal preparation.
- 9.3 Students will not be cooking meals.
- 9.4 All trips, including to restaurants are prohibited.
- 9.5 Lunches will be provided from CCS.
- 9.6 Snacks and meals will be served in classrooms at each student's assigned work station instead of in the lunch rooms.
- 9.7 Tables/desks will be cleaned and disinfected prior to and following eating.
- 9.8 Sinks used for food preparation will not be used for any other purposes.
- 9.9 Any dishes used will be rinsed and placed in the dishwasher immediately.
- 9.10 Staff will ensure students wash hands prior to and immediately after eating.
- 9.11 Staff will wash their hands before preparing food and after helping students to eat.



10 Drop off and pick up

- 10.1 All staff will be trained on the drop off and pick up procedures prior to beginning in-person services.
- 10.2 All students will be screened prior to exiting the car/van/bus (see “Student Screening” for procedures).
- 10.3 Each student will be screened starting with the first car in line. Once that child has been screened and has exited the vehicle and gone into the building, the line will be waived forward for the next student to be screened.
- 10.4 All students will wash their hands following the recommended hand washing procedures (see above, Section 2.20) prior to sitting at their work station.
- 10.5 **Remson arrival and departure locations** will be separated by program. Times for each are currently in development.
 - Post High: cars will park in open spaces in front of side Post High entrance
 - Adult: cars will park in front of the alley between buildings or in parking spots next to the alley.
 - OBS- cars will park in front of the main entrance
- 10.6 Bus Riders
 - Public school transportation providers will be asked to screen all students prior to getting onto the bus each day.
 - Upon arrival at VIA locations, all students remain on the bus. One staff member, wearing the prescribed PPE will screen each student starting from the front of the bus and moving back. Each student that has been cleared, will exit the bus and be escorted to class by their assigned staff member.
 - Adult Services transportation provider policies TBD.

11 Medication administration

- 11.1 To limit exposure, for students/clients/consumers who take medication daily, the nurse or designated MATY trained staff member will bring the medication to the student/client/consumer.
- 11.2 Medication will be delivered in the nearest office of the special education teacher, BCBA, or Clinical Director to prevent another student accidentally accessing the medication.
- 11.3 The nurse will continue to provide daily non-COVID-related services as required. The staff members that have received Medication Administration Training for Youth will assist in providing first aid or initial treatment until the nurse can be called for assistance.

12 Playground

- 12.1 Playground will be closed until further notice. Bikes and sport equipment can be used if cleaned before and after use.
- 12.2 Any exceptions to this procedure must be approved in advance by the Director of Educational Services.

13 Travel

- 13.1 Plane and cruise travel could require 14-day quarantine.
- 13.2 A 14-day quarantine may also be requested upon visit to high risk areas as identified by the CDC.
- 13.3 All travel must be approved in advance by the Program Director. The notice must be in writing and be submitted at least two weeks in advance. The Program Director will then review the request, determine the community spread in the travel plan and approve or deny the travel.
- 13.4 If travel is approved, the Program Director will also provide notice to the employee of any required quarantine at the end of the travel and the any type of leave that is required.
- 13.5 If travel is denied, the employee should not travel as requested. If it is learned that the travel was made after denial, the employee will receive disciplinary actions.

<https://www.vdh.virginia.gov/coronavirus/frequently-asked-questions/u-s-travelers/>

14 Attestation

- 14.1 Before commencing in-person services, all families and staff will be required to sign a written attestation that they will:
 - Provide daily, accurate information about whether they have been exposed to someone with COVID19
 - Provide daily accurate information about the status of all members of the household regarding any signs of COVID-19 as outlined by the CDC Symptoms page, link below.

- Immediately notify VIA staff if anyone in the household has a temperature at or above 100.0F and comply with VIA symptom screener and temperature requirements found in the VIA Health Mitigation Plan.
 - Refrain from public gatherings, especially without following mask and social distancing guidelines and will refrain from having visitors to the home who do not comply with the guidelines
 - Agree to wash hands frequently, to include after sneezing, coughing, blowing nose, touching face, or consuming food or drink
 - Families will sanitize any personal materials that are sent to school, and staff will sanitize these again before and after use at school.
 - Agree to use social distancing and PPE to the extent possible.
- 14.2 Families and staff are recommended to notify their program director if they have traveled outside of Virginia or high risk areas within VA.
- 14.3 Parents/guardians/caretakers will be asked several questions to include if the student/client/consumer had/have the following symptoms:
- Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

15 Screening (students)

- 15.1 All staff designated as screeners will be trained by the school nurse and supervised daily by school administration.
- 15.2 Prior to screening, staff will wash hands, put on a cloth mask, a face shield, a disposable gown, and a single pair of disposable gloves.
- 15.3 PPE will be changed when soiled or if contact is required with a student.
- 15.4 James C. Hormel School (Westwood and Bridge locations) screening stations will be set up at each location (Bldg D/E; C; lower and upper level of A/B, and T1 at the Bridge) manned by two staff members.
 - one will screen the students, the other will assist with supplies and record findings (google doc on iPads).
- 15.5 Remson screening stations will be set up as follows: outside side door (Post-High), back alley door (Adult), front door (OBS)
- 15.6 Screening will take place while students are seated in vehicles/buses upon arrival.
- 15.7 Staff will make a visual inspection of the student for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- 15.8 Temperatures will be taken by using non-contact (temporal) thermometers, you do not need to change gloves before the next check.
 - Temporal thermometers will require cleaning with a disinfecting wipe (or isopropyl alcohol on a cotton swab) between each student. You can reuse the same wipe as long as it remains wet.
- 15.9 After all screening is complete, remove and discard your disposable mask and gloves. Use hand sanitizer or wash hands with soap and water for at least 20 seconds. If hands are visibly soiled, soap and water will be used before using alcohol-based hand sanitizer.
- 15.10 If a student/client/consumer has a temperature of 100 degrees or above, the student will not be able to attend school per policy.
- 15.11 If a student/client/consumer has two or more symptoms, but does not present with a fever, please consult with the school nurse. If possible, please try to call/walkie versus coming to the building A / nurse's office.
 - If a student/client/consumer becomes ill during the school day, they will be isolated in a designated quarantine area and parents/guardians/caretakers will be called for immediate pickup per policy.

- 15.12 If a second student becomes ill, they will be isolated in a separate area from others until they can be picked up.
- 15.13 Staff members working with an ill student/client/consumer will remove all PPE equipment (gloves, gown, mask, face shield) immediately following the student/client/consumer is picked up.
- 15.14 Assigned classrooms and shared spaces of any ill students will promptly be cleaned per CDC guidelines.

16 Screening (staff)

- 16.1 Staff who are staying home due to illness will contact their supervisor by 7:00AM to alert the supervisor of the absence. If the illness is possibly COVID related, the staff member will then contact the Director of Human Resources.
- 16.2 Staff members will be screened upon arrival, prior to entering their assigned building every morning.
 - Screeners will be assigned.
 - All screeners will be present by 7:55 and self-screen prior to screening others.
 - Screening for all staff will begin at 7:55.
- 16.3 JCH: Designated staff members will screen staff outside of each assigned location (A/B, C, D/E, & Bridge (T1).
- 16.4 Remson screening locations outside side door (Post-High), back alley door (Adult), front door (OBS)
- 16.5 No one will enter a building before they have been screened.
- 16.6 If a staff member is experiencing a fever or one or more COVID 19 symptoms, but no fever, the staff member will be dismissed from work with a recommendation to see their physician for recommended next steps.
- 16.7 Once all staff have arrived (by 8:30), the supervisor in each area will contact the administrative assistant to record the attendance of staff.
- 16.8 Supervisors are encouraged to have daily conversations with all staff to maintain relationships. These conversations can be a tool to help supervisors identify any employees who may be experiencing additional stress due to COVID.
- 16.9 For any staff who may be exhibiting additional stress, the supervisor or program director will provide information to the staff member regarding the Employee Assistance Program (EAP) and encourage the staff to participate in that program or another of his/her choice.
- 16.10 If the stress is interfering with job performance, the supervisor will contact the program director who will consult with the Director of Human Resources to determine the procedure to be used to assist the staff member with any mental health concerns.

17 Returning to On-site Services

- 17.1 Students/Clients/Consumers or Staff Members Returning to VIA after Fever of 100F or Above or Suspected COVID:
- Opting out of COVID-19 testing:
 - Per CDC recommendations, the student/client/consumer or staff member can return to VIA when fever-free, without medication, for 24 hours and 10 days since symptoms first appeared and COVID-19 symptoms have improved.
 - COVID-19 Testing Acquired:
 - If COVID testing is **NEGATIVE**, the student/client/consumer or staff member can return to VIA when fever-free, without medication, for 24 hours. Anyone sent home with a fever must be out the entire next day, in addition to the 24-hour minimum requirement.
 - If COVID testing is **POSITIVE**, the student/client/consumer or staff member can return to VIA when fever-free, without medication, for 24 hours and 10 days since symptoms first appeared and COVID-19 symptoms have improved.
 - People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared.
- 17.2 Anyone with Confirmed COVID Exposure:
- Per CDC recommendations, students/clients/consumers or staff members will need to quarantine at home for 14 days after their last exposure to that person.
 - Exceptions to this rule include those who have already had COVID-19 within the last 3 months, have fully recovered, and remain without COVID-19 symptoms.

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

18 Categorizing by risk profile

- 18.1 Based on currently available information and clinical expertise, older adults, individuals with developmental disabilities, and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.
- 18.2 For staff members age 65 or older, or with serious underlying health conditions, they will be encouraged to talk to their healthcare provider to assess their risk and to determine if they will stay home.
- 18.3 All VIA students are considered higher risk than the general population. As such, all plans will provide for the highest level of preparation.
- 18.4 The support needs and risk level for all students will be evaluated.
- Underlying medical conditions
 - Behavioral intensity

- Hygiene needs and capacity
- Student toleration of PPE

19 Phasing in services

19.1 Steps:

- Step 1: All students will receive tele-education services.
- Step 2: (hybrid model): combination of in-person and tele-education services.
 - All students and staff members will be assigned to one of two groups (A Group and B Group) to reduce in-person census in each classroom by 50%.
 - A Group will attend in-person services on Tuesday and Thursdays and tele-education services the remaining three days.
 - B Group will attend in-person services on Wednesdays and Fridays and tele-education services the remaining three days.
 - Parents/guardians can opt to continue tele-education during this step (pending IEP team approval).
 - We will adapt in step 2 depending on success, safety, and staffing.
 - All students categorized as low, medium, or high risk.
- Step 3: full time on-site for select students with hybrid or tele-education services models available for remaining students.
 - Parents/guardians can opt to continue tele-education services during this step (pending IEP team approval).
- Step 4: full time, in-person services for all students.
 - Tele-education will be discontinued.

19.2 Advancing steps:

- Current CDC, VDH, VDOE, OSHA, and VA governor orders must support the advancement.
- Schools and/or districts can move back phases regardless of the state designation, however they cannot move forward without approval.
- Availability of a vaccine may be a consideration.
- Current incident rate will also be a factor in increasing in-person services.

19.3 Uncertainty of transportation for JCH families - may initially require families transporting their own students.

20 COVID exposure & positive results (staff & students)

- 20.1 VIA administration will follow, at a minimum, all current CDC, VDH, and VDOE guidelines.
- 20.2 VIA will immediately notify and coordinate with local health officials. These officials will help administrators determine a course of action. VIA will provide information to assist with investigation, contact tracing, and consultation.
- 20.3 Students and staff will be dismissed based on health department recommendations.
 - This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school.
 - This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- 20.4 Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- 20.5 Staff, students, and their families will be discouraged from gathering or socializing anywhere. This includes a friend's house, a favorite restaurant, or the local shopping mall.
- 20.6 Communication will occur with staff, parents, and students regarding all procedures.
- 20.7 Communication will include messages to counter potential stigma and discrimination.
- 20.8 VIA will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- 20.9 In the event of an exposure, VIA staff will close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- 20.10 VIA staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- 20.11 VIA Administrators will seek guidance from local health officials to determine when students and staff will return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 will follow instructions from local health officials to determine when to return to school.

21 Communication Plan

- 21.1 Although communication has been mentioned in various sections of the Plan, the overall Communication Plan for COVID-Related issues is necessary to describe separately.
- 21.2 All staff have received a training session on the plan (use of masks, cleaning procedures, etc.) and follow-up sessions will be provided as changes occur.
- 21.3 All staff were provided a short quiz following the plan review and scores of the quiz have been maintained. Staff were allowed to repeat the quiz if less than a score of 80% was attained.
- 21.4 As new staff members are on-boarded, the plan will be a component of the orientation.
- 21.5 As various stages of students return to school, students will be given information about procedures within the school. Due to the disability of many of the students, the actual plan may not be shared but the important components will be shared and procedures practiced.
- 21.6 A copy of the plan is shared with all school divisions represented at VIA.
- 21.7 The plan is located on VIA's webpage.
- 21.8 Parents have received a copy of the plan and will receive updates as revisions are made. A PowerPoint created by the Virginia Department of Education for parents is also available and will be shared.
- 21.9 In the event of positive cases and/or outbreaks, VIA administration will follow the recommendations from the contacts at the Thomas Jefferson Health District.
- 21.10 If the Thomas Jefferson Health District recommends community to all families regarding a COVID case(s), a copy of the communication will be sent to each of the school divisions represented.
- 21.11 Any communication shared about possible or confirmed cases will maintain the confidentiality of the persons involved.
- 21.12 VIA staff will cooperate with any contact tracing requests made by the Thomas Jefferson Health District.

All VIA staff members will be trained on this document in its entirety prior to delivering any in-person services. The fidelity of implementation will be evaluated daily by completion of checklists and proficiency checks.

22 Additional Resources

- <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- <https://www.childcareaware.org/state/virginia/>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>