

SCOTT COUNTY SCHOOL BOARD

MINUTES OF REGULAR MEETING, AUGUST 4, 2020

The Scott County School Board met for their regular meeting on Tuesday, August 4, 2020 at 6:30 p.m. at the Scott County Career & Technical Center, 387 Broadwater Avenue, Gate City, VA 24251, with the following members present:

David Templeton, Chairman

ABSENT: Linda Gillenwater

Lon Stephen "Steve" Sallee, Jr., Vice-Chairman

Gail L. McConnell

Robin Hood

William "Bill" Houseright

OTHERS PRESENT: John I. Ferguson, Division Superintendent; Jason Smith, Assistant Superintendent; William Sturgill, School Board Attorney; Beverly Stidham, School Board Clerk/Purchasing Agent; Angela Johnson, School Board Deputy Clerk/School Nutrition Agent/Head Start Payroll Clerk; Kathy Musick, VEA Representative; Makayla Jaramillo, NEA Representative/Teacher; Amanda Clark, Heritage TV; Vickie Kitts, VEA/NEA Representative; Holly Viers, Times News; Robert Sallee, Maintenance Supervisor.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman Templeton called the August 4, 2020 regular meeting of the Scott County School Board to order at 6:30 p.m. and welcomed everyone to the meeting. Before asking everyone to observe a moment of silence, he asked everyone to reflect while doing so in memory of Ms. Linda Gillenwater's husband who had just recently passed away and he wanted to extend his best wishes and those on behalf of the Board to her and her family at this very sad time. After observing a moment of silence, Chairman Templeton led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: With a revision to the agenda adding a resolution (**Appendix A**) – Resolution Supporting SRO Grants Program and Fund, and Chairman Templeton asking that Item 7.- Discussion of Re-Opening of the 2020-2021 School Year be moved on the Agenda to after the return of Closed Session, a motion was asked to accept the agenda.

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to accept the agenda with the revisions and additions stated above.

APPROVAL OF MEETING MINUTES, JULY 7, 2020 REGULAR MEETING: On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the July 7, 2020 regular meeting minutes as written.

APPROVAL OF MEETING MINUTES, JULY 20, 2020, SPECIAL CALLED MEETING: On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the July 20, 2020 Special Called meeting minutes as written.

APPROVAL OF CLAIMS: On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the claims as follows:

School operating fund invoices and payroll in the amount of \$447,126.69 as shown by warrants #8131545-8131626 (with ck #8131489 being voided) and electronic payroll deposit in the amount of \$1,321,210.46 & electronic tax deposits in the amount of \$507,655.00. Cafeteria fund invoices & payroll

in the amount of \$85,705.34 as shown by warrants #1019919-1019951; electronic payroll direct deposit for cafeteria in the amount of \$42,209.33; and electronic tax deposits in the amount of \$13,124.79. Head Start invoices totaling \$102,118.16 as shown by warrants #21548-21617.

PUBLIC COMMENT: No public comments were addressed at this meeting.

APPROVAL OF (APPENDIX A)- RESOLUTION SUPPORTING SRO GRANTS PROGRAM AND FUND:

Superintendent Ferguson spoke to the Board about Scott County being the recipient of a grant awarding five (5) additional school resource officers to Scott County for the 2020-2021 school year. Mr. Ferguson commented that this would bring the total of resource officers to ten (10) which would almost give each school a resource officer and asked the Board for their approval to support the funding for the State to continue support of the SRO Grants Program and Fund.

On a motion by Mr. Bill Houseright, seconded by Mr. Robin Hood, all members voting aye, the Board voted to approve the resolution supporting SRO Grants Program and Fund as outlined in Appendix A.

SUPERINTENDENT'S REPORT:

APPROVAL OF 2020-2021 POLICY MANUAL: (APPENDIX B)- Superintendent Ferguson explained to the Board that the revisions/additions to the policy manual were legal references and updates as well as cross references.

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the additions/revisions as presented in Appendix B to the 2020-2021 Policy Manual for Scott County Schools.

APPROVAL OF 2020-2021 STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT: (APPENDIX C)- Superintendent Ferguson explained to the Board that changes to the code of conduct handbook were reflective of changes in the Policy Manual as explained above.

On a motion by Mr. Robin Hood, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the 2020-2021 Student/Parent Handbook and code of conduct.

APPROVAL OF EXTENSION OF MATH BOOK ADOPTION- (APPENDIX D): Superintendent Ferguson asked the Board for a one-year extension of the current math book adoption for Math Expressions-Grades 1-2 with Houghton Mifflin Harcourt to allow consumables to be purchased under the current contract.

On a motion by Mr. Steve Sallee, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the one-year extension of the math book adoption to allow the purchase of the consumables needed for Math Expressions-Grades 1-2 for the 2020-2021 Academic Year.

APPROVAL OF EARLY HEAD START FINANCIAL REPORT, JUNE 2020: (APPENDIX E): On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the June 2020 Early Head Start financial report as presented by Superintendent Ferguson on behalf of Head Start Director Kathy Wilcox.

APPROVAL OF HEAD START FINANCIAL REPORT, JUNE 2020: (APPENDIX F): On a motion by Mr. Robin Hood, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the June 2020 Head Start financial report as presented by Superintendent Ferguson on behalf of Head Start Director Kathy Wilcox.

APPROVAL OF HEAD START SICK LEAVE POLICY ADDENDUM (FFCRA) – (APPENDIX G): On a motion by Mr. Robin Hood, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the Head Start Sick Leave Policy Addendum (FFCRA) as presented by Superintendent Ferguson on behalf of Head Start Director Kathy Wilcox.

APPROVAL OF HEAD START COVID-19 REOPENING PLAN – (APPENDIX H): On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the Head Start COVID-19 Reopening Plan as presented by Superintendent Ferguson on behalf of Head Start Director Kathy Wilcox.

Superintendent Ferguson presented the July 2020 Head Start Director's Report on behalf of Head Start Director Kathy Wilcox, with no questions raised, the next agenda item was presented.

Superintendent Ferguson presented the Head Start 2019 Annual Report for the Board's information and with no questions or comments of this document, the next agenda item was presented.

CLOSED MEETING: Mr. Steve Sallee made a motion to enter into closed meeting at 6:48 p.m. to discuss Teachers, Coaches, Nurses, Secretaries, Custodians, and Bus Drivers as provided in Section 2.2-3711 of the Code of Virginia, as amended, the motion was seconded by Mr. Gail McConnell, all members voting aye.

RETURN FROM CLOSED MEETING: All members present returned from the closed meeting at 8:16 p.m. with a roll call vote being held, and on a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting.

CERTIFICATION OF CLOSED MEETING:

WHEREAS, the Scott County School Board has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of the Information Act and,

WHEREAS, Section 2.2-3711 of the Code of Virginia requires certification, by this Scott County School Board that such meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Scott County School Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Scott County School Board in the closed meeting

ROLL CALL VOTE:

AYES: David Templeton, Steve Sallee, Gail McConnell, Bill Houseright, and Robin Hood.

NAYS: None.

ABSENT DURING THE MEETING: Linda Gillenwater.

DISCUSSION/RE-OPENING OF THE SCHOOL YEAR 2020-2021: Superintendent Ferguson informed the Board that Scott County is receiving free breakfast/lunch for all students regardless of

income status and that he is asking for the families' participation so that we may receive this and participate in the CEP (Community Eligibility Program). Mr. Ferguson emphasized that in order for this program to be successful, we need all students to participate.

Assistant Superintendent Jason Smith discussed with the Board the upward trend of rise in cases of COVID-19 to suggest that VA could shift towards a Phase 2 re-opening. The discussion continued that under the current plan that all students will enter school onsite but under Phase 2 Virginia will allow onsite learning instruction for PreK – 3rd graders as well as PreK-12 special needs students and PreK – 12 English Language students. Students in grades 4 through 12 will begin the school year participating under the remote learning model. Under a remote plan, students receive instruction from their school assigned teacher. Scott County also has a Virtual option for any Kindergarten through 12th grade student whose parents do not feel comfortable sending the student onsite at all this semester. It has been stressed if families need assistance in determining what works best for their family, they can contact their school principal for guidance. It was emphasized that the School Board will continue to monitor and make necessary adjustments as warranted.

Superintendent Ferguson stated that our priority is getting our students back face to face with teachers while keeping them safe. In order to do so, we request the public's help in getting Scott County's transmission numbers down. He emphasized that everyone should follow guidance from our local health department and the CDC. Wear your mask, social distance, wash your hands. The only safe way to get students back in school is to stop the spread of this virus. We ask everyone to please do their part.

On a motion by Mr. Steve Sallee, seconded by Mr. Bill Houseright, with a vote of 3 aye and two board members voting nay, the Board voted to amend the motion to open School on August 24, 2020 under the Virginia Phase 2 model with the recommendation of the Virginia Department of Health. This motion was also made to amend as needed as guidelines change under the Health Department. This model allows onsite instruction for PreK-3rd graders as well as Prek-12 special needs students and Prek-12 English Language students. Students in Grades 4 through 12 will begin the school year participating under the remote learning model. Under a remote plan, students receive instruction from their school assigned teacher. We also have a Virtual option for any Kindergarten through 12th grade student whose parents do not feel comfortable sending the student onsite at all this semester. If families need assistance in determining what works best for their family, they are asked to contact their school principal. The School Principal is ready to help each family with that decision. The School Board will continue to monitor and make necessary adjustments as warranted.

ITEMS BY ASSISTANT SUPERINTENDENT JASON SMITH:

REVIEW/APPROVAL OF ANNUAL SCHOOL SAFETY AUDIT: Mr. Smith reviewed with the Board the revisions of the annual School safety audit and presented the safety audit at the meeting for the Board's review and any questions. With no comments or questions, the next agenda item was presented.

PERSONNEL:

RESIGNATIONS:

On a motion by Mr. Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board voted to accept the resignation of Jody Meyers, administrative assistant, effective, July 24, 2020.

On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to accept the resignation of Amy Bledsoe, teacher, effective, July 27, 2020.

EMPLOYMENT:

On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, with one abstention, the Board voted to approve the employment of Donna Hood, bus driver, effective for the 2020-2021 school year.

On a motion by Mr. Robin Hood, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Jesse McDavid, assistant baseball coach, Rye Cove High School, effective, July 20, 2020.

On a motion by Mr. Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board voted to approve the employment of Greg Rhoton, custodian, effective August 10, 2020.

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Matthew Duncan, custodian, effective July 24, 2020.

On a motion by Mr. Bill Houseright, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Retha Darnell, school nurse, effective for the 2020-2021 school year.

On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Dianne Delano, school nurse, effective for the 2020-2021 school year.

On a motion by Mr. Robin Hood, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the employment of Stacie Wilson, school nurse, effective for the 2020-2021 school year.

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Hannah Smith, school nurse, effective for the 2020-2021 school year.

On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Emily Mays, teacher effective for the 2020-2021 school year.

On a motion by Mr. Bill Houseright, seconded by Mr. Robin Hood, all members voting aye, the Board voted to approve the employment of Tracey Baker, teacher, effective for the 2020-2021 school year.

RETIREMENT:

On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the retirement of Karen Hartsock, teacher, effective, August 1, 2020.

BOARD MEMBER COMMENTS:

Mr. Bill Houseright stated that the Board will readjust as needed and revisit the situation and get everyone back in school as soon as possible.

Mr. Robin Hood echoed Mr. Houseright's sentiments and stated he was glad that everyone would be receiving free meals for the school year.

Mr. Gail McConnell stated that these are trying times for not only teachers and students but also for the school board as decisions are made.

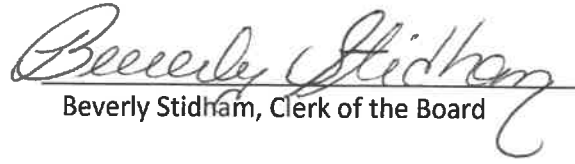
Chairman David Templeton thanked Mr. Ferguson for his efforts in securing the free meals for students and staff and the changes made for the safety of the students. He congratulated Karen Hartsock on her retirement and wished her well.

Mr. Jason Smith wished to revisit what Chairman Templeton said earlier in his comments of well wishes for Ms. Linda Gillenwater and her family in the passing of her husband.

ADJOURNMENT: There being no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8:46 p.m.

A handwritten signature in cursive script, reading "David Templeton", with a long horizontal flourish extending to the right.

David Templeton, Chairman

A handwritten signature in cursive script, reading "Beverly Stidham", with a long horizontal flourish extending to the right.

Beverly Stidham, Clerk of the Board

Appendix for August 4, 2020 Regular Meeting Minutes:

- A.** Approval of resolution supporting SRO Grants Program and Fund
- B.** Approval of 2020-2021 Policy Manual
- C.** Approval of 2020-2021 Student/Parent Handbook and Code of Conduct
- D.** Approval of Extension of Math Book Adoption
- E.** Approval of Early Head Start Financial Report, June 2020
- F.** Approval of Head Start Financial Report, June 2020
- G.** Approval of Head Start Sick Leave Policy Addendum (FFCRA)
- H.** Approval of Head Start COVID 19 Re-Opening Plan

SCOTT COUNTY VIRGINIA PUBLIC SCHOOLS

"Every Child, Every Opportunity"

SCHOOL BOARD MEMBERS

David M. Templeton - Chairman
L. Stephen Sallee, Jr. - Vice-Chairman
Linda D. Gillenwater
Robin Hood
William D. Houseright
Gail L. McConnell



DIVISION SUPERINTENDENT

John I. Ferguson
340 East Jackson Street
Gate City, Virginia 24251
Phone: (276) 386-6118
Fax: (276) 386-2684

RESOLUTION SUPPORTING SRO GRANTS PROGRAM AND FUND

WHEREAS, the Virginia School Resource Officer (SRO) Grants Program and Fund was established by the General Assembly in 1999 as a special nonreverting fund within the state treasury to employ uniformed school resource officers; and

WHEREAS, the enabling legislation which created the SRO Grants Program and Fund passed the Senate of Virginia 39-0 and the Virginia House of Delegates 89-0; and

WHEREAS, the program funds School Resource Officer and School Security Officer position salaries in elementary, middle and high schools with a local match based on composite index; and

WHEREAS, SROs have served a vital role in keeping our students, faculty and staff safe while developing positive relationships between students, law enforcement, and the broader community in Scott County, Virginia for several years; and

WHEREAS, the absence of state funding will greatly reduce or eliminate our ability to post SROs in our schools in the future; and

WHEREAS, Governor Ralph Northam stated on June 13, 2019 that, "It is paramount that we continue to make smart investments to keep Virginia schools safe and to create supportive learning environments for our students. The school resource officers and school security officers hired through these grants not only make our schools safer, but also enhance our communities by building strong positive relationships with students, faculty, and parents."

NOW, THEREFORE, BE IT RESOLVED, that the Scott County School Board does hereby request that Governor Ralph Northam, in conjunction with the Senate of Virginia and Virginia House of Delegates, maintain the existence of the School Resource Officer Grants Program and Fund with adequate funding therein.

ADOPTED this 4th day of August, 2020.

Signed: David Templeton
David Templeton, Chairman
Scott County School Board

Explanation of Revisions – February 2020 Policy Update

Policy Code	Page	Revision
BCF	26-B	Advisory Committees to the School Board Policy updated to reflect Legal References. Legal References and Cross References updated.
DB	3-D	Annual Budget Legal References updated.
DI	9-D	Financial Accounting and Reporting Cross References updated.
DN	30-D	Disposal of Surplus Items Policy and Legal References updated.
EBAB	12-E	Possible Exposure to Viral Infections Policy updated to reflect amendment of Va. Code § 32.1-45.1 by HB 1998 2019.
EC	51-E	Buildings and Grounds Management and Maintenance Legal References and Cross References updated.
EDC	55-E	Authorized Use of School-Owned Facilities and Materials Legal References and Cross References updated.
EF	62-E	Food Service Management Cross References updated.
efd	67-E	Food Sanitation Program Cross References updated.
FA		Facilities Development Policy Deleted to avoid overlap with Policies AF Comprehensive Plan and FB Facilities Planning.
FB	2-F	Facilities Planning Policy, Legal References and Cross References updated.
GBE	46-G	Staff Health Policy and Legal Reference updated to avoid duplication of Policy GDQ School Bus Drivers.
GBEA	49-G	Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance Policy updated.
GBLA	51-G	Third-Party Complaints Against Employees Cross Reference updated.

GBN	78-G	Staff Hiring Procedures Policy updated.
GCBEB	110-G	Military Leave and Benefits Policy updated.
GDQ	152-G	School Bus Drivers Policy and Legal References updated.
IC/ID	9-I	School Year/School Day Policy and Legal Reference updated.
IKG	105-I	Remediation Recovery Program Policy and Legal References updated.
JECB	36-J	Admission of Nonpublic Students for Part-Time Enrollment Policy, Legal References and Cross References updated to reflect amendment of 10 U.S.C. § 2031 by S 1790 which became effective December 20, 2019.
JFC	48-J	Student Conduct Policy updated based on review of Model Guidance for Positive and Preventive Code of Student Conduct Policy and Alternatives to Suspension, Virginia Board of Education.
JFCA-F	72-J	Student Removal Form NEW Exhibit. Form that was previously imbedded in Policy JFCA Teacher Removal of Student From Class is now an exhibit accompanying that Policy.
JFCC	84-J	Student Conduct on School Buses Cross References updated.
JFCI	91-J	Substance Abuse-Student Assistance Program Policy and Cross References updated.
JHDA	162-J	Human Research Policy, Legal References and Cross References updated.
KKA	35-K	Service Animals in Public Schools Policy updated.
LA	2-L	Education Agency Relations Goals Policy and Cross References updated.
LBD	4-L	Home Instruction Policy, Legal References and Cross References updated to reflect amendment of 10 U.S.C. § 2031 by S 1790 which became effective December 20, 2019.

Explanation of Revisions – May 2020 Policy Update

Policy Code	Page	Revision
AC	3-A	Nondiscrimination Policy updated to reflect amendment of Va. Code § 2.2-3900 and enactment of Va. Code § 22.1-295.2 by SB 898.
BBA	4-B	School Board Powers and Duties Policy updated to reflect amendment of Va. Code § 22.1-79 by HB 351. Legal References and Cross References updated.
BBFA	10-B	Conflict of Interests and Disclosure of Economic Interests Policy updated to reflect amendment of Va. Code § 2.2-3115 by HB 1011.
BDD	35-B	Electronic Participation in Meetings from Remote Locations Policy updated to reflect Acts 2020, c. 1283, § 4-0.01. Legal References updated.
CBA	3-C	Qualifications and Duties for the Superintendent Policy updated to reflect Va. Code § 22.1-70.3 as amended by HB 351/SB 324. Legal References and Cross Reference updated.
CLA	14-C	Reporting Act of Violence and Substance Abuse Policy updated to reflect amendment of Va. Code § 22.1279.3:1 by HB 257/SB 729.
DJ	11-D	Small Purchasing Policy updated to reflect amendment of Va. Code § 2.2-4303 by HB 452/SB 650.
DJF	15-D	Purchasing Procedures Policy updated to reflect amendment of Va. Code § 22.1296.1 by HB 392.
EB	4-E	School Crisis, Emergency Management and Medical Emergency Response Plan Policy updated to reflect amendment of Va. Code § 22.1279.8 by HB 501. Cross References updated.
EBCB	48-E	Safety Drills Policy updated to reflect amendment of Va. Code § 22.1137.2 by HB 270 and HB 402.
EFB	63-E	Food Services Policy updated to reflect amendment of Va. Code § 22.179.7 by HB 697 and HB 703 and enactment of Va. Code § 22.1-207.3:1 by HB 698. Cross Reference updated.

GB	20-G	Equal Employment Opportunity/Nondiscrimination Policy updated to reflect enactment of Va. Code § 22.1295.2 by HB 1049 and SB 868. Legal References updated.
GBEB	52-G	Staff Weapons in School Policy updated to reflect enactment of Va. Code § 22.1280.2:4 by HB 1080. Legal References updated.
GBMA	76-G	Support Staff Grievances Policy updated to reflect amendment of Va. Code § 22.1-311 by SB 377.
GCDA	115-G	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect Policy updated to reflect amendment of Va. Code § 22.1296.1 by HB 392.
GCG	121-G	Professional Staff Probationary Term and Continuing Contract Policy updated to reflect amendment of Va. Code § 22.1-303 by HB 365/SB 98.
GCL	126-G	Professional Staff Development Policy updated to reflect enactment of Va. Code § 22.1298.6 by HB 74/SB 619. Legal References updated.
GCN	131-G	Evaluation of Professional Staff Policy updated to reflect amendment of Va. Code § 22.1-303 by HB 365/SB 98.
GCPD	139-G	Professional Staff Discipline Policy updated to reflect amendment of Va. Code § 22.1-307 by HB 570/SB 167. Cross References updated.
IA	4-I	Instructional Goals and Objectives Policy updated to reflect enactment of Va. Code § 22.1215.2 by HB 410. Cross References updated.
IEB	15-I	National Motto Policy and Legal References updated.
IGAH	23-I	Family Life Education (FLE) Policy updated to reflect amendment of Va. Code § 22.1207.1 by HB 1336.
IJD	78-I	College and Career Readiness Policy updated to reflect amendment of Va. Code § 22.1253.13:1 by HB 1276.
JB	4-J	Equal Educational Opportunities/Nondiscrimination Policy updated to reflect amendment of Va. Code § 22.1212.6:1 by HB 1049.

JEC	24-J	School Admission Policy updated to reflect amendment of Va. Code § 22.1-3.4 by HB 368/SB 275.
JEC-R	28-J	School Admission Policy and Cross References updated.
JED	38-J	Student Absences/Excuses/Dismissals Policy updated to reflect amendment of Va. Code § 22.1-258 by HB 1081. Legal References and Cross References updated.
JEG	45-J	Exclusions and Exemptions from School Attendance Policy updated.
JFCA	70-J	Teacher Removal of Students from Class Policy updated.
JFCD	85-J	Weapons in School Policy updated to reflect enactment of Va. Code § 22.1280.2:4 by HB 1080. Legal References updated.
JGD/JGE	118-J	Student Suspension/Expulsion Policy updated to reflect amendment of Va. Code § 22.1279.3:1 by HB 257 and amendment of Va. Code §§ 22.1277.04 and 22.1-277.05 by HB 415.
JO	199-J	Student Records Policy updated to reflect amendment of Va. Code § 64.22003 by SB 214. Legal References updated.
KBA	5-K	Requests for Public Records Policy updated to reflect amendment of Va. Code § 2.23704.4 by HB 138.
KQ	52-K	Commercial, Promotional and Corporate Sponsorships and Partnerships Policy updated to reflect amendment of Va. Code § 22.1296.1 by HB 392.
LC	7-L	Charter Schools Policy updated to reflect amendment of Va. Code § 22.1212.6:1 by HB 1049.
LC-E	13-L	[School Division] Charter School Application Addendum Sample Application updated to reflect amendment of Va. Code § 22.1-212.6:1 by HB 1049.

Explanation of Revisions – July 2020 Policy Update

Policy Code	Page	Revision
GBA/JFHA	26-G	Prohibition Against Harassment and Retaliation Policy and Legal References updated to reflect new regulations from the U.S. Department of Education which go into effect on August 14, 2020.
JFHA/GBA	102-J	Prohibition Against Harassment and Retaliation Policy and Legal References updated to reflect new regulations from the U.S. Department of Education which go into effect on August 14, 2020.
IKEB-R	83-I	8th Grade Course of Study Regulation revised.
JM	176-J	Restraint and Seclusion of Students Policy and Legal References revised to reflect newly enacted Virginia Board of Education Regulations which become effective on January 1, 2021. Legal References and Cross References updated.
KNAJ	48-K	Relations with Law Enforcement Authorities Policy updated to reflect new regulations adopted by the Virginia Board of Education. The new regulations become effective on January 1, 2021. Legal References updated.

2020-2021 Student/Parent Information Handbook and Code of Conduct Changes/Updates

****Policy/Regulations Updated As Noted Below**

Page 2	School Admission
Page 4	Student Absences/Excuses/Dismissals/Tardies <ul style="list-style-type: none">▪ Student Attendance Policy▪ Compulsory Attendance Procedures
Page 8	Human Research
Page 11	2020-2021 Student Accident Insurance Coverage
Page 16	Eighth Grade Course of Study
Page 20	Guideline For Teaching Family Life Resources
Page 26	Honors, Awards, and Class Rank
Page 39	Student Records and Release of Student Information <ul style="list-style-type: none">▪ Disclosure of Education Records
Page 50	2020-2021 Café Prices
Page 51	Equal Employment Opportunities/Nondiscrimination Policy
Page 51	Equal Educational Opportunities/Nondiscrimination Policy
Page 52	Prevention of Sexual Misconduct and Abuse/Sexual Harassment
Page 63	Standards of Conduct Overview
Page 65	Standards of Conduct/Definitions <ul style="list-style-type: none">▪ Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs
Page 77	Student Suspension/Expulsion <ul style="list-style-type: none">▪ Definitions▪ Suspensions and Expulsions of Students Generally▪ Short-Term Suspensions▪ Expulsion<ul style="list-style-type: none">▪ Firearms, Destructive Devices and Pneumatic Guns▪ Alternative Education Program▪ Reporting
Page 81	Weapons in School <ul style="list-style-type: none">▪ Generally▪ Expulsion for Possession of Firearms

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Attachment 3- Page 4

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Attachment 6 (New Form)



Houghton Mifflin Harcourt

Proposal

Prepared For

Scott Co School District

340 East Jackson St
Gate City VA 24251

Attention:

Sherri Christian

sherri.christian@scottschools.com

For the Purchase of:

Math Expressions Grade 1 & 2 SEs

Prepared By

Angela Clendenon

angela.clendenon@hmc.co

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

Attention:
Sherri Christian
sherri.christian@scottschools.com

Customer Experience
9400 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hmc.co

HMH Confidential and Proprietary

007737945

Sold:0000283115 Ship:0000283115

Page 1 of 3

Please submit this form with your purchase order

Date of Proposal: 7/17/2020

Proposal for
Scott Co School District
Title

Expiration Date: 8/31/2020

ISBN

Price

Quantity

Value of All
Materials

Grade 1
Student

1438399 9780547473819 Math Expressions Student Activity Book (Consumable) Collection
Grade 1

\$33.25

215

\$7,148.75

Total for Student

Total for Grade 1

\$7,148.75

Grade 2
Student

1438400 9780547473840 Math Expressions Student Activity Book (Consumable) Collection
Grade 2

\$33.25

284

\$9,443.00

Total for Student

Total for Grade 2

\$9,443.00

Total Savings:
Subtotal Purchase Amount: \$0.00
Shipping & Handling: \$16,591.75
Total Cost of Proposal (PO
Amount): **\$1,742.13**
\$18,333.88

****Please add proper sales tax to your order****

Attention:
Sherri Christian
sherri.christian@scottsschools.com

HMH Confidential and Proprietary

Customer Experience
9400 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hnhco.com

007737945

Sold:0000283115 Ship:0000283115

Page 2 of 3

Please submit this form with your purchase order

Date of Proposal: 7/17/2020

Proposal for Scott Co School District

Expiration Date: 8/31/2020

Total Cost of Proposal (PO Amount): \$18,333.88

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):

- o Point of Contact for Print materials
- o Point of Contact for Digital materials
- o Point of Contact for Scheduling Professional Development

Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:

Scott County School District
340 E Jackson St
Gate City, VA 24251-3526

Sold to:

Scott County School District
340 E Jackson St
Gate City, VA 24251-3526

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase. Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

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Date of Proposal: 7/17/2020

Proposal Expiration Date: 8/31/2020



Houghton Mifflin Harcourt

Attention:
Sherri Christian
sherri.christian@scottschools.com

Customer Experience
9400 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hmhco.com

007737945

Sold:0000283115 Ship:0000283115

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Page 3 of 3

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**SCOTT COUNTY PUBLIC SCHOOL HEAD START
EARLY HEAD START FINANCIAL REPORT
GRANT #03HP00004903 (9/1/19-8/31/20)**

JUNE 2020

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
ACF - OHS	23,350.54	252,833.83	372,363.00	119,529.17	32%
CACFP	-	14,522.47	-	-	
Donations, Other Revenue	-	521.00	-	-	
TOTAL	\$ 23,350.54	\$ 267,877.30	\$ 372,363.00	\$ 119,529.17	32%

EXPENDITURES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
PERSONNEL: \$189,334					
Payroll Expenses (Contracted)	13,831.25	145,455.73	189,334.00	43,878.27	23%
FRINGE: \$82,425					
FICA	1,375.01	13,568.97	16,667.00	3,098.03	19%
Worker's Compensation	-	-	610.00	610.00	100%
Unemployment	12.07	117.77	828.00	710.23	86%
Medical/Dental Insurance	1,565.98	17,876.28	32,152.00	14,275.72	44%
Life Insurance	181.19	1,939.40	2,480.00	540.60	22%
Retirement	2,202.30	23,934.91	29,688.00	5,753.09	19%
TRAVEL: \$3,024					
Out of Town Travel	-	18.40	3,024.00	3,005.60	99%
SUPPLIES: \$31,591					
Office Supplies	-	86.16	3,000.00	2,913.84	97%
Postage	-	-	100.00	100.00	100%
Food Supplies	-	14,449.36	22,151.47	7,702.11	35%
Food Service Supplies	-	156.35	1,000.00	843.65	84%
Classroom/Ed. Supplies	444.14	3,886.68	17,383.00	13,496.32	78%
Medical & Dental Supplies	797.50	830.98	1,000.00	169.02	17%
Transition Supplies	-	-	500.00	500.00	100%
Janitorial Supplies	-	1,347.85	1,500.00	152.15	10%
CONTRACTUAL: \$1,620					
Mental Health Services	-	255.00	1,620.00	1,365.00	84%
EQUIPMENT: \$0					
N/A	-	-	-	-	0%
OTHER: \$55,662 - T&TA: \$8,707					
Rent	-	-	-	-	0%
Utilities	57.84	1,778.56	4,500.00	2,721.44	60%
Telephone	214.65	2,008.56	3,000.00	991.44	33%
Maintenance & Repair	-	225.00	7,193.00	6,968.00	97%
Local Travel	-	90.75	660.00	569.25	86%
Parent Activities	-	-	600.00	600.00	100%
Audit Fee (Accounting & Legal)	-	700.00	1,000.00	300.00	30%
Publications, Ads, & Printing	-	-	500.00	500.00	100%
Health Services	-	75.00	1,000.00	925.00	93%
Field Trips	-	299.25	4,067.00	3,767.75	93%
Discretionary Funds	-	166.75	1,800.00	1,633.25	91%
Health Examinations (Staff)	-	-	300.00	300.00	100%
Assoc. Dues & Fees	176.40	260.40	2,500.00	2,239.60	90%
Payroll Expenses (Non-Contracted)	4,406.65	36,314.87	28,542.00	(7,772.87)	-27%
Training	270.00	2,034.32	8,707.00	6,672.68	77%
TOTAL	\$ 25,534.98	\$ 267,877.30	\$ 387,406.47	\$ 119,529.17	31%

EXPENDITURE DETAIL

Payroll Expenses (Contracted)	June payroll, contracted staff.
Fringe	June fringe benefits, contracted & non-contracted staff.
Supplies	General expenses for program.
Utilities/Telephone	Utility/telephone expenses for centers.
Assoc. Dues, & Fees	NHSA Membership dues, 2020-2021
Payroll Expenses (Non-Contracted)	June payroll, non-contracted staff.
Training	Virtual Director's Council fees, HS Re-opening training

IN-KIND (NFS)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	9,175.00	68,672.67	68,271.00	(401.67)	-1%
School District	-	8,936.28	9,205.00	268.72	3%
Donations	-	18,365.72	15,615.00	(2,750.72)	-18%
TOTAL	\$ 9,175.00	\$ 95,974.67	\$ 93,091.00	\$ (2,883.67)	-3%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	1,538.32	21,683.63	21,700.00	16.37
Fringe	400.81	5,224.77	7,078.00	1,853.23
Travel	-	2.94	484.00	481.06
Supplies	-	70.66	496.00	425.34
Other	2,907.41	4,329.11	6,993.00	2,663.89
TOTAL	\$ 4,846.54	\$ 31,311.11	\$ 36,751.00	5,439.89

JUN. ADMIN. COST	1.1%
YTD ADMIN. COST	7.3%

CREDIT CARD TRANSACTIONS

MEMO	OBJ. CODE	DEBIT	CREDIT	BALANCE
PV Credit Card:				
HS Re-opening Training PO 1414	20-3800	\$ (150.00)	\$ -	\$ (150.00)
Registration Fees PO 1417	20-3800	\$ (120.00)	\$ -	\$ (270.00)
Face Masks PO 4830	6004	\$ (568.60)	\$ -	\$ (838.60)
E-learning materials, bubbles PO 1408	6013	\$ (48.00)	\$ -	\$ (886.60)
E-learning resources PO 1397	6013	\$ (396.14)	\$ -	\$ (1,282.74)
BOA Credit Card:				
National HS Association Membership PO 4828	5801	\$ (176.40)	\$ -	\$ (176.40)
Non-contact Forehead Thermometers PO 4832	6004	\$ (228.90)	\$ -	\$ (405.30)

SCOTT COUNTY PUBLIC SCHOOL HEAD START
HEAD START FINANCIAL REPORT
GRANT #03CH011328-01 (1/1/20-12/31/20)

JUNE 2020

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
ACF - OHS	94,090.54	600,124.12	1,348,584.00	748,459.88	55%
CACFP	-	30,958.58	-	-	
Donations, Other Revenue	-	-	-	-	
TOTAL	\$ 94,090.54	\$ 631,082.70	\$ 1,348,584.00	\$ 748,459.88	55%

EXPENDITURES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
PERSONNEL: \$800,493					
Payroll Expenses (Contracted)	57,975.30	347,163.64	800,493.00	453,329.36	57%
FRINGE: \$321,282					
FICA	4,961.32	29,087.39	67,104.00	38,016.61	57%
Worker's Compensation	-	-	2,456.00	2,456.00	100%
Unemployment	30.24	575.31	3,333.00	2,757.69	83%
Medical/Dental Insurance	8,705.41	51,526.71	112,386.00	60,859.29	54%
Life Insurance	775.50	4,608.09	10,486.00	5,877.91	56%
Retirement	9,352.86	56,973.15	125,517.00	68,543.85	55%
TRAVEL: \$2,757 - T&TA: \$4,858					
Out of Town Travel	-	1,080.06	7,615.00	6,534.94	86%
SUPPLIES: \$38,828					
Office Supplies	1,016.71	3,095.97	7,444.00	4,348.03	58%
Postage	-	406.85	922.00	515.15	56%
Food Supplies	49.34	28,177.51	39,252.58	11,075.07	28%
Food Service Supplies	-	71.43	2,111.00	2,039.57	97%
Classroom/Ed. Supplies	128.79	11,506.87	15,947.00	4,440.13	28%
Medical & Dental Supplies	2,122.06	2,122.06	1,666.00	(456.06)	-27%
Transition Supplies	-	-	166.00	166.00	100%
Janitorial Supplies	663.57	1,936.02	2,278.00	341.98	15%
Mental Health Services	-	382.50	4,140.00	3,757.50	91%
EQUIPMENT: \$0					
N/A	-	-	-	-	0%
OTHER: \$160,685 - T&TA: \$15,541					
Rent	800.00	5,600.00	9,600.00	4,000.00	42%
Utilities	748.10	6,125.85	20,400.00	14,274.15	70%
Telephone	1,030.99	5,985.94	13,960.00	7,974.06	57%
Maintenance & Repair	2,096.35	5,445.26	7,534.00	2,088.74	28%
Local Travel	-	284.61	2,265.00	1,980.39	87%
Parent Activities	-	106.86	3,312.00	3,205.14	97%
Audit Fee (Accounting & Legal)	-	-	2,778.00	2,778.00	100%
Publications, Ads, & Printing	1,253.87	8,331.70	13,055.00	4,723.30	36%
Health Services	-	225.00	3,111.00	2,886.00	93%
Field Trips	-	1,070.00	2,200.00	1,130.00	51%
Discretionary Funds	314.76	458.66	3,360.00	2,901.34	86%
Health Examinations (Staff)	-	258.57	300.00	41.43	14%
Assoc. Dues & Fees	45.58	1,049.29	2,136.00	1,086.71	51%
Payroll Expenses (Non-Contracted)	9,587.57	51,318.40	76,674.00	25,355.60	33%
Training	245.00	5,109.00	15,541.00	10,432.00	67%
TOTAL	\$ 101,903.32	\$ 630,082.70	\$ 1,379,542.58	\$ 749,459.88	54%

EXPENDITURE DETAIL

Payroll Expenses (Contracted)	June payroll, contracted staff.
Fringe	June fringe benefits, contracted & non-contracted staff.
Supplies	General expenses for program including the purchase of non-contact thermometers.
Rent	HS office rent, July 2020.
Utilities/Telephone	Utility/telephone expenses for centers & central office.
Maintenance & Repair	Routine lawn maintenance, repairs, & maintenance materials
Publications, Ads, & Printing	Copier contracts/toner, June fees for outdoor vinyl billboard advertisement.
Discretionary Funds	Reimbursements made to education staff for purchasing classroom supplies
Assoc., Dues, & Fees	Health Department permit, finance charges
Payroll Expenses (Non-Contracted)	June payroll, non-contracted staff.
Training	CDA renewal fees, 2020 Virtual Director's Council Registration fees

IN-KIND (NFS)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	351.76	96,965.16	133,087.00	36,121.84	27%
School District	-	136.09	159,076.00	158,939.91	100%
Donations	143.90	2,697.44	44,983.00	42,285.56	94%
TOTAL	\$ 495.66	\$ 99,798.69	\$ 337,146.00	\$ 237,347.31	70%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	9,364.09	55,996.84	118,098.00	62,101.16
Fringe	3,693.50	21,870.42	37,850.00	15,979.58
Travel	-	75.60	686.00	610.40
Supplies	117.62	383.54	958.00	574.46
Other	3,978.46	6,830.62	25,923.00	19,092.38
TOTAL	\$ 17,153.67	\$ 85,157.02	\$ 183,515.00	98,357.98

JUN. ADMIN. COST	1.1%
YTD ADMIN. COST	5.7%

CREDIT CARD TRANSACTIONS

MEMO	OBJ. CODE	DEBIT	CREDIT	BALANCE
CDA Renewal fees PO 1411	20-3800	\$ (125.00)	\$ -	\$ (125.00)
Virtual Director's Council Reg. Fees PO 4486	20-3800	\$ (120.00)	\$ -	\$ (245.00)
Light switch covers PO 1406	3310	\$ (10.30)	\$ -	\$ (255.30)
Finance charge	5801	\$ (5.58)	\$ -	\$ (260.88)
Laptop AC Adapter PO 1409	6001	\$ (15.78)	\$ -	\$ (276.66)
Quickbooks subscription fee, June 2020	6001	\$ (141.00)	\$ -	\$ (417.66)
Linux Hosting subscription PO 4835	6001	\$ (539.40)	\$ -	\$ (957.06)
Non-contact Forehead Thermometers PO 4832	6004	\$ (1,406.10)	\$ -	\$ (2,363.16)
Face Mask PO 4831	6004	\$ (568.60)	\$ -	\$ (2,931.76)
Face Mask PO 1402	6004	\$ (147.36)	\$ -	\$ (3,079.12)
Garden soil/rock for beds PO 1412	6013	\$ (78.89)	\$ -	\$ (3,158.01)
Rock for garden beds PO 1416	6013	\$ (49.90)	\$ -	\$ (3,207.91)
Face masks for children & staff	6004	\$ (52.65)	\$ -	\$ (3,260.56)

SICK LEAVE POLICY ADDENDUM

Emergency Paid Leave & Extended Family Medical Leave (FFCRA)

SCPSHS will adhere to the Families First Coronavirus Response Act (FFCRA or Act) regarding paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

Generally, the Act provides covered employers must provide to all employees:

- *Two weeks (up to 80 hours) of paid sick leave* at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of paid sick leave* at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

A covered employer must provide to employees that is has employed for at least 30 days:

- *Up to additional 10 weeks of paid expanded family and medical leave* at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Qualifying Reasons for Leave

Under the FFCRA, an employee qualified for paid sick leave if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. Is subject to a Federal, State, or Local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration of Leave

For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay

For leave reasons (1),(2), or (3): Employees taking leave shall be paid at either their regular rate of the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): Employees taking leave shall be paid at 2/3 their regular rate of 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): Employees taking leave shall be paid at 2/3 their regular rate of 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period – two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave). An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

Emergency Family Medical Leave (EFML)

Up to 12 weeks of Emergency Family Medical Leave is available to employees who have been employed a minimum of 30 days and who are unable to work (or telework) because they need to care for their child whose school is closed, or whose childcare provider is unavailable because of a public health emergency. Additionally, the Act provides that:

- The first 10 days of EFML is unpaid, but employees may elect to substitute any of the employer's other paid leave benefits during their period. e.g. paid vacation leave.
- After the initial unpaid 10-day period, employers must pay employees at least two-thirds of their regular compensation, up to a maximum of \$200 per day or \$10,000 in the aggregate.

Emergency Paid Sick Leave (EPSL)

Emergency Paid Sick Leave (EPSL) is available to all employees for immediate use, regardless of their length of employment. Employees may take EPSL for the reasons defined under FFCRA.

There is no carryover of EPSL into the following calendar year, and SCPSHS is not required to pay out unused leave upon an employee's separation from employment.

Scott County Public School



COVID-19

Reopening Plan

**Health, Safety, & Educational
Guidance**

CONFIDENTIAL

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DRAFT

INTRODUCTION

On March 13, 2020, students, staff, and families in Scott County and throughout the Commonwealth of Virginia had their lives changed drastically. We all found ourselves adjusting to new routines, new habits, and new approaches to our everyday lives. Immediately after school divisions across Virginia shut down, our dedicated Management Team began to consider and work on this reopening plan in conjunction with the Scott County Public Schools Reopening Schools Plan. The plan is the result of this hard work and feedback from our students, families, and staff.

The COVID-19 Reopening Plan was developed using guidance from the Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), Virginia Department of Social Services Child Care Division (DSS), American Academy of Pediatrics (AAP), Virginia Department of Labor and Industry (DOLI), consultation with the staff from the Lee-Norton-Wise-Scott (LENOWISCO) Health Department, Department of Health & Human Services Office of Head Start (OHS), and the Scott County Public School System.

This plan is ongoing and will be updated as we proceed through these unprecedented times. Portions of this plan will become permanent parts of our instructional plan for years to come as education moves to more of a combination of in-person and remote learning. We hope you find this document to be a helpful resource. If you have any questions about the contents of this plan, please contact the Head Start Office.

COVID-19 Leadership Team

Kathy Wilcox, Head Start Director	kwilcox@scottcountyheadstart.org
April Carter, HR/Fiscal Officer	acarter@scottcountyheadstart.org
Cindy Raymond, Child Development Svc. Coordinator	craymond@scottcountyheadstart.org
Beth Stidham, Health Svcs. Coordinator	bstidham@scottcountyheadstart.org
Kelly Bledsoe, Family & Community Svcs. Coordinator	kbledsoe@scottcountyheadstart.org
Mariah Lane, Program Nurse	mlane@scottcountyheadstart.org

Head Start Reopening Plan

Plan A: ONSITE	Plan B: AA/BB
Monday, Tuesday, Thursday, & Friday: Onsite Wednesday: Remote Learning/Teacher Planning/Classroom Cleaning	Monday & Tuesday: Group A onsite Wednesday: Remote Learning/Teacher Planning/Classroom Cleaning Thursday & Friday: Group B onsite
<ul style="list-style-type: none"> • Child learning 8:30 AM – 2 PM* • Education staff report to classroom at 7:30 • 6 ft. Physical Distancing, as allowable and/or 3 ft. Physical Distancing with masks • All meals will be served in classrooms. • Transportation Bus Seating – full capacity with students wearing face masks 	<ul style="list-style-type: none"> • Child learning 8:30 AM – 2 PM* • Education staff report to classroom at 7:30 • 6 ft. Physical Distancing, as allowable and/or 3 ft. Physical Distancing with masks • All meals will be served in classrooms. • Transportation Bus Seating – Physical distancing as allowable, face masks recommended

Plan C: HYBRID	Plan D: REMOTE LEARNING
	Complete program remote learning
If Virginia is in Phase 3: <ul style="list-style-type: none"> • Children will follow Plan A If Virginia is in Phase 2: <ul style="list-style-type: none"> • Children will follow Plan A 	If Virginia is in Phase 1: <ul style="list-style-type: none"> • Teachers will use online platforms • Scott County Schools feeding program implemented

OPTION: SELECTED REMOTE
Optional individualized remote learning as requested by parents.
See Remote Teaching Policy. Children will participate in at-home lessons provided by Head Start teacher. Meals will be offered to each participating child. A remote learning contract is required.

*Center start and end times will vary based on bus transportation schedules.

Early Head Start Reopening Plan

Plan A: ONSITE	Plan B: AA/BB
Monday, Tuesday, Thursday, & Friday: Onsite Wednesday: Remote Learning/Teacher Planning/Classroom Cleaning	Monday & Tuesday: Group A onsite Wednesday: Remote Learning/Teacher Planning/Classroom Cleaning Thursday & Friday: Group B onsite
<ul style="list-style-type: none"> • Child learning 8:00 AM – 2:30 PM • Education staff report to classroom at 7:30 • 6 ft. Physical Distancing, as allowable and/or 3 ft. Physical Distancing with masks • All meals will be served in classrooms. • Transportation provided by families. 	<ul style="list-style-type: none"> • Child learning 8:00 AM – 2:30 PM • Education staff report to classroom at 7:30 • 6 ft. Physical Distancing, as allowable and/or 3 ft. Physical Distancing with masks • All meals will be served in classrooms. • Transportation provided by families.

Plan C: HYBRID	Plan D: REMOTE LEARNING
	Complete program remote learning
If Virginia is in Phase 3: <ul style="list-style-type: none"> • Children will follow Plan A If Virginia is in Phase 2: <ul style="list-style-type: none"> • Children will follow Plan A 	If Virginia is in Phase 1: <ul style="list-style-type: none"> • Teachers use online platforms • Scott County Schools feeding program implemented

OPTION: SELECTED REMOTE
Optional individualized remote learning as requested by parents.
See Remote Teaching Policy. Children will participate in at-home lessons provided by Early Head Start teacher. Meals will be offered to each participating child. A remote learning contract is required.

Scott County Public School Head Start has the following re-opening strategies:

1. Plan A: All children will return for 4 days of learning.
2. Plan B: Schedules will consist of A and B days. Children will be assigned either Monday and Tuesday (A) or Thursday and Friday (B) to attend school in person. Teachers will teach live lessons on the days children are in the classroom and provide appropriate learning materials for the days they are not in school.
3. Plan C: Children will follow Plan A under the Governor's Phase 2 and Phase 3.
4. Plan D: If SCPSHS has to close and transition to remote learning, all children will participate in at-home lessons provided by education staff. Accommodations will be made for children with limited or no internet access.
5. Option (Selected Remote): Families may opt to complete a Remote Learning Contract for individualized remote learning.

SAFETY OF CENTER CHILDREN, STAFF, & VISITORS

1. Center Staff Screening & Morning Procedures

Prior to coming to work each day, employees must self-evaluate for COVID-19 symptoms. A text message will be sent each morning alerting staff to self-evaluate for COVID-19 symptoms. In addition, staff may utilize the CDC's Self-Checker if necessary. If you are experiencing two or more of the COVID-19 symptoms that are NOT attributed to other known illnesses (allergies, etc.), respond to the messaging system, contact your supervisor, and your healthcare provider. Supervisors should contact the Head Start Director. In the event that staff are absent that day, respond to text messaging system with "not working."

Each morning upon arrival, staff are to complete the following:

1. Use the no touch thermometers to self-screen. If staff did not receive a text message alert, complete and initial screening form. Keep screening form in classroom and turn into office at the end of the month. If staff are aiding each other in temperature checks, PPE must be worn before doing so (gloves, face mask, and smock).
2. Sanitize thermometer after each use.
3. After screening is complete, touchless hand sanitizer station is to be placed outside center entrance.

If during the screening process, a staff member is found to have a temperature of 100.0 or higher, he/she must

1. Contact the Program Nurse and remain in designated "sick area" until classroom ratio is met.
2. Seek treatment from his/her doctor and the doctor will determine when he/she is able to return to work.
3. If the staff member tests positive for COVID-19, the Health Services Coordinator, Director, and local health department will coordinate with staff on the appropriate next steps.

2. Receiving Children/Arrival Procedures (CDC)

There will be a designated screening form for each child. Screening clipboard should be locked up in file cabinet and stocked with screening forms for each enrolled child. This clipboard should contain a cover sheet to protect confidential information while in use. After use, return clipboard to locked cabinet.

Staff must put on PPE equipment before screenings begin.

Children who have a fever of 100.0 degrees or above or other signs of illness should not be admitted to the facility. Encourage parents to be on alert for signs of illness in their children and keep them home when they are sick. Screen children upon arrival by following these steps:

1. Wash hands and put on face mask, gloves, and other appropriate PPE.
2. Make a visual inspection of the child for signs of illness which 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.

3. Take the child's temperature.
 - a. If performing a temperature check using a contact thermometer on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been cleaned in between each check.
 - b. If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
 - c. If you use non-contact thermometers, clean them with an alcohol wipe between each client. You can reuse the same wipe as long as it remains wet.
4. After each screening involving a contact thermometer, remove and discard PPE, and wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Staff should monitor children while they use the hand sanitizing station provided outside of the center. All children above the age of two should sanitize before entering the center. When not in use, hand sanitizer station should be turned to 'OFF.'

3. Center Face Mask Policy

Staff and children over the age of two should use cloth face coverings when physical distancing cannot be maintained, as is medically and developmentally appropriate. Face coverings are most essential in times when physical distancing is difficult.

When alternative face coverings, such as a face shield, cannot be worn by staff due to medical concerns, a written doctor's order is to be submitted to his/her supervisor.

4. Physical Distancing

To enable physical distancing, providers must limit group sizes. Group size limit is 12 (including staff) for children under 4 years old provided age-based adult: child ratios are followed. Groups of children may share the same physical space (e.g. classroom, gymnasium) so long as physical distancing of six feet can be maintained and children do not mix between groups.

Practice physical distancing to the maximum extent while allowing for the care and developmental needs of children. Staff need to be in close proximity when providing care; however, programs should keep children at least 6ft. apart from each other and limit physical proximity as best as they are able.

Do not combine groups; maintain the same groups from day to day. Programs should try to keep groups of children together with consistent staff so that if there is an exposure, a limited number of children and staff are impacted. Siblings in the program should be enrolled in the same classroom and placed in the same group.

Implement small group activities and encourage individual play/activities.

Physically rearrange the room to promote individual play.

Use toys and materials that can easily be cleaned and sanitized. Materials used by one child must be cleaned and sanitized before another child is able to use them.

To further enforce physical distancing, each child will have a designated space with a designated set of materials to use each day.

Keep children's belongings separated and in individual labeled storage containers, cubbies, or areas. The belongings should be taken home each day and cleaned.

Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

Avoid sharing electronic devices, toys, books, games, and learning aids.

5. Hand Washing Procedures

All children, staff, and volunteers must engage in hand hygiene 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 children
- Before and after administering medication or medical ointment
- Before and after diapering
- Before and after going outside.
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After handling garbage

Wash hands with soap and water for at least 20 seconds. 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. If hands ARE visibly dirty, wipe hands with wet wipe before applying hand sanitizer.

Supervise children when they use hand sanitizer to prevent ingestion. No child under the age of two is to use hand sanitizer.

Assist children with handwashing, including infants who cannot wash hands alone.

After assisting children with handwashing, staff should also wash their hands.

Place posters describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.

6. Food Preparation and Meals

All meals will be served in the classrooms. Plate each child's meal to serve it so that multiple children are not using the same serving utensils.

Caregivers should ensure children wash hands prior to and immediately after eating.

Caregivers should wash their hands and put on gloves before preparing food and while helping children eat. Wash hands after removing gloves.

Physical distancing will be enforced during meal times.

Staff serving meals must wear gloves and a face mask.

7. Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other up-do. All classrooms will be provided with smocks, masks, gloves, and other requested PPE.

- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.

Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

8. Diapering

When diapering a child, wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves & mask)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service

9. Outdoor Play Procedures

- A. One classroom will be able to use outdoor space at a time.
- B. Children should wash hands before and after going outside.
- C. Physical distancing should be enforced during outdoor play.
- D. Children should use hand sanitizing station before re-entering the center. If hands are visibly soiled, children should wipe hands with wet wipe before using hand sanitizer.
- E. High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely by one staff person. Wiping with warm soap and water is sufficient for this cleaning.
- F. Interactive water play is not permitted. Individual containers for water play outside are allowed as long as only one child is assigned per water container AND physical distancing is maintained.

10. Tooth Brushing Procedures

- A. Tooth brushing in the center will not take place at this time.
- B. Families will be given an oral hygiene kit to use at home to include resources and materials.
- C. Staff will periodically provide home activities to promote oral health.

11. Rest Time Procedures

- A. Cots are to be placed six feet apart and children are to lay head to toe or cots are to be placed in the children's designated areas.
- B. Keep each child's bedding separate, and stored in individually labeled bins or bags.
- C. Cots should be labeled for each child.
- D. Cot sheets and blankets must be washed weekly.
- E. Cots should be sprayed after each use with bleach cleaning solution and left to air dry.
- F. Caregivers should wear masks and gloves while providing comfort/aiding children in falling asleep.

12. Departure Procedures

- A. To check-out children during the school day, parents should call the classroom upon arrival at the school.
- B. One staff member from each classroom will be responsible for taking the children from the center to his/her parent/guardian.
- C. Parent/Guardians will not be allowed to enter the classroom during pick up.
- D. Children who ride the bus will not be allowed to ride a bus other than their assigned bus.

13. Transportation

- A. Children will sit in assigned seats as directed by their bus driver (seats will be marked appropriately).

- B. Under Plan A, children will be required to wear face masks. Under Plan B, children will practice physical distancing with face masks recommended.

14. Cleaning & Disinfecting

- A. Toys that cannot be cleaned and sanitized should not be used.
- B. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should 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.
- C. Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- D. 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 dish pan and water out of reach from children to prevent 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.
- E. Children's books should be wiped down each day and/or in-between individual use.
- F. Clean and disinfect high touch areas/surfaces within the education setting using EPA approved disinfectants. These areas or surfaces may include but are not limited to:
 - a. Door knobs/handles
 - b. Light switches (unless electronically censored)
 - c. Desktops
 - d. Sink faucet & handles
 - e. Water coolers
 - f. Restrooms knobs
 - g. Keyboards, tablets, mouse, copy machines, phones and laptops
 - h. Playground equipment
 - i. Shared objects (art supplies)
 - j. Counters that children frequently touch (office, library)
- G. Follow manufacturer's guidelines for correct application, and use of EPA approved disinfectants. Keep products out of reach and away from children, preferably in a locked cabinet.
- H. Staff should wear face masks and gloves while completing all cleaning activities.
- I. Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease, lead accumulation, and other diseases associated with standing water.
- J. Consider having hand sanitizer dispensers in all classrooms and offices.
- K. During COVID-19, no toys, blankets or pillows from home will be allowed in the classroom.
- L. Plush toys, stuffed animals, and dress up will not be used.

15. Sick Children/Outbreak Procedures

Each center should have an isolation area that can be used to isolate a sick child (such as a cot in a corner of the classroom)

If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation area after the child has gone home.

If COVID-19 is confirmed in a child or staff member:

- Health Services Coordinator or Program Nurse will contact the Health Department to discuss plan.
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfecting is not necessary.

Facilities with a confirmed case of COVID-19 among their population may need to close classrooms or the facility temporarily. This will be determined in consultation with the local health department. You can review steps to take during an outbreak in VDH Child Care Facility Outbreak Guidance.

16. Visitor Access

As much as possible, outside service providers will be asked to provide services outside of the classroom. Exceptions to this will be considered during winter months or inclement weather.

If administration staff need to be in certain classrooms during the day, they will be encouraged to go to one classroom per day.

No parent or classroom volunteers will be permitted.

If it is necessary for someone other than staff to enter the classroom, he/she will be screened before entering.

17. Home Visits/Orientation

Until further notice, to promote the safety of both our staff and our families, home visits inside the home will be suspended. Alternate options for home visits include:

- Outdoors while maintaining physical distancing (preferred method)
- Online platform, such as Zoom
- Via telephone

Orientation paperwork will be completed at the time of the home visit. Virtual tours of the classroom will be provided via class Facebook page.

Teachers should call parent to conduct an over the phone screening the day of the scheduled home visit. The screening process includes asking if he/she has been exposed to anyone with COVID-19 in the last 14 days, has anyone in your home been quarantined for direct exposure to COVID-19 in the past 14 days, and asking if he/she has any of the following symptoms: coughing, days, shortness of breath, difficulty breathing, sore throat, nausea, vomiting, runny nose, chills, fatigue, muscle ache, headache, new loss of taste or smell, or diarrhea. If a parent has any of the listed symptoms, respectfully ask the parent to reschedule the home visit. When parent arrives for home visit, teacher should take the parents temperature, continue to maintain physical distancing, and wear a mask.

18. Field Trips

All field trips are temporarily suspended due to COVID-19. Remote field trips are encouraged as long as physical distancing while participating is maintained.

19. Family Engagement

Due to COVID-19 and our policy on visitors in the classrooms, in person family engagement events will be suspended. All family engagement events will be remote.

20. Medication Administration

At this time, breathing treatments are NOT to be given in any classroom at any time. Inhalers are permitted ONLY if the proper medical forms have been signed off by the child's prescribing doctor and turned into the Health Services Coordinator.

If a breathing treatment is absolutely necessary during center hours, parents/guardians may come to the center to give the breathing treatment outdoors on in their vehicle.

Any other medical that must be used during center hours must be accompanied by the proper paperwork and signed off on by a doctor.

21. Remote Teaching Policy

In case of school closure or the need for remote instruction, teaching staff will provide services online. Services will be provided through Facebook Live, Facebook Class Page, Zoom, or other applicable education platforms.

Education staff will provide weekly instruction in social emotional development, language and literacy development, math and science, and health and nutrition.

Story time will be provided daily through Facebook Live, Zoom, or a recorded video of education staff reading the story posted to the Facebook Class Page.

The online lesson plan format will be emailed to the Child Development Services Coordinator.

Emailing or mailing of at home activities will be utilized.

Education staff will push weekly Ready Rosie playlists to families.

Parents will be responsible for participating in online activities provided by education staff. Participation of families can be documented through:

1. Videos of children participating
2. Pictures of children participating
3. Live attendance on Facebook Live or Zoom
4. Comments on recorded videos
5. Remote online participation log
6. Individual conversations between teachers and families

Families will be given access to a remote online participation log that can be filled out weekly or monthly and sent in to the child's teacher.

In the event of a school closure, education staff hours will be determined by the Head Start Director. Staff are expected to be available during these hours by phone call, email, or available to come in to the center if needed. If staff will be unavailable for any reason (such as doctor's appointments, vacation, illness, etc.) sick time or vacation time must be used.

Remote Activity Expectations:

- A. All posted activities MUST be developmentally appropriate and aligned to the curriculum, ELOF, and COR data/KDIs.
- B. All activities MUST promote engagement; this means that there must be an aspect to the activity that involves a family response.
- C. While preparing videos or other materials that will be viewed by families, physical distancing MUST be maintained as well as all other state mandates. We want to serve as an example to our families.
- D. Teaching staff should post videos to aid in facilitating at home activities. For example, when posting a math activity, the teacher should name and describe materials needed, discuss the desired outcome, demonstrate how to conduct the activity, and provide questions that can be asked during the activity.
- E. Children and families will comply with program wide health expectations to include: physical examinations, updated immunization records, dental screenings, and other necessary health forms.

SAFETY OF OFFICE STAFF AND VISITORS

1. Office Staff Screening & Morning Procedures

Prior to coming to work each day, employees must self-evaluate for COVID-19 symptoms. A text message will be sent each morning alerting staff to self-evaluate for COVID-19 symptoms. In addition, staff may utilize the CDC's Self-Checker if necessary. If you are experiencing two or more of the COVID-19 symptoms that are NOT attributed to other known illnesses (allergies, etc.), respond to the messaging system, contact your supervisor, and your healthcare provider. Supervisors should contact the Head Start Director. In the event that staff are absent that day, respond to text messaging system with "not working."

Each morning upon arrival, staff are to sign in and use the no touch thermometer to self-screen. If staff did not receive a text message alert, staff should report to the Program Nurse and/or Director. Sanitize thermometer and writing utensils after each use. If staff are aiding each other in temperature checks, PPE must be worn before doing so (gloves, face masks, and smock).

If during the screening process, a staff member is found to have a temperature of 100.0 or higher, he/she must leave immediately and contact their immediate supervisor. Supervisors must contact the Head Start Director.

Office staff should wash hands or use hand sanitizer station before proceeding to their designated work space.

2. Visitors at Head Start Office

Visitor access to the building will be restricted. All visitors must:

- Wear a mask
- Have temperature checked by a staff member. Any staff checking temperature must wear PPE (smock, gloves, and mask).
- Sign in

Families will be allowed to complete an application in a designated area.

Office staff will direct delivery personnel to the far left outside entry way for delivery drop-offs. Parents and families coming to the office to fill out an application will be directed to an outdoor space to meet with FRS or FCSC. Staff may direct families to the far left outside entry way if an indoor space is needed. Staff are responsible for sanitizing drop-off and application spaces after each visitor. Center staff will be encouraged to utilize the outside drop box and limit their time at the Head Start Office. If center staff come to the office to meet with office staff, after checking in, wait while the receptionist contacts the staff member and directs you to a specified meeting space.

3. Personal Workspace

Employees are encouraged to disinfect their own personal workspace (desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. SCPSHS has alcohol-based hand sanitizer stations placed throughout the workplace and in common areas.

Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

4. Shared Workspace

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Employees are required to wear face masks when utilizing common areas such as kitchen, copier rooms, storage rooms, etc. Workspace office usage is as follows:

- **Capacity:** SCPSHS will be monitoring the number of employees in the office while the risk of infection exists and begins to diminish.
- **Kitchen:** Physical distancing will apply. No more than two people in the kitchen at a time. Staff are encouraged to eat in alternate spaces.
- **Copy Room:** There will be limited access to the copy room. Signage indicating restrictions will be posted.
- **Meeting Rooms:** Any time that you are meeting as a group, you must ensure that you are physical distancing or wearing a mask.
- **Program Vehicles:** When riding in a program vehicle with another staff member, masks must be worn. After using the van, staff members must clean and disinfect using materials provided. When multiple employees are occupying a personal vehicle for work purposes, masks must also be worn.

5. Cleaning/Disinfecting Spaces

Clean and disinfect high touch areas/surfaces within the office using EPA approved disinfectants. It is the responsibility of staff to clean and disinfect common areas on a routine basis (10:00am and 2:00pm). These areas or surfaces may include but are not limited to:

- Door knobs/handles
- Light switches
- Desktops
- Kitchen appliances (microwave, stove, coffee maker, toaster)
- Sink faucet & handles
- Water refill stations
- Restrooms (toilet handle)
- Electronic devices (keyboards, tablets, mouse, copy machines, phones, laptops, etc.)
- Frequently touched countertop spaces

STAFF HEALTH PROTOCOL

1. Confirmed Case of COVID-19

Scott County Public School Head Start will follow the Scott County School Divisions closures as identified by the VDH, Governor's executive order, or absence percentage suggested by the Local Health Department (typically 40%).

Sick leave policies contained within the Personnel Policies and Procedures Manual are updated to follow guidance from Families First Coronavirus Response Act.

If an employee becomes ill at work or if another person, in close proximity, is exhibiting symptoms of COVID-19 at work, they will be asked to leave work and go home or to the nearest health center.

Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID-19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
3. At least 10 days have passed since symptoms first occurred

2. Guidance if Exposed

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

- Quarantine yourself in a specific room away from others in your home
- Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
 - Your healthcare provider
 - Your administrator or supervisor

Your supervisor will work with the Head Start Director to determine the appropriate next steps.

3. Reasonable Accommodations

If an employee has a medical diagnosis of a health condition that is underlying, pre-existing, or a mental illness then the employee can request certain reasonable accommodations to perform their daily duties. Documentation, communication, and correspondence is requested from a licensed medical provider to the HR/Fiscal Officer. The HR/Fiscal Officer in conjunction with the Scott County School System's Office of Personnel and Human Resources can assist employees in this paperwork and process.

4. Travel Restrictions

SCPSHS will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Head Start Director.

5. COVID-19 Training

SCPSHS will implement training initiatives to enable employees to recognize the hazards of COVID-19 and shall train each employee in the procedures to be followed in order to minimize these hazards.

This training shall include:

- Mandatory and non-mandatory recommendations in any CDC guidelines or State of Virginia guidance documents
- Characteristics and methods of COVID-19 transmission
- Signs and symptoms of COVID-19
- Risk factors of severe COVID-19 illness with underlying health conditions
- Awareness of the ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the COVID-19 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, ventilation, non-contact methods of greeting, etc.
- PPE

If the program has reason to believe that any employee previously trained does not have the understanding and skill required, the employee will be retrained.

APPENDIX

- 1. Employee Acknowledgment**
- 2. Child Screener**
- 3. Staff Screener**
- 4. CDC Wash Your Hands Fact Sheet**
- 5. CDC Symptoms of Coronavirus (COVID-19) Flyer**
- 6. CDC Stop the Spread Poster**
- 7. DOL Employee Rights under FFCRA**
- 8. Resources**

COVID-19 REOPENING PLAN

EMPLOYEE ACKNOWLEDGMENT

By signing below, I acknowledge receipt of the COVID-19 Reopening Plan. I acknowledge my responsibility to read and understand the information contained in this plan and further understand this receipt will be placed in my personnel file.

I understand the policies described in this manual are general guidelines which are subject to changes and revisions at the discretion of Policy Council, Scott County School Board, Governor of Virginia, and/or the Virginia Department of Health.

Employee Self-Monitoring

1. What is the benefit of symptom monitoring in reducing COVID-19 risk?

Daily symptom monitoring may help detect the early onset of illness so that employees can self-isolate themselves from others and reduce risk of spreading the disease. As such, we all have a role to play in protecting others and ourselves. Self-monitoring for COVID-19 related symptoms is the best method for protecting yourself, family members, friends, schools, and the community at large.

2. Who should follow this guidance?

All employees of Scott County Public School Head Start.

3. What should I do?

All personnel will check for fever and symptoms of COVID-19 in the mornings before reporting to their workplace.

4. What should I look for?

Record temperature. If >100.0 stay home and seek medical care if you are experiencing a high temperature with any of the following symptoms listed below: Cough, Shortness of Breath or Difficulty Breathing, Diarrhea, Chills, Muscle Pain, Sore Throat, New Loss of Taste or Smell, & Fever (100.0 or greater, or when one feels warm to the touch, or gives a history of feeling feverish).

If present, **DO NOT COME TO WORK** and immediately **NOTIFY YOUR SUPERVISOR**.

When testing positive for COVID-19, you must complete the 14-day isolation, and be symptom free for three days before you can return to work, or as directed by your health care provider.

As an employee of Scott County Public School Head Start, my acknowledgment of this guidance reflects my acceptance of this responsibility to comply with self-monitoring practices that have been set forth.

Signature

Date

Child Screener

Student Name: _____ Site Location: _____ Month: _____

[illegible]

Staff Screener

Employee Name: _____ Site Location: _____ Month: _____

[illegible]

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

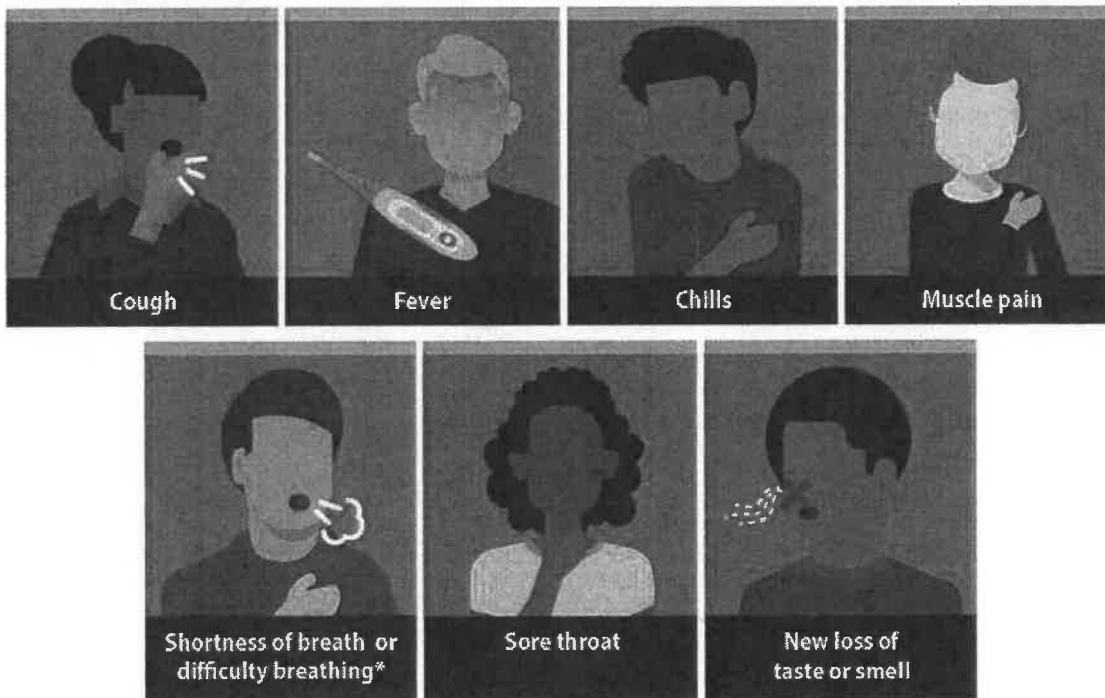
This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

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Stop the spread of germs that can make you and others sick!



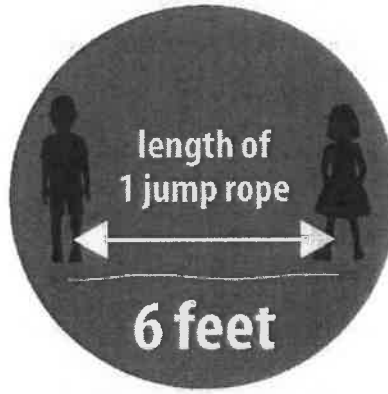
Wash your
hands often



Wear a cloth
face cover



Cover your coughs
and sneezes



Keep **6 feet** of space
between you and
your friends



CS 216683-A 04/30/2020

cdc.gov/coronavirus

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

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| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

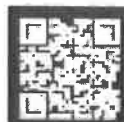


WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 0820

Resources

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

<https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/child-care/>

<https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/k-12-education/>

https://www.scottschools.com/reopening_information

https://www.dss.virginia.gov/files/division/licensing/vrfdh/intro_page/code_regulations/regulations/Phase_III_Guidelines_and_Information_for_Child_Care.pdf

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

<https://www.doli.virginia.gov/wp-content/uploads/2020/07/COVID-19-Emergency-Temporary-Standard-FOR-PUBLIC-DISTRIBUTION-FINAL-7.17.2020.pdf>

<https://eclkc.ohs.acf.hhs.gov/about-us/coronavirus/ohs-covid-19-updates>

<https://www.vdh.virginia.gov/lenowisco/>